

ACADEMIC DEAN AND PROVOST INSTRUCTION 3920.1L

From: Academic Dean and Provost

Subj: RESEARCH BY NAVAL ACADEMY FACULTY

Ref: (a) ACDEANINST 5370.4 series  
(b) ACDEANINST 12630.3 series  
(c) USNA Faculty Handbook  
(d) ACDEANINST 12450.1series  
(e) ACDEANINST 4001.2 series  
(f) USNAINST 3900.1 series  
(g) USNAINST 7820.3 series  
(h) USNAINST 4001.2 series  
(i) USNAINST 4651.2 series  
(j) ACDEANINST 1553.1 series

Encl: (1) Guidance and Procedures for Faculty Research  
(2) External Research Plan  
(3) Format for Internal Research Proposals  
(4) Format for Year-end Reports

1. Purpose. To establish USNA research policy, application guidelines, and format for Naval Academy faculty.

2. Cancellation. ACDEANINST 3920.1K. No special markings appear because this instruction is a complete revision and should be read in its entirety.

3. Policy

a. Background.

(1) Faculty must maintain currency in their discipline in order to support the Naval Academy's educational mission. It is Naval Academy policy to promote and maintain an environment in which research activities contribute to the professional growth of both faculty and midshipmen.

(2) Overall accountability for the Naval Academy research program rests with the Academic Dean and Provost. The Director of Research and Scholarship (DRS) is responsible for the day-to-day management of the Academy's research program as outlined in 5.e, below.

17 April 2002

(3) The principal means of research support is through internal and external sponsorship of faculty research projects that may be carried out during the intersessional period, the academic year, or both.

b. Policy. Accordingly, Naval Academy faculty research policy is:

(1) To give junior, tenure-track faculty the highest priority for funding provided by the Academic Dean and Provost; and

(2) To offer appropriate incentive grants, including ONR matching grants, USNA Recognition Grants, and Special Act Awards for Research, to faculty who are successful in acquiring external research support.

(3) The pursuit of academic research is encouraged for all Naval Academy faculty, civilian and military. Most of this instruction concerns the funding, execution, and successful completion of research by members of the civilian faculty. Nonetheless, officer faculty members are encouraged to apply for internal and external research opportunities. Subject to the positive endorsement of their chain of command and the Naval Academy Research Council, and approval by the Academic Dean and Provost, officer faculty are eligible, for example, for partial or total release from summer intersessional duties to pursue academic research. In addition, officers are encouraged to seek outside sponsorship in support of postdoctoral fellows, laboratory development, etc.

#### 4. Definitions, Specific Guidance and Procedures

a. External research support--Incentive Grants. Several incentives are available for faculty acquiring external research support. Application procedure for all external support grants is outlined in paragraph 5, below.

(1) ONR Matching Grants. Available for faculty who have won partial support to work in Navy laboratories during the summer intersessional period. Funding provided to the Academy by the Chief of Naval Research will support up to one month's matching funds for salary awarded by the respective Navy laboratory. Matching grants are not available when the external sponsor has made full intersessional salary available.

(2) USNA Recognition Grants. Available for faculty awarded partial external research support from sponsoring agencies other than Navy laboratories. These grants may be up to one month's summer intersessional salary. The grant is both a recognition of faculty research initiatives and an incentive to seek outside resources. Grants are subject to availability of funds. Final approval is by the Academic Dean and Provost.

(3) Special Act Awards for Research. Special Act Awards are awarded to faculty who have been exceptionally successful in winning research support from sponsoring agencies. Examples: those faculty who have been awarded ten weeks' reimbursable intersessional salary; faculty who have been awarded particularly prestigious grants, such as full summer support from the National Science Foundation, the Guggenheim Foundation, etc. Grants are subject to the availability of funds. Final approval is by the Academic Dean and Provost.

b. Internal research support--"NARC Grants." These grants are awarded competitively through O&M,N and gift fund resources available to the Academic Dean and Provost. Faculty applications for NARC grants are reviewed and placed in priority order for consideration and

17 April 2002

approval by the Academic Dean and Provost by the Naval Academy Research Council (NARC). Criteria to be used by the NARC in creating the priority ranking include: the quality of the proposed research project; the quality of applicant's scholarship to date, including those projects that have been previously funded through NARC grants; and the role the applicant has played in advancing his or her area of research. Application procedure is outlined in paragraph 5.

