



Naval Research Program Topic Submission and Review Cycle: Project Execution > Project Completion - Submitting Deliverables

All deliverables are due at the end of the project specific Period of Performance.

Timely project progress updates, budget execution and submission of NRP funded project deliverables are project funding requirements. PIs who consistently fail to meet budget expectations, submit project deliverables and/or respond to data calls may be subject to management inquiry, denied future NRP opportunities (including possible denial of project funding awards) and/or experience a delay in funding allocations for currently ongoing projects until deliverables are met.

PI Responsibilities During the Period of Performance

- Budget Execution:** The NRP is responsible for funding and budget execution. PIs are required to adhere to their [budget/spend plan](#) and to communicate with the NRP immediately regarding any plan deviations. PIs are expected to respond to spend plan data calls and request for information in a timely manner when requested by the NRP.
- FY23 Quarterly In-progress Reviews (IPRs):** Documented quarterly IPRs with the Topic Sponsor are required. PIs send communication details (report, PowerPoint slides, etc.) to the NRP Program Office, nrp@nps.edu at the end of each quarter. IPRs provide status of the project and are critical in maintaining technical visibility. At minimum, IPRs must include the following: status of the project, compared with the proposal projections; any risk encounters or mitigation measures; Topic Sponsor POC updates, as position assignments change; and updates to student or faculty researchers working on the project. You may complete/conduct the IPR in your preferred forum (in-person, teleconference, etc.). **For FY24, a Mandatory Mid-Year Progress Review Paper (5-page maximum body) and Debrief to Stakeholders and NRP “will replace IPRs.”**
- Submit Deliverables:** PIs/Co-PIs are responsible for ensuring all products produced as a result of NRP funded research are submitted to the NRP Program Office by the last day of the project specific period of performance. (e.g. an optional research poster using the [NRP Research Poster Template](#), Executive Summary, Technical/Final Report, final presentation, student thesis, journal publications, etc.). At minimum, NRP PIs are required to submit a NPS Graduate Writing Center (GWC)-reviewed and accepted Technical/Final Report using the [NPS Technical Report Template](#) and a NPS Graduate Writing Center (GWC)-reviewed and accepted, public release [Distribution Statement A](#) and NRP Executive Summary using the [NRP Executive Summary Template](#) at the end of the project Period of Performance.

Final Deliverable Requirements

Principal Investigators (PIs) are responsible for all project specific deliverables agreed upon with the Topic Sponsor, as outlined in their research topic proposal, including all required NRP Project Deliverables. All deliverables must reference the full correct NRP Project (IREF) ID.

All deliverables are to: be prepared and submitted using the most recent official NRP or NPS process and templates, as appropriate; contain all elements requested in the specific document template; (where possible) include a distribution statement; reference the NRP as the funding sponsor; and be submitted as final works. As such, your deliverables should be of postgraduate academic writing and publishing quality.

All final project deliverables are required to be sent to the NRP Program Office at the end of the Period of Performance.

1. **Executive Summary:** A NPS Graduate Writing Center (GWC)-reviewed and accepted, [public release](#) Executive Summary is submitted at the end of your project for inclusion in the publicly distributed NRP Annual Report. The executive summary will be of academic publishing quality, and follow all guidelines outlined in the [NRP Executive Summary Template](#). The GWC will help you generate a polished, publication-ready executive summary for an audience of non-subject-matter experts. They can help during any stage of developing your Summary: planning, drafting, revising, copyediting, and/or finalizing. **At minimum, you are required to provide your near-final draft to the GWC for publication-ready review through this [SUBMISSION FORM](#).** Please refer to: [How to work with the Graduate Writing Center \(GWC\) on NRP Executive Summaries](#).

To Submit your Executive Summary:

- Enter the data from your GWC-reviewed and accepted public release Executive Summary .docx file into Section D: Scholarship/Research, of the NPS [Faculty Activity and Information Reporting System \(FAIRS\)](#). The data collected in FAIRS will populate the NRP Annual Report and portions of the Research Outcomes section of the NRP Topic Portal. **It is very important that you complete all sections as accurately as possible, including student participant data, as all inputs will inform program required reporting.**
 - Login to **FAIRS**.
 - Click the **Naval Research Program Projects & Reporting** link in *Section D: Scholarship/Research*.
 - Click the **Item name** (research project title) to edit.
 - **Enter all requested NRP Executive Summary data. All fields are required,**
 - Click **Save** to finish the record.
- Your GWC-reviewed, [public release](#) executive summary Word file will be sent to the NRP by the GWC *after receiving email approval from the PI*.

2. **Technical/Final Report:** A NPS Graduate Writing Center (GWC)-reviewed and accepted Technical/Final Report produced using the standard [NPS Technical Report Template](#) is required at the end of the project Period of Performance. Please refer to NPS' [Final Technical Report Guidance](#).

- Report Title page: "Prepared for: INSERT Project Specific Topic Sponsor Agency. This research is supported by funding from the Naval Postgraduate School, Naval Research Program (PE 0605853N/2098). NRP Project ID: INSERT your project ID, e.g. NPS-23-N500-B".
- Report Signature page: The report entitled "Title of the Report" was prepared for "INSERT Project Specific Topic Sponsor Agency" and funded by the Naval Postgraduate School, Naval Research Program (PE 0605853N/2098).
- Report Documentation page: [5c. 0605853N/2098] [5d. NRP Project ID; JON e.g. NPS-23-N500-B; W5152] [9. Naval Postgraduate School, Naval Research Program; "NRP Project Topic Sponsor Agency"] [10. NRP; Project Topic Sponsor Acronym e.g. NRP; NAVSPECWARCOM] [11. SPSO/Dept assigned report number; NRP Project ID e.g. NPS-CS-23-500R; NPS-23-N500-B].

To submit your Technical Report:

- Use the [SUBMISSION FORM](#) to submit your Technical/Final Report to SPSO, utilizing the Technical Report Template in Word format. The SPSO will review your report and formatting and will email you if revisions are needed. SPSO will send a Distro A [public release](#) draft directly to the GWC for IThenticate review. Recommended next steps will be communicated, and you will use the [SUBMISSION FORM](#) to request a GWC editor. After review and acceptance of GWC editor's changes, PI/Co-PI/Department Chair signatures are needed on page iii. After signatures have been obtained, use the Submission Form to send the signed report to SPSO for signature by the Vice Provost of Research (VPR). Once VPR signature is obtained, SPSO will send the final report to the NRP which will process your report for publication (Calhoun/DTIC). See attached complete workflow submission process.

3. **Other Deliverables:**

Use the [SUBMISSION FORM](#) to submit all other products produced as a result of the research project (e.g. your [public release](#) NRP Research Poster, final presentation, student thesis, journal publications, etc.) to the NRP.

