

**INSTRUCTIONS FOR PREPARATION
OF
AQRP RESEARCH PROPOSALS**

Proposals consist of a cover page, abstract, technical work plan and budget. The length of the abstract and technical work plan should not exceed 4 pages (1" margins and minimum 11 point font). Use the downloadable template for cover page.

The abstract should briefly describe the proposed work and how the work is relevant to the issues defined in the [project priority areas](#).

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.

A preliminary budget and budget justification (1-2 pages) must be provided. 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 by the AQRP contract. Please contact the program office for details.

A proposal cover page is included with these instructions for use in your submittal. The proposal cover page should be completed and attached to each proposal submitted.

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

[Addendum to Submission Guidelines](#)