(1) Faculty applying for support during their first three intersessional periods in tenure-track status. These NARC Grants—generally for the entire eight-week summer intersessional period—are awarded to support junior faculty members in research projects that will assist them in becoming established in their field. **For the purpose of this instruction, these grants are titled “NARC Seed Grants.”** Notwithstanding the Academy's commitment to full summer support during a faculty member's first three years in tenure-track status, all full-time untenured tenure-track faculty members are urged to apply for external sponsorship as soon as possible in those disciplines where such funding is routinely recognized as being available. In science, mathematics and engineering disciplines in which research sponsors have traditionally been available, financial support from external sponsors is a clear indication of the maturity and positive peer reception of a faculty member's research program.

(2) Faculty applying for NARC support after their first three intersessional periods in tenure-track status. **For the purpose of this instruction these grants are titled “NARC Senior Grants.”** All USNA civilian faculty members who have completed three years of service at the Naval Academy may apply for intersessional research support through NARC Senior Grants. Such faculty must:

(a) Have a recent, tangible record of research outcomes, such as conference papers, published articles and monographs;

(b) Present a project of unusual promise and reasonable assurance of completion in a timely fashion;

(c) Have a proven scholarly record and demonstrated need for funds to start a new project.

These grants are supported through limited resources internal to the Naval Academy and will be awarded after USNA Recognition Grants, Special Act Awards for Research, and NARC Seed Grants have been funded. Highest priority for these grants will go to faculty who have applied for outside resources. The dollar amount available through NARC Senior Grants will be set by the Academic Dean and Provost.

c. Other Faculty Development Grants. As other faculty development resources become available, the Academic Dean and Provost will announce these opportunities by separate means.

d. Specific Guidance and Procedures. Enclosure (1) provides specific guidance and procedure in the implementation of policy contained in this instruction.

## 5. Action

17 April 2002

a. Faculty. Funding support for research and scholarly work at the Naval Academy is obtained through faculty submission of funding proposals to funding agencies or to the Academy itself.

(1) Externally Funded Research

(a) General. External funding is requested by the Naval Academy on behalf of the faculty member. Grants are made to the Naval Academy, not to the individual faculty member. Individual faculty researchers must therefore comply with the sponsor's and the Academy's regulations and requirements concerning expenditure of funds and reporting of results.

(b) Faculty soliciting or establishing external research funding, contracts, or agreements with federal or private sponsors accordingly must draw up an external research plan and obtain Naval Academy authorization, via their chain of command, from the DRS who approves such plans for the Academic Dean and Provost. Faculty interested in establishing external research plans should contact the DRS early in the process to familiarize themselves with requirements, formats, and documentation. The format for the external funding plan is provided in Enclosure (2). External research plans will include adequate funding for all aspects of the proposal, including appropriate labor, travel, per diem, equipment, supplies, and services within the Naval Academy. This includes, in particular, support expected from the Technical Support Department, the Hydromechanics Laboratory, Computer Services, Nimitz Library, and other USNA resources.

(c) Faculty undertaking reimbursable research during the academic year may request teaching release time of the Academic Dean and Provost via their department chair and division director.

(d) External research plans may be submitted throughout the calendar year. Requests for ONR matching grants, USNA Recognition Grants, and Special Act Awards for Research must reach the DRS no later than 15 May to be considered for the upcoming summer intersessional period.

(e) Faculty undertaking reimbursable research with an industrial partner may formalize the relationship through the Cooperative Research and Development Agreement (CRADA) process. Appropriate forms related to CRADA are available in the Research Office.

