Naval Research Program Research Topic Portal: Initial Research Estimate Form (IREF) Submission

The **Initial Research Estimate Form (IREF)** is used by **_NPS Faculty_** to submit an official preliminary proposed research Statement of Work (SOW) for NRP Research Topics. Throughout the year and during 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. Discussion with the Topic Sponsor POC prior to IREF submission is strongly encouraged. IREF submission and approval generally occurs in April/May.

IREF Submission - If you are a faculty member interested in undertaking a specific NRP research project topic, you must submit an IREF for review/approval. IREFs are submitted via the NRP Topic Portal by NPS faculty.

Only the faculty member intended to be the qualified Principal Investigator (PI) may submit the IREF. Both your immediate supervisor at NPS and a Topic Sponsor must approve the IREF for it to be considered by the Topics Review Board (TRB) for potential funding. Once approved, the information contained in the IREF is used to select and fund research requirements. Notification of funding selection generally occurs in August.

SUBMIT AN IREF

1. Navigate to: https://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**.
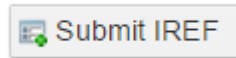
> ★★★★★★★★★★
> **View & Search Topics** – Current and past topics can be reviewed in the "**Topic List**" tab by students, faculty, or Topic Sponsors. Topics can be reordered by Topic ID (TID), Topic Title, Topic Sponsor Organization, Topic Type or Create Date.
> ★★★★★★★★★★

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

> ➤ **This IREF also addresses TID(s):** If this IREF could address more than one topic, list all additional TIDs 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 is the header entry and the first impression of your IREF to the approval chain. This will be used as the official title of your project if funded. You may opt to use the topic title as the IREF title. Please be concise!
> ➤ **Research Summary** (limited to 2000 characters)**: VERY IMPORTANT - -** Clearly and concisely summarize your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. **Research Summary must stand-alone.**

THE FOLLOWING THREE ELABORATION FIELDS (RESEARCH OBJECTIVES/QUESTIONS, RESEARCH METHODOLOGY/PLAN, AND RESEARCH DELIVERABLES) ARE VERY IMPORTANT BUT WILL NOT DISPLAY ON YOUR IREF. INPUTS WILL BE USED, AS NEEDED, FOR BA6-RDT&E FUNDING APPLICABILITY REVIEW.

> ★★★★★★★★★★
> The IREF must be filled out completely before submitting. You cannot save or submit partial information and return to complete the form later.
>
> When copying from a word processor, the form will cut off all text beyond the designated character limit.
> ★★★★★★★★★★

> ➤ **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.

- ➤ **Estimated Budget: TOTAL PROPOSED BUDGET SHALL NOT EXCEED $175,000**
  Using COEUS as a guide provide a well-reasoned estimate for the effort. Estimated budget should be realistic to support the PI's spending at a consistent pace throughout the life of the project. Budget estimates must include **cost and justification** for labor, travel, equipment/supplies, and contracts/services. ★NRP is exempt from indirect costs.
- ➤ **Research Start Date & Completion Date:** Provide the period of performance (PoP). Dates are required and *must be within the parameters listed*. Requests for alternate 17 month start date PoPs sent to nrp@nps.edu prior to IREF submission or entered in IREF Notes section, will be considered on a case-by-case basis. ★Projects requiring additional research time and funding beyond 17 months may be authorized at the discretion of the Program Manager or may recompete for NRP funding.
- ➤ **Anticipated Number of Contributing Students:** Enter the number/anticipated number of contributing students.
- ➤ **List of Known Contributing Students Names:** Enter the names of all contributing students. If unknown type "TBD."
- ➤ **List of Known Contributing Students Curricula:** Enter curricula of contributing students. If unknown type "TBD."
- ➤ **Researcher Title:** Enter the salutation or rank of the primary researcher. Example: Dr., Prof, etc.
- ➤ **Researcher Name:** This field is automatically populated by data derived from the researcher's NPS login information.
- ➤ **Researcher Department/Center/Institute:** Enter the full official name of your Department/Center/Institute.
- ➤ **Researcher Phone:** This field is automatically populated by data derived from the researcher's NPS login information. ★If your phone number is incorrect, you may modify the number displayed.
- ➤ **Researcher Email:** This field is automatically populated by data derived from the researcher's NPS login information.
- ➤ **Chair/Research Chair Name & Email:** These fields should be populated with the person who signs off on research proposals in your school. ★You must use the individual's official NPS email address. You cannot enter your own name/email address.
7. *Review your entries for completeness and accuracy and then -* Click **Submit**.

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 nrp@nps.edu.
     - ★If you did not receive the confirmation email, then the submission was not successful.
   - ☐ The **NRP Topic Portal Administrator (TPA)** will receive an **email notification** indicating a new IREF has been submitted. The **NRP TPA** will:
     - ▪ review the "draft" submission.
     - ▪ comment on your IREF when clarification or changes are required.
     - ▪ administratively approve or deny and archive the draft IREF.
2. When the NRP TPA approves the IREF, the researcher's self-designated **Chair/Research Chair** will **receive an email** with a link to **approve or deny the IREF**.
   - ▪ If the chair approves the IREF the researcher **will NOT receive an email** notification.
   - ▪ If the chair denies the IREF, the approval workflow routing will stop, and the **researcher** will receive an **email notification** indicating that the IREF was denied by the researcher's Chair/Research Chair.
3. When the chair approves the IREF, the **Topic Sponsor** will **receive an email** with an IREF specific link to **approve or deny the IREF** created for their topic.
   - ▪ When the **IREF is approved/denied** by the Topic Sponsor, the **researcher** will receive an **email notification**.
4. If the IREF is approved by the NRP TPA, the researchers' chair, and the Topic Sponsor, the IREF will then be considered by the Topics Review Board (TRB) for potential funding.

Correcting or Submitting a New IREF for the Same Topic: Prior to the IREF submission deadline, you can return to the Topic select **View IREF** and **Resubmit IREF for this Topic** or **Submit a new IREF for this Topic.** Resubmit allows you to correct the existing IREF but this can only be done prior to TPA action. Submit new allows you to submit an additional IREF on the same topic when you would like to propose an alternate study of the topic.

IREF STATUS: View your current or previous IREFs, at any time, by logging into the Topic Portal and selecting the "MyIREFS" tab.