

# INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF AQRP RESEARCH PROPOSALS

## Proposal Preparation Instructions

Complete proposals consist of a cover page, collaborator information sheet (if applicable), abstract, technical work plan, curriculum vita (CV) for each Principal Investigator, and budget with justification for the project as a whole and each collaborating institution (if applicable). If the PI has received prior funding from AQRP a report on previous support will also be required.

### Cover Page

Use the downloadable templates from the AQRP website for the **cover page** and **collaborator information** page. If multiple institutions are collaborating on the performance of the proposal, each collaborating institution should complete the collaborator information page.

### Abstract and Technical Work Plan

The abstract should briefly describe the proposed work and how the work is relevant to the issues defined in the [Priority Research Areas](#) FY 14-15.

The work plan should expand on the description of the proposed work described in the abstract. The work plan should also include a description of the research experience of the organizations proposing the work, a summary of key personnel participating in the project, past experience in conducting air quality research or field investigations (up to 3 recent projects could be described), a list of deliverables, and a schedule. References should be provided, but are not counted toward the page limit.

The length of the abstract and technical work plan should not exceed 8 pages (1" margins and minimum 11 point font minimum).

### CV

CVs should be limited to 2 pages, showing the most relevant publications. Each PI and Co-PI should submit a CV.

### Budget and Budget Justification

A preliminary budget and budget justification (1-2 pages) must be provided. Please use the downloadable **budget form** from the AQRP website. The budget should be prepared giving consideration to adequately funding the project, while making every effort to efficiently use available funding. Indirect costs are allowed, but the rates are limited as follows:

### **Indirect Cost Rate Limitation**

Agencies of the State of Texas are limited to an indirect cost rate of 15% of Total Direct Costs (TDC) as is standard with the Texas Commission on Environmental Quality.

Applicants that are not Agencies of the State of Texas do not have an indirect cost limitation; however, proposers are encouraged to allocate as much funding as possible to the performance of the project activities. As detailed in the Proposal Rating Form, the project budget will be a consideration in determining which projects are awarded funding.

If multiple institutions are collaborating on the proposal the proposal should include a summary budget for the project as a whole and a budget from each collaborating institution, with budget justification.

### **Description of Prior Support**

If the PI or Co-Pi has received prior AQRP funding (including current funding), the proposal should include a one page document describing that prior project and giving a summary of the project results.

### **Submission Instructions**

Proposals should be submitted electronically in PDF format or a format approved by Jim Thomas at [j.thomas@ceer.utexas.edu](mailto:j.thomas@ceer.utexas.edu) . The proposal should be provided as an attachment to an email addressed to: [aqrp@ceer.utexas.edu](mailto:aqrp@ceer.utexas.edu).

Any questions related to the above instructions for completing abstracts may be sent via e-mail to Jim Thomas at the following email address: [j.thomas@ceer.utexas.edu](mailto:j.thomas@ceer.utexas.edu).

### **Additional Information**

#### **Reporting Requirements**

All funded projects will be assigned a TCEQ Project Liaison to ensure project goals are being met, and a UT based Project Manager to assist with the development of required project progress reports, and to ensure that all reporting deadlines are met.

The following project specific progress reports are required:

**Work Plan and Detailed Budget** – Due ten (10) business days after the notification of funding. Included in the Scope of Work, the Work Plan will list all major tasks in the project, the order and dependency of those tasks and the responsible party for

each task, including quality assurance and control procedures (if applicable), and will describe preliminary data collection and analysis of such, if any has occurred.

**Quality Assurance Project Plan (QAPP)** – All projects will require a Category III Quality Assurance Project Plan (QAPP), compliant with EPA QA/R-5 guidance and must be approved prior to the initiation of substantive (i.e. field work, model update improvements) project work by the TCEQ Project Liaison. A higher QAPP category may be required, depending on the scope of the project.

QAPP Procedures can be found at <http://aqrp.ceer.utexas.edu/docs/Quality Assurance Procedures.pdf>

**Monthly Technical Reports and Financial Reports –**

A monthly technical report providing:

- Detailed accomplishments by task;
- Preliminary analysis, including graphs and tables, if necessary;
- Data collected: raw and refined;
- Problems or issues indentified or encountered and proposed solutions or adjustments;
- Actions conducted by task;
- Goals and issues for the succeeding period;
- A detailed analysis of how the project is progressing, whether or not tasks are on target, ahead or behind schedule, and whether or not the project is making progress toward the initial goal/Scope of Work for the project.

The monthly report shall cover the same period as the corresponding month's invoice for that project.

More information regarding financial reporting requirements will be provided as contracts are put in place. In general, a detailed itemization of all salary, travel, supply, and other costs will be required each month, for each project.

**Interim Reports and Presentations**

**Draft Final Report**

**Final Report**

More information on Project Deliverables (from the TCEQ Grant Document) can be found at

<http://aqrp.ceer.utexas.edu/docs/Project Deliverables.pdf>

Please note that UT reserves the right to modify submission dates of reports in order to allow time for administrative processing.

## **Sub Contracts**

The Grant General Conditions for the agreement between The University of Texas at Austin (UT) and the Texas Commission on Environmental Quality establishing the Air Quality Research Program can be viewed at the following link:

[http://aqrp.ceer.utexas.edu/docs/Grant General Conditions.pdf](http://aqrp.ceer.utexas.edu/docs/Grant%20General%20Conditions.pdf)

Agreements with acceptable applicants will be between UT and the applicant's institution. Those agreements will need to be consistent with the agreement between UT and TCEQ.