(2) Internally Funded Research

(a) Application Process. The original and seven (7) copies of each Seed and Senior NARC Grant proposal will be submitted in the format of Enclosure (3) via the chain of command to the DRS. The DRS, with the assistance of the Naval Academy Research Council, will

develop and forward a priority ranking of all NARC grants to the Academic Dean and Provost for approval. The deadline for all internally funded research proposals to reach the DRS is 30 November.

(b) Timetable for Announcement of Grants. NARC Seed Grant applicants will be notified as soon as practicable after the completion of the review and approval process. Senior NARC Grant applicants will normally be informed of the outcome of their proposals prior to 15 May.

(3) Other faculty-related research issues

(a) Faculty seeking part-time outside employment—including teaching, consulting, or other scholarly work—whether research-related or not, are to be guided by reference (a).

(b) Faculty seeking leave without pay to pursue temporary full-time outside employment are guided by references (b) and (c).

(c) Kinnear Grants. Two prestigious grants provided by Mr. James Kinnear, USNA Class of '51, in support of research in the natural sciences are available each summer to Naval Academy faculty of the chemistry and physics departments. An annual ACDEANNOTE announces criteria, applicable schedule and application procedures.

b. Department Chairs. Chairs will provide a departmental endorsement on all research proposals. In preparing their endorsement, chairs must be aware of their dual responsibility to the institution and the individual faculty member. In their fiduciary role as an officer of the Naval Academy, they must provide a reasonable assessment of the applicant's ability to successfully undertake the project. In their role as principal mentor to the civilian faculty, the department chairs must assess proposed projects in the context of the applicant's overall career progression at the Academy.

(1) Priority Ranking. Each department chair will provide separate qualitative rankings of proposals for NARC Seed Grants and Senior Grants.

(2) Accountability. Department chairs will ensure that all funded grant applicants meet applicable Academy and sponsoring agency requirements concerning the accountability of funds and outcomes. Requirements concerning special leave provisions, matériel procurement, timekeeping, intellectual property, and prior review are summarized as outlined in enclosure (1).

(3) Department chairs are strongly encouraged to call upon departmental committees to assist them in these responsibilities.

c. Division Directors. Division directors will review and endorse applications for NARC Seed and Senior Grants. In the execution of NARC grants, particularly during the summer intersessional period, division directors will support department chairs and the DRS in their respective accountability oversight roles, outlined in enclosure (1).

d. Naval Academy Research Council (NARC)

(1) Membership. The Naval Academy Research Council, functioning as a committee of the Faculty Senate, consists of three representatives each from the Divisions of Engineering and Weapons, Humanities and Social Sciences, and Mathematics and Science; a representative from the Commandant's organization (Division of Professional Development, Physical Education Department); and a representative-at-large from the Faculty Senate Academic Affairs Committee. The Faculty Senate nominates faculty to the Academic Dean and Provost for review and appointment to the NARC after consultation with nominees' respective division directors and department chairs.

(2) Term of office. NARC members will serve for three years. They may be appointed again only after three years' absence from the Committee. In light of their duties, NARC members are expected to be experienced, research-oriented faculty.

(3) Responsibilities. The Naval Academy Research Council will:

(a) Review and provide priority ranking of NARC Seed and Senior Grant proposals based on substantive criteria consistent with overall Academy faculty research policy. The NARC will maintain detailed minutes of all deliberations and will meet with the Academic Dean and Provost as necessary to clarify the rationale for all funding priorities and recommendations.

(b) Promote collaboration of all faculty with external sponsors and assist in faculty applications to external sponsors where possible.

(c) Review and rank all NARC research applications in accordance with the criteria outlined in paragraph 4, above, identifying strengths, weaknesses and possible future external sponsors in a letter of response to the faculty author.

e. Director of Research and Scholarship (DRS). The DRS serves as the primary manager of all research activities at the Naval Academy. The duties of the DRS are:

(1) To provide and maintain an environment in which research activities contribute to the professional growth of midshipmen and faculty;

(2) To support program development, proposal preparation, sponsor identification, project administration and reporting of research results;

(3) To administer disposition of all NARC research funds and cognizance over all reimbursable research support;

(4) To actively seek support from federal agencies, educational institutions, and industry for offsetting the cost of research at the Naval Academy;

