September 26, 2008
To: Prospective Researchers

Request for Proposals
AT 560 - Air Pollution Measurement

The AT 560 Institute invites you to submit proposals in response to the attached request for proposals (RFP). Eligibility for an award requires that the recipient(s) be enrolled for the current semester in AT 560. Proposals will be accepted from individual investigators or pairs of investigators.

Proposals must be submitted in accordance with the enclosed guidelines. The proposal should be submitted electronically to:

Dr. Jeffrey L. Collett, Jr.
Professor
Instructor, AT 560
collett@atmos.colostate.edu

To be considered, your complete proposal must be received by 1:00 P.M. on October 15, 2008.

We anticipate that recommendations for approval will be made approximately October 29. Approval may be accompanied by recommendations for changes in the scope of work planned.

If you have any questions concerning the RFP please contact me at collett@atmos.colostate.edu.

Sincerely,

Jeffrey L. Collett, Jr.
AT 560 Instructor
Background

The AT 560 Institute is sponsoring short-duration research projects aimed at characterizing air quality in the Ft. Collins, Colorado area as well as projects aimed at improving air quality measurement techniques. Studies are requested for the period of Fall 2008. Equipment and supplies will be made available for selected projects.

The Application

Applications should be prepared according to the format outlined below. No special forms are required. The application should include a title page listing the applicants' names, affiliations, and addresses, the program to which the application is being submitted (AT 560 Research Projects), and the date of submission.

Special Instructions

Proposed projects should involve the measurement of air quality in the state of Colorado, preferably in the vicinity of the city of Ft. Collins or other areas along the Front Range. These may include studies of air pollutants in various phases including aerosols, trace gases, cloudwater, or precipitation. Projects which involve the development or testing of techniques for air quality measurement will also be considered. In exceptional cases, projects examining previously collected data may be considered.

Applications containing proprietary or other types of confidential information will be immediately returned without review.

Each proposal should contain the following sections: title page, abstract, project narrative, resume, and budget. The following special instructions apply to all applicants responding to this solicitation:

- A brief abstract (not to exceed one page) must be included with the application
- The project narrative section of the application must not exceed eight 8.5 x 11-inch consecutively numbered pages of standard type (10-12 characters per inch), including tables, graphs and figures. For purposes of this limitation, the "project narrative section" of the application consists of the following items:
  a. Description of Project
  b. Objectives
  c. Results or Benefits Expected
  d. Approach
  e. General Project Information
  f. Quality Assurance
  g. Safety and Waste Disposal Considerations
Attachments, appendices, and reference lists for the narrative section may be included but are within the eight-page limitation. Items not included in the page limitation are the list of needed supplies/instrumentation, budget (if applicable), resumes, and abstract.

Resumes must be included and must not exceed two consecutively numbered pages for each principal investigator and should focus on education, positions held, and most recent or related papers, coursework and publications.

A list of needed supplies and instrument access, including justification, must be included and must not exceed two consecutively numbered pages.

A small amount of funding may be available for purchase of specialized supplies needed for project conduct. If funds are requested, please include a brief budget and budget justification statement. Total funds requested should also be listed on the proposal cover page.

Applications not meeting these requirements will not be forwarded to reviewers without corrections. Applicants will be notified of deficiencies, and requisite changes will be requested.

Application Submission/Closing Dates

In order to be considered, a signed original and two copies must be submitted by 1:00 p.m. on October 15, 2008. The application must be submitted to:

Dr. Jeffrey L. Collett, Jr.
Professor
Instructor, AT 560
collett@atmos.colostate.edu

Guidelines and Limitations

The typical grant issued by the AT 560 Institute is expected to use available equipment and supplies. In exceptional cases a modest sum may be granted for purchase of additional supplies for individual projects. No financial support is available for travel expenses or labor costs.

Eligibility

This program is open only to students enrolled in AT 560, *Air Pollution Measurement*.

Review and Selection

All grant applications are initially reviewed by the Institute to determine their legal and administrative acceptability.
Acceptable applications then undergo review by the AT560 Instructor and at least one AT 560 student. The review is designed to evaluate each proposal for its scientific/educational merit as a basis for recommending Institute approval or disapproval.

Criteria to be used in the evaluation include:

1. Quality of the research plan (including experimental design and creativity)
2. Utility of the research
3. Availability and adequacy of facilities and equipment
4. Likelihood of completing the project in a timely manner
5. Adequacy of justification of needed supplies and instrument access
6. Adequacy of the quality assurance plan
7. Adequacy of the safety and waste disposal plan

Response to Applicants

Applicants will be notified of the status of their proposals following review. For planning purposes, a response on approximately October 29, 2008 should be anticipated. Recommendations for changes in the scope of work may be requested prior to final approval.

Guidelines for Project Narrative

Description of Project

- Provide an overview of the project to be conducted.
- Include relevant background information. This might include relevant regulations or results from previous investigations.

Objectives

- Clearly state what you intend to achieve as a result of the project

Results or Benefits Expected

- After the project is completed, who will benefit? How?
- This might include education of the investigators
- Methods development might aid scientists/engineers making air quality measurement
- Characterization of local air quality might benefit local officials and the community
- Elucidation of a process might aid the scientific and/or regulatory communities

Approach

- Outline the general approach to carrying out your project/achieving your objectives
- Provide a detailed description of the experimental approach you will take
- Provide a schedule for conduct of the project
• Outline factors which might cause delays and plans for accommodating such delays
• Outline point by point how your approach will allow you to meet the objectives

General Project Information

• Describe qualifications of project personnel (brief, one or two paragraphs)
• Describe availability of needed equipment/supplies
• Itemize additional equipment/supplies that are required but not currently available

Quