GUIDELINES FOR PREPARATION AND SUBMISSION OF AQRP RESEARCH PROPOSALS (2024-2025)

Any questions related to the instructions below for completing proposals may be sent via email to Air Quality Research Program (AQRP) Program Manager, RoseAnna Goewey (r.goewey@ceer.utexas.edu).

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 2016 through 2021. The Texas Air Quality Research Program Research Priorities 2024-2025 outlines the Research Priorities for the 2024-2025 funding period.

Proposal Preparation Instructions

Complete proposals consist of the following items:

1. Cover page
2. Collaborator Form (*if applicable*)
3. Abstract – 1 page maximum
4. Scope of Work – 7 pages maximum
5. Curriculum Vitae (CV) for each Principal Investigator (PI) – 3 pages maximum each
6. Budget with Budget Justification for the project as a whole and for each collaborating institution (*if applicable*) – 3 pages maximum
7. Statement of Prior AQRP Support (*if the PI/Co-PI has received prior funding from AQRP*)
8. Contracting Terms Acknowledgement

1. Cover Page

Use the downloadable template from the AQRP website for the Cover Page. If multiple entities/institutions are collaborating on the performance of the proposal, each collaborating institution should complete the Collaborator Form. Certified electronic signatures are acceptable.

2. Collaborator Form (*if applicable*)

Use the downloadable template from the AQRP website for the Collaborator Form. Certified electronic signatures are acceptable.

3. Abstract

The abstract should briefly describe the proposed work and how the work is relevant to the issues defined in the Research Priorities FY 2022-2023. *The length of the abstract should not exceed 1 page (1" margins and 11-point font minimum).*

4. Scope of Work

The Scope of Work should expand on the description of the proposed work described in the Abstract. The Scope of Work 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 Scope of Work should not exceed 7 pages (1" margins and 11-point font minimum).*

5. Curriculum Vitae (CV)

CVs should show the most relevant publications. Each PI and Co-PI should submit a CV. National Science Foundation (NSF)-Approved Biographical Sketch format and content is preferred ((a) identifying information, (b) organization and location, (c) professional preparation, (d) appointments and positions, (e) products, and (f) synergistic activities). *The length of the CV should not exceed 3 pages for each PI (1" margins and 11-point font minimum).*

6. Budget and Budget Justification

A preliminary Budget and Budget Justification must be provided. A Budget and Budget Justification is required for the lead and collaborating institution. Please use the downloadable Budget and Budget Justification templates 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 (IDC) are allowed, but the rates are limited as follows:

> **IDC Limitation**
> Agencies of the State of Texas are **limited to an IDC rate of 15% of Total Direct Costs (TDC)**, as is standard with the Texas Commission on Environmental Quality (TCEQ).
>
> Applicants that are not Agencies of the State of Texas do not have an IDC 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. *The length of the Budget and Budget Justification should not exceed 3 pages for each institution (1" margins and 11-point font minimum).*

7. Statement of Prior AQRP Support

If the PI or Co-PI has received prior AQRP funding, the proposal should include a document briefly describing each prior AQRP supported project, the AQRP Project Number (ex: 22-###), and a brief summary of the project results. *The length of the Statement of Prior AQRP Support should not exceed 1 page for each PI/Co-PI if applicable (1" margins and 11-point font minimum).*

8. Contracting Terms Acknowledgement

Each PI and Co-PI should review the Subaward Agreement template and make it available to their institution's Authorized Official Representative. This Subaward Agreement template will be the contracting vehicle between The University of Texas at Austin (UT) and entities whose proposals are selected for funding. Proposers, *including those at collaborating institutions*, are required to

submit an [Acknowledgement Form](#), signed by their Authorized Official Representative, indicating that they have received and reviewed the Subaward Agreement template and that they understand the terms and conditions of receiving funding under the AQRP.

Submission Instructions

Proposals should be submitted by
11:59 PM Central Time on or before January 30, 2024.

The proposal should be provided as a single PDF attachment in an email addressed to: aqrp@ceer.utexas.edu.

Any questions or complications related to the above instructions for completing proposals may emailed to the AQRP Program Manager, RoseAnna Goewey (r.goewey@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 Intent to Fund. Included in the Work Plan will be 3 separate stand-alone documents. A template for each of these documents will be provided.
> 1. *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.
> 2. *Budget with Budget 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, an overall master budget for the project as a whole, and separate budgets for each of the collaborating entities are required.
> 3. *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 templates can be found at: https://aqrp.ceer.utexas.edu/current-pi-info/templates.

The complete Work Plan must be received and approved <u>before</u> a Subaward Agreement 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 identified 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;
- Potential delays, changes in personnel, or other concerns that need to be addressed;
- Estimation of use of budget by funding period expiration date.

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

Monthly Financial Status Reports (Invoice)
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 the 1st day of the last month 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 can be found at the AQRP website.

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

Subaward Agreement

The award mechanism for proposals selected for funding will be via a Subaward Agreement between UT and the applicant's institution. In collaborative proposals, each entity will subcontract separately with UT. All agreements must be consistent with the prime agreement between UT and TCEQ.

When a PI is notified of the Intent to Fund their proposed project, UT will assign an AQRP Project Manager and TCEQ Project Liaison to the project. When the project's final Work Plan has been approved by the AQRP Project Manager and TCEQ Project Liaison, the Subaward Agreement will be issued with project start and end dates and funding authorization.

The Prime Award agreement between UT and the TCEQ establishing the AQRP is available for review at the AQRP Website.

Please refer to the TCEQ Writing Guidance document for writing expectations for all submissions and reports.

URL References

1. State of the Science Report: https://www.aqrp.ceer.utexas.edu/edocman/rfp/SOS2021v2.pdf
2. Research Priorities Document: https://www.aqrp.ceer.utexas.edu/edocman/rfp/RP2425-FINAL.pdf
3. Cover Page: https://www.aqrp.ceer.utexas.edu/edocman/rfp/CoverPage24-25.pdf
4. Collaborator Form: https://www.aqrp.ceer.utexas.edu/edocman/rfp/CollabForm24-25.pdf
5. NSF Biosketch Formats: https://new.nsf.gov/funding/senior-personnel-documents#biographical-sketch-0bd
6. Budget Template: https://www.aqrp.ceer.utexas.edu/edocman/rfp/BudgetTemplate.xlsx
7. Budget Justification Template: https://www.aqrp.ceer.utexas.edu/edocman/rfp/BudgetJustificationTemplate.docx
8. Proposal Rating Form: https://www.aqrp.ceer.utexas.edu/edocman/rfp/RatingForm24-25.pdf
9. Subaward Agreement Template: https://aqrp.ceer.utexas.edu/edocman/projects/Subaward%20Template%202023.pdf
10. Acknowledgment Form: https://aqrp.ceer.utexas.edu/edocman/projects/Ack%20Form%202023.docx
11. QAPP Templates: https://aqrp.ceer.utexas.edu/current-pi-info/templates
12. Project Deliverables: https://aqrp.ceer.utexas.edu/current-pi-info/due-dates-by-deliverables
13. 2022 UT Prime Award: https://aqrp.ceer.utexas.edu/edocman/2022Prime.pdf
14. TCEQ Writing Guidance: https://aqrp.ceer.utexas.edu/edocman/WritingGuidance.pdf