(5) To serve as the Naval Academy focal point for research and technology applications, as well as scientific and technical information; and to assist in the preparation of disclosures, patents, copyrights, Cooperative Research and Development Agreements and reports to the Defense Technical Information Center;

(6) To serve as chair of the Research Excellence Award Committee and Service Excellence Award Committee to identify the recipients of the annual faculty Research and Service Excellence Awards, in accordance with reference (d);

(7) To administer the Faculty Development Fund with the Director of Teaching and Learning, in accordance with reference (e);

17 April 2002

(8) To serve as consultant to the Promotion and Tenure Committee in issues related to research and scholarship; and

(9) To ensure that any human subjects research by USNA faculty is conducted in accordance with reference (f).

W. C. MILLER

Distribution:

AC

President, Faculty Senate



GUIDANCE AND PROCEDURES FOR FACULTY RESEARCH

GENERAL

1. Leave policy.....	Page 2
2. Matériel procurement.....	Page 3
3. Prior review requirements.....	Page 3
4. Intellectual property rights.....	Page 3
5. Summer timekeeping.....	Page 4
6. Reimbursable funds administration.....	Page 5
7. Non-appropriated funds administration.....	Page 5
8. Reduction of teaching responsibilities.....	Page 5

SPECIAL RESTRICTIONS AND REQUIREMENTS

1. Full time grants.....	Page 6
2. Term of grant.....	Page 6
3. Expiration of funding.....	Page 6
4. Travel expenses.....	Page 6
5. Application eligibility.....	Page 6
6. Curriculum Development Projects.....	Page 7
7. Dual compensation exclusion.....	Page 7
8. Funds limited to approved project.....	Page 7
9. Copies of publications, papers, etc.....	Page 7
10. Acknowledgment of support.....	Page 7
11. Year-end reports.....	Page 7

GENERAL

**LEAVE POLICY**

1. Internal grant recipients

a. Leave accrued during the funded intersessional period. With the approval of their department chairs, faculty with NARC grants may receive paid leave during the intersessional period up to the number of days accrued during the grant period.

b. Leave beyond that accrued during the funded intersessional period. If funded from internal sources for the entire intersessional period (mid-June to mid-August), faculty desiring to take leave beyond that accrued during the funded intersessional period shall submit a work plan to the Academic Dean and Provost (Attention: Associate Dean for Faculty) via their chain of command. Faculty in this status may request up to two weeks' leave, subject to the approval of the Academic Dean and to the following conditions:

(1) The plan at a minimum must identify a compensatory work period—generally, this will be during the period mid-May to mid-June—to offset the intersessional leave taken and to provide for completion of all work proposed in the original statement(s) of work.

(2) Chairs and researchers share accountability in ensuring that all work funded is, in fact, completed in accordance with the original statement of work.

c. Funded intersessional days, leave days, and offset work days will be included in the department's summary of summer activity forwarded to the Dean's office in May each year, as requested by the Associate Dean for Faculty.

2. Recipients of sponsored research. Faculty who receive sponsored research support for the entire intersessional period may be granted up to two weeks' leave during the intersessional period. Formal requests from faculty receiving reimbursable intersessional support should be forwarded to the DRS, via the department chair and division director. Electronic submissions of such requests, with appropriate endorsements, are encouraged. For approval, these requests must:

(a) Have the approval of their department chair and division director;

(b) Have the explicit concurrence of their research sponsor;

(c) Formally designate to their administrative chain of command and the DRS a corresponding number of days before or after the summer intersessional period when the faculty member will make up the days owed the sponsor as a result of leave taken during the intersessional period.

