

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF AQRP RESEARCH PROPOSALS

Two documents are available to assist those considering submission of a proposal to the AQRP. The [State of the Science of Air Quality in Texas](#) provides an overview of the scientific findings from the AQRP from 2010 through 2015. The [Texas Air Quality Research Program Strategic Research Plan 2016-2017](#) outlines the *Research Priorities* for the 2016-2017 funding period.

The AQRP Advisory Council reviewed the Strategic Research Plan and, in addition to supporting the research priorities identified in the Plan, expressed particular interest in projects related to intra-state, inter-state and larger scale transport of air pollutants, projects that address emissions from flaring, projects that address emissions from hydrocarbon storage tanks, and projects that address emission inventory uncertainties associated with activity data.

Proposal Preparation Instructions

Complete proposals consist of the following items:

- Cover page
- Collaborator information sheet (if applicable)
- Abstract
- Technical work plan
- Curriculum Vita (CV) for each Principal Investigator (PI)
- Budget with justification for the project as a whole and each collaborating institution (if applicable)
- Addendum Acknowledgement
- Statement of Prior AQRP Support (if the PI has received prior funding from AQRP).

Cover Page

Use the downloadable templates from the AQRP website for the [cover page](#) and [collaborator information](#) page. If multiple entities/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 Strategic Research Plan FY 16-17 – *Research Priorities* (page 9).

The work plan should expand on the description of the proposed work described in the abstract. The work plan should 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 work schedule. References should be provided, and are not counted toward the page limit.

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

Curriculum Vitae (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 project, 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, the proposal should include a one page document describing each prior project and giving a summary of the project results.

Addendum Acknowledgement

An Addendum to this Request for Proposals was issued on March 31, 2016, providing a copy of the [Master Subagreement Template](#). Each proposer, including collaborating institutions, is required to submit an [Addendum Acknowledgement Form](#), signed by an Authorized Official Representative, indicating that he or she has received and reviewed the Master Subagreement Template, and that he or she understands the terms and conditions of receiving funding under the AQRP.

Submission Instructions

Proposals should be submitted by **5:00 PM Central Time on or before April 20, 2016**. Proposals should be submitted electronically in PDF format or a format approved by Maria Stanzione at m.stanzione@ceer.utexas.edu. The proposal should be provided as a single PDF attachment to an email addressed to: aqrp@ceer.utexas.edu.

Any questions related to the above instructions for completing proposals may be sent via e-mail to Maria Stanzione at the following email address: m.stanzione@ceer.utexas.edu.

Additional Information

Reporting Requirements

All projects selected for funding will be assigned an AQRP Project Manager (UT Staff) to assist with the development of required project progress reports, and to ensure that all reporting deadlines are met, and a TCEQ Project Liaison to ensure project goals are being met.

The following project specific progress reports are required:

Work Plan – Due ten (10) business days after the notification of funding.

Included in the Work Plan will be 3 separate stand-alone documents:

- *Scope of Work*,
- *Budget with Justification*, and
- *Quality Assurance Project Plan (QAPP)*

A template for each of these documents will be provided.

Scope of Work – The Scope of Work will list all major tasks in the project, the order and dependency of those tasks and the responsible party for each task (if a collaborative proposal), including quality assurance and control procedures (if applicable), and will describe preliminary data collection and analysis of such, if any has occurred.

Budget with Justification - The Budget and Budget Justification will provide detailed information on the funds requested for the completion of the project. If it is a collaborative proposal, there should be an overall master budget for the project as a whole, and a separate budget for each of the collaborating entities.

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

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

The complete Work Plan must be received and approved before a Task Order authorizing funding will be issued.

Monthly Technical 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;
- A list of potential publications or final publications.

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

Monthly Financial Reports

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.

Quarterly Reports

A brief (1-3 page) project update will be due quarterly.

Draft Final Report

The Draft Final Report is due 30 business days before the end date of the project.

Final Report

The Final Report is due on the end date of the project.

Presentations

A representative from each project will present their project's findings and results at the AQRP Workshop, which will be held approximately one month prior to the end date of the projects.

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 award mechanism for proposals selected for funding will be via a subcontract between The University of Texas at Austin (UT Austin) and the applicant's institution. In collaborative proposals, each entity will subcontract separately with UT Austin. All agreements must be consistent with the prime agreement between UT and TCEQ.

When a PI is notified that his/her proposal has been selected for funding, UT will issue a Master Subagreement to the PI's institution and to each collaborator's institution. This document contains the general terms and conditions of the award, but does not authorize funding. Once the project Work Plan has been approved a separate Task Order will be issued with project start and end dates and funding authorization.

A copy of the Master Subaward Template can be found at:

<http://aqrp.ceer.utexas.edu/docs/FY16-17/AQRP%20Master%20Subaward%20Template.pdf>

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 (Prime Award) can be viewed at the following link:

http://aqrp.ceer.utexas.edu/docs/Grant_General_Conditions.pdf