

## **Innovations for Navigation Projects Research Program Quality Assurance Plan**

In an effort to ensure that the research being performed under the Innovations for Navigation Projects (INP) Research Program is meeting the needs of ongoing and future innovative navigation projects, the following Quality Assurance Plan will be instituted beginning in May 1999.

Quarterly reports will be sent to members of the INP Field Review Group (FRG) for each funded work unit, as well as to members of Field Advisory Committees (FACs) who are not FRG members. In addition, these reports will be posted on the INP web page. The quarterly reports should consist of brief statements or bullets of the accomplishments of the past quarter and the expected accomplishments for the coming quarter. Based on these reports, the FRG and FAC members may contact individual principal investigators if additional information is required.

These reports will be due to the INP Program Manager in an electronic format no later than June 30, September 30, and December 31. The reports will be assembled by the Program Manager and distributed to the FRG and FAC members within 10 days of the scheduled submittal. (No quarterly report will be required at the end of March due to the FRG meeting held each year in April.)

In addition to the quarterly reports, principal investigators should prepare a brief scope of work for each milestone in their work unit and send it to members of the appropriate FAC for their review and comment. The scope of work should consist of the milestone to be achieved, the objective of work to be performed, and the approach to be taken to achieve the milestone. These scopes of work should also be brief (1 page or less).

On initiation of a demonstration project, the principal investigator should draft a scope of work for distribution to all FRG and FAC members. Although similar to the scope of work described above, this scope of work should include the expected timeline for completing the demonstration project. The location and schedule for demonstration projects should be updated periodically so that FRG or FAC members can make plans to observe a demonstration if they desire.

During August of each year, the principal investigators will meet to share information and to ensure that coordination among work units is taking place. Principal investigators will be asked to present the status of their work unit at this meeting so that other investigators are aware of what is occurring throughout the program. The Headquarters Technical Monitors will also be invited to the August meetings.

In addition, principal investigators are expected to attend the April FRG meeting in its entirety for the purpose of coordination among the work units.