## **MATÉRIEL PROCUREMENT IN SUPPORT OF FACULTY RESEARCH**

1. Applicants for externally funded proposals that include matériel requirements must identify these expected costs in Enclosure (2): e.g., Travel, Equipment, Purchased Services, Support Personnel, Supplies and other materials. ADP systems to be procured or upgraded through reimbursable funds must have adequate maintenance support, whether funded by USNA or external sponsor, for the life cycle of the equipment. The Director, Information Technology Services will review such proposals at the time they are being developed to ascertain in advance the extent and sufficiency of proposed ADP support.
2. Purchase and travel orders in support of faculty research must be consistent with the conditions and work statement of the grant. Department chairs and division directors are responsible for ensuring compliance with this requirement, under the overall cognizance of the DRS, acting on behalf of the Academic Dean and Provost. Faculty will forward purchase and travel orders to the Supply Department via their chain of command and the DRS to ensure that accounting data, items purchased, and account balance are consistent with the overall intent of the grant. The DRS will normally process these purchase orders and travel orders on a same-day basis; the DRS may delegate this review authority to division directors. Faculty with unavoidably late orders or special delivery time requirements should also inform the Supply Department Control Division.
3. During the academic year, division financial technicians will provide monthly reports to the DRS concerning the status of reimbursable funds, by individual account, within their division. During the summer intersessional, these reports will be weekly.

## **PRIOR REVIEW REQUIREMENTS**

Results of funded research in national and foreign policy, weapons systems, military operations, nuclear, chemical, biological, laser and beam weapons technology, communications and computer security may not be openly published or publicly presented by faculty without prior review or written approval by their sponsors or the DRS. Faculty intending research with human or animal subjects must inform the DRS. The DRS will ensure that any human subject research is in accordance with reference (f).

## **INTELLECTUAL PROPERTY RIGHTS**

Faculty or their designees may copyright publications if prepared on their own time and using their own facilities. Faculty members are encouraged to disclose their inventions through the DRS. These may result in patents, awards, licenses and shared royalties. If requested by the DRS, faculty funded in science and technology will complete a Work Unit Information Summary for the Defense Technical Information Center. Background material and format are available through the DRS Office.

## SUMMER TIMEKEEPING

1. By accepting reimbursable research funds from outside sponsors, the Naval Academy assumes fiduciary responsibility that the research will be completed in accordance with the terms of the grant approved by the sponsor. Faculty may be paid from reimbursable accounts only for those periods in which they have actually completed work for the research sponsor. Department chairs are accountable for accurate completion of payroll records.
2. Any faculty slated to be paid during the summer intersessional must meet at least one of the following conditions in order for chairs to complete their payroll designating that the researcher be paid during a given pay period:
  - a. The faculty member is at work in a Naval Academy office, classroom, laboratory, or other Annapolis Area Complex facility.
  - b. The faculty member is conducting off-site research at a location within the defined Annapolis commuting area clearly and unambiguously associated with their summer employment and approved by the chair and the research sponsor. Timekeepers retain for reference a copy of the Annapolis commuting area definition. Libraries, laboratories, and other such facilities within the Baltimore-Washington corridor generally meet this criterion.
  - c. The faculty member is conducting work outside the defined Annapolis commuting area clearly and unambiguously related to their summer employment and is covered by travel orders for the period that the faculty member is away from the Annapolis commuting area. This includes no-cost travel orders.
  - d. The faculty member is in pre-approved annual leave status, in accordance with paragraphs 1 and 2, above.
3. Absent meeting one of these conditions, the faculty member will be placed in a leave without pay (LWOP) status.
4. Department chairs will forward to the Office of the Academic Dean and Provost in May each year a comprehensive list of the intersessional pay status of each faculty member, including the sponsor and job order number for each day of the intersessional. Based on this information, timekeepers will receive from the Office of the Academic Dean and Provost a binding, department-specific schedule of authorized pay, leave, and LWOP days for the intersessional. Any changes to this list will be reported immediately to the Office of the Academic Dean and Provost. All faculty payroll records will be reviewed each intersessional pay period by Academic Dean and Provost Office personnel for compliance with this timekeeping schedule.

### **ADMINISTRATION OF REIMBURSABLE FUNDS**

Reference (g) applies for administration of reimbursable funds.

### **ADMINISTRATION AND ACCOUNTABILITY OF NON-APPROPRIATED FUNDS**

Reference (h) applies for administration and accountability of non-appropriated funds, such as the Faculty Development Fund.

