



Congratulations on your FY24 NRP project award!

Historically, the NRP required all Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs) to attend a brownbag briefing before PIs/Co-PIs can begin work. In its place, this letter serves to share NRPs expectations of policies, procedures, and deliverables. The main purpose is to ensure that all NRP PIs/Co-PIs are informed so they can make knowledgeable decisions with their NRP project and understand the Terms and Conditions of the NRP project.

Acknowledgment of Terms: I have read the FY24 NRP PI Checklist Quick Reference, and PI Project Execution & Deliverables Requirements Quick Reference.

I understand and agree to the following:

- **Sponsorship:** The NRP Office at NPS is the official sponsor of all NRP projects. All financial decisions are made at the NRP office. The Topic Sponsor does not alter the proposal or the spending plan.
- **PI Deliverables Requirement:** Mid-Year Progress Review (5-page maximum body) and a debrief to all stakeholders, Executive Summary and Technical Report at completion and Poster is optional.
- **Human Subjects Research (HSR) Funding:** DON-funded research is heavily regulated, and NRP is mandated to be fully compliant with both NPS and regulatory authorities per SECNAV 3900.39E and Title 32 – National Defense Act Part 219 PART 219—PROTECTION OF HUMAN SUBJECTS). Per NPS instruction, no human subject research in any form (including recruitment, consent, or data collection) can take place without proper review and approval by the NPS Institutional Review Board (IRB) and the NPS President. If your project requires activities that may occur prior to the start of HSR (literature reviews, travel to visit sponsors, labor for to develop study designs, put an IRB submission together, etc.), please send all complete packages to IRB@nps.edu for a partial funding approval for the non-HSR part of your project.
- **Period of Performance (PoP):** The standard PoP for **all** FY24 projects is October 1, 2023 – March 31, 2025.
 - o This timeframe enables **all** NRP PI’s a minimum of 12 months of work on a project providing flexibility for teaching periods without the need for extensions. When putting together proposals budget in Coeus, your project must fall within the designated timeframe.
 - o Please note extensions for projects beyond March 31, 2025, will not be granted.
- **Travel:**
 - o Travel is limited to 15% of the project total maximum.
 - o All trips **must directly align** with tasks and deliverables cited in the proposal.
 - DTS form justification box must include: NRP project number, PI Name, detailed purpose of the travel i.e., how the travel is directly related to the NRP project, travel is/is not included in the original proposal. A trip report (1-2 pages) will be required after each trip.
 - o Documenting expected trips (traveler, location, purpose) in the Coeus proposal budget will simplify and expedite trip approval, during project execution.
- **Payroll:** The fully burdened amount listed in Coeus. PIs are expected to plan for salary adjustments within their budget. *The authorized project amount is not increased due to promotions or Cost of Living Allowance increases.*
- **Acquisitions:**
 - o All purchases must align with the tasks and deliverables cited in the proposal. As per annual PI training, purchasing for the “greater good” is not allowed. For that reason, orders should be submitted early enough in the year to directly contribute to the project deliverables.
 - o PIs can purchase equipment (e.g., computers) once every three years.
 - o Due to the funding source, RDT&E BA6.6, PIs cannot purchase cell phone services, office supplies, or furniture.

<p>PI Signature:</p>	<p>Co-PI Signature:</p>
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Attach your digitally signed acknowledgment to your Coeus proposal as "Supplementary Documentation."