**AQRP Quarterly Report Guidelines**

**Project Updates**

**Quarterly Project Update:**

Please provide a brief description of project activities for the quarter. This report does not need to be as complete as the Monthly Technical Reports, but should include the following information at minimum:

* Project Number (22-###), Institution(s), PI, Co-PI(s)
* Progress towards goals within the project’s Scope of Work
* Any delays or issues as related to the projects during the reporting period
* An estimate of any funds that might be returned as a release of claims from the researcher (do you intend to use all funds allocated to the project by 8/31/2023)

**Please be sure this is written in third person and for a lay audience.**

**This document should be between ½ page and 3 pages in length, depending on project activities during the quarter being reported.**

This will be used in the AQRP’s Quarterly Report to the TCEQ. All AQRP reports will also be posted on the AQRP website.

Submit via email to your AQRP Project Manager and CC AQRP@ceer.utexas.edu.