### **REDUCTION IN TEACHING RESPONSIBILITIES TO PURSUE SPONSORED RESEARCH**

Occasionally faculty will want to apply sponsored research funds to reduce their responsibilities in whole or in part during the academic year. In the case of a 100% buy out of the faculty member's time, funding from the sponsor must be available to compensate for 100% of the salary and fringe benefit costs of the faculty member. In the case of a partial buy-down of the faculty member's time, the following schedule normally applies, always to include corresponding fringe benefit costs:

- (1) For a three-credit hour course reduction, twenty-four hours of labor per pay period is charged to the sponsor.
- (2) For a four-credit hour course reduction, thirty-two hours of labor per pay period charged to the sponsor.
- (3) For a five credit hour course reduction, forty hours of labor per pay period is charged to the sponsor.

## **SPECIFIC RESTRICTIONS AND REQUIREMENTS**

### **FULL-TIME GRANTS**

Within the context of their overall responsibilities as USNA faculty, recipients of internal grants are expected to devote themselves full-time to their proposed research project during the grant period.

### **TERM OF GRANT**

NARC Grants are normally awarded for research terms of one year (one summer intersessional and the subsequent academic year). However, as the research proposal warrants, NARC Grants concerning the same topic area may be awarded for up to three consecutive years.

### **EXPIRATION OF FUNDING**

Internally funded research awards will be granted for the summer intersessional only. All funds must be expended by the end of the fiscal year.

### **TRAVEL EXPENSES**

In addition to faculty salary support, NARC grants may include requests for essential research-related travel. Such requests, if approved, will normally be funded from departmental or divisional travel budgets. Approved travel will be carried out in accordance with reference (i). NARC-funded travel requests will be forwarded from the department to the USNA travel office via the DRS and the respective academic division director.

### **APPLICATION ELIGIBILITY**

Recognition grants and NARC grants are available only to full-time tenure-track or tenured faculty members who hold appointments at the Naval Academy during the entire grant period.

### **CURRICULUM DEVELOPMENT PROJECTS**

Projects directly related to changes or improvement of the USNA curriculum are generally not appropriate for NARC grant consideration. Such proposals fall, instead, under the purview of the Naval Academy Curriculum Review Committee, which provides recommendations to the Academic Dean and Provost on Curriculum Development Project proposals, in accordance with reference (j).

### **DUAL COMPENSATION EXCLUSION**

Recognition and NARC grants may not be used as a salary supplement by faculty members who are otherwise employed full time by the federal government during the summer intersessional.

### **FUNDS LIMITED TO APPROVED PROJECT**

Research funds awarded for a project will be used for that project only, and in the manner described in the proposal approved by the Academic Dean and Provost. Requests for major changes in the object, scope or budget of a project will be forwarded via the chain of command to the DRS for review and approval.

### **COPIES OF RESULTING PAPERS, ARTICLES, OR PRESENTATIONS**

NARC fund recipients will forward a copy of any paper, article, or presentation concluded as a result of NARC support to the DRS and the Assistant Librarian for Collection Development, Nimitz Library. DoD fund recipients in science and technology will forward two copies of any publication resulted from DoD supported research to the DRS for the purpose of submission to the Defense Technical Information Center.

### **ACKNOWLEDGMENT OF NARC SUPPORT**

Any publications resulting from NARC funding must acknowledge this support.

### **SUBMISSION OF YEAR-END REPORTS**

NARC recipients must submit a year-end summary report to the DRS via the department chair and division director. This report is due 30 November. The format for this report is provided as Enclosure (4). After their first NARC grant, faculty who are submitting proposals for internal research support must also include the summary report from their last grant.



