Naval Research Program (NRP) Research Topic Portal:

**Initial Research Estimate Form (IREF) Submission**

The Naval Postgraduate School (NPS) Naval Research Program (NRP) is funded by the Secretary of the Navy (SECNAV) and supports research projects for the Navy and Marine Corps. The organization of the NPS NRP is based upon an annual research topic solicitation process that merges Department of Navy research, analysis, and studies requirements with NPS faculty and students who have unique expertise and experience.

The NRP Topic Portal ([https://my.nps.edu/nrp/topic-portal](https://my.nps.edu/nrp/topic-portal)) facilitates a collaborative workflow environment for NPS Students, NPS Faculty and Fleet Sponsors to review, submit, discuss, and sponsor NPS NRP topics for potential funding and thesis consideration.

The **Initial Research Estimate Form (IREF)** is used to submit a preliminary proposed research Statement of Work (SOW) for NRP Research Topics. During and following the Naval Research Working Group (NRWG), researchers work with Topic Sponsors to scope proposed projects, and then submit an IREF for topics they wish to research. Discussions with the Topic Sponsor POC is strongly encouraged. IREFs are submitted via the Naval Research Program’s Topic Portal by NPS faculty. Initial IREF submission and approval generally occurs in March/April.

**IREF Submission** - If you are a faculty member interested in working on a specific NRP research project you will need to submit an IREF for review/approval. Both your immediate supervisor at NPS and a Topic Sponsor POC (usually, the same person identified as the POC on the topic) must approve the IREF for it to be considered in the Navy Topics Research Board (TRB) or Marine Executive Research Board (ERB) for potential funding. Once approved, the information contained in the IREF will be used by the TRB or ERB to select and fund research requirements.

**SUBMIT AN IREF**

1. Navigate to: [https://my.nps.edu/nrp/topic-portal](https://my.nps.edu/nrp/topic-portal).
2. Select NPS Login and enter your NPS UserID and Password.
3. Select the Topic List tab.
4. Search for the desired topic.
5. Select Submit IREF.
6. Complete the displayed IREF fields. ★ All fields are required.

**View & Search Topics** - Current and past topics can be reviewed in the “Topic List” tab by students, faculty, or Topic Sponsors. Topics can be reordered by Topic ID, Topic Title, Topic Sponsor Organization, Topic Type or Create Date.

**Submit an IREF**

- **1. Navigate to: [https://my.nps.edu/nrp/topic-portal](https://my.nps.edu/nrp/topic-portal).**
- **2. Select NPS Login and enter your NPS UserID and Password.**
- **3. Select the Topic List tab.**
- **4. Search for the desired topic.**
- **5. Select Submit IREF.**
- **6. Complete the displayed IREF fields. ★ All fields are required.**

**THIS IS AN UNCLASSIFIED FORM. DO NOT ENTER CLASSIFIED INFORMATION HERE.**

★ When copying from a word processor, the form will cut off all text beyond the designated character limit. ★

- **This IREF also addresses TID(s):** If this IREF addresses more than one topic, list all additional topic IDs separating each with a comma. You must still submit an IREF for each topic that you are interested in researching.

- **Title** (limited to 200 characters): This will be the header entry and the first impression of your topic IREF to the research approval chain.

- **Research Summary** (limited to 2000 characters): Clearly and concisely explain the initial concept for addressing the problem. Outline the activities that must be performed to carry out the proposed approach and list the expected deliverables. **THE FOLLOWING THREE FIELDS (RESEARCH METHODOLOGY/PLAN, RESEARCH DELIVERABLES, RESEARCH DELIVERABLES) WILL NOT DISPLAY ON YOUR IREF. THIS DATA WILL BE USED, AS NEEDED, FOR BAE-RT&X FUNDING APPlicability REVIEW.**

- **Research Objectives/Questions** (limited to 1500 characters): Describe, in lay terms, what you expect to achieve in the proposed research. The aim of the work, i.e. the overall purpose of the study, should be clearly and concisely defined.

- **Research Methodology/Plan** (limited to 1500 characters): Describe the specific procedures or techniques that will be used to identify, select, and analyze information applied to understanding the research problem. How will the research data be collected or generated? How will it be analyzed?

- **Research Deliverables** (limited to 1500 characters): Based on the objectives or questions that the research intends to address list all research deliverables, including their form (software, report, PowerPoint brief, etc.), and proposed content.
IREF Approval Workflow

1. When an IREF is submitted successfully:
   - The researcher will:
     - be presented with a read only display of the IREF.
     - receive an immediate “IREF Submitted Successfully” confirmation displayed on the Topic Portal Page.
     - receive an IREF received email confirmation from NPS_NRP_POC@nps.edu. ★ If you did not receive the confirmation email, then the submission was not successful.
   - The NRP Topic Portal Administrator will receive an email notification that a new IREF has been submitted. The NRP team will do an editorial review of the “draft” submission and may contact you if any clarification is required prior to approving the IREF.

2. When the NRP Topic Portal Administrator has approved the IREF, the researcher’s self-designated Supervisor/Chair/Dean will receive an email with a link to approve or deny the IREF.

3. When the researcher’s self-designated Supervisor/Chair/Dean has approved the IREF, the Topic Sponsor will receive an email with a link to approve or deny the IREF created for their topic. The Topic Sponsor follows the link (CAC required) to review the IREF. The Topic Sponsor then approves or denies the IREF.

4. When the IREF is approved/denied by the Topic Sponsor, the researcher will receive an email notification.

Topic Funding Approval - The TRB/ERB selects those IREFs deemed to be requirements and allocates funds under the fiscal year budget. If your proposed IREF is selected, you will then be asked to prepare a detailed research proposal and budget package. The final research proposal is the culmination of iterative discussions with the Topic Sponsor. It provides a definitive agreement of the proposed work between the Topic Sponsor and the research PI. Once a researcher has developed the formal research and budget proposal package, an immediate supervisor at NPS and the Topic Sponsor POC must approve and sign the research proposal before funds are released to begin work.

★ ★ ★ ★ ★ ★ ★ ★ ★ ★

QUICK REFERENCE GUIDE: SUBMIT A NEW INITIAL RESEARCH ESTIMATE FORM (IREF) IN THE NRP RESEARCH TOPIC PORTAL v4 – APR 2018

NAVAL RESEARCH PROGRAM | NAVAL POSTGRADUATE SCHOOL
https://my.nps.edu/nrp/|NPS_NRP_POC@nps.edu