**EXTERNAL RESEARCH PROPOSALS**

From: (Rank, Name) E-mail Address: \_\_\_\_\_  
 To: Director of Research and Scholarship Phone No: \_\_\_\_\_  
 Via: (1) Chair, Department of \_\_\_\_\_  
 (2) Director, Division of \_\_\_\_\_

Subj: EXTERNAL RESEARCH PROPOSAL

Encl: (1) Attachments, as necessary, for paragraphs 3 and 4 (c), (d), (e), (f), (g), below

1. Proposal Title.

2. Sponsor name and complete address, including E-mail and phone number.

3. I request: \_\_\_ 100% external funding \_\_\_ CNR Matching Grant \_\_\_ Recognition Grant

4. The following expense elements should be discussed with the Research Office (x32504) prior to final submission of this package.

<b>Expense Element</b> (complete where appropriate)	<b>Funded by Sponsor</b>	<b>Funded by USNA</b>
---	--------------------------	-----------------------

a. Total Salary (days/cost): Requested project pay step level _____ Including and acceleration rate _____.	_____	_____
--	-------	-------

b. Travel, local or other (E). Give destinations and rationale.	_____	_____
--	-------	-------

c. Equipment costs (W): Purchase and maintenance.	_____	_____
---	-------	-------

d. Purchased Services (Q). Include faculty publications and Nimitz Library searches.	_____	_____
---	-------	-------

e. Support personnel (U). Include clerical and technical staff, e.g., TSD and Hydromechanics Lab.	_____	_____
--	-------	-------

f. Supplies and materials (T). Include Nimitz Library journals, books, and other materials.	_____	_____
--	-------	-------

g. <b>TOTAL COST</b>	_____	_____
----------------------	-------	-------

5. Proposed summer leave plans.

a. Source of intersessional leave (See para 6.a (2)).	_____	_____
	(Total days offset)	(Total days accrued)

b. Intersessional Leave Offset: Specific dates when leave is to be taken (if known) and offsetting research dates are scheduled:	_____	_____
	(Dates of research work)	(Dates of proposed leave)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

USNA CCA 3920/1 (10-95)



**FORMAT FOR INTERNAL RESEARCH PROPOSALS**

From: (Rank, Name)  
To: Academic Dean and Provost  
Via: (1) Chair, Department of \_\_\_\_\_  
(2) Director, Division of \_\_\_\_\_  
(3) Director of Research and Scholarship

Subj: SUBMISSION OF NARC RESEARCH PROPOSAL ENTITLED " \_\_\_\_\_".

Ref: (a) ACDEANINST 3920.1L

Encl: (1) NARC Year-End Summary Report (after first grant)

1. Enclosure (1) is attached for review by NARC in accordance with reference (a).
2. SUMMARY OF RESEARCH. (Non-technical language; first page only)
3. PROBLEM STATEMENT AND BACKGROUND. (Detailed)
4. METHOD OF INVESTIGATION AND INVESTIGATORS EXPERIENCE.
5. VALUE OF PROJECT TO THE ACADEMY, NAVY OR FIELD OF STUDY.
6. OUTSIDE COMMITMENTS. (Indicate details of outside teaching, consulting, professional societies, etc. demanding on your time)
7. RESEARCH AWAY FROM THE NAVAL ACADEMY. (Give locations and dates when research will be performed away from the Naval Academy)
8. RESUME. (Include publications in the categories of monographs, journals, conference papers, and reports indicating level of your contribution for multiple authors, and NARC-supported publications)
9. BUDGET. (Operation and Maintenance, Navy funds)
  - a. LABOR:
    - (1) Number of days personal funding (give dates) \_\_\_\_\_
    - (2) Number of days technical and clerical support \_\_\_\_\_
  - b. MATÉRIEL:
    - (1) Equipment \_\_\_\_\_
    - (2) Supplies \_\_\_\_\_
    - (3) Materials \_\_\_\_\_
    - (4) Travel (list destinations and objectives) \_\_\_\_\_
    - (5) Purchased services \_\_\_\_\_

TOTAL MATÉRIEL \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



**FORMAT FOR YEAR-END SUMMARY REPORT**

TITLE:

INVESTIGATOR: (Rank, Name, Department)

BACKGROUND:

OBJECTIVE:

METHOD AND RESULTS:

PUBLICATIONS: (NARC supported)

PRESENTATIONS: (NARC supported)

---

Date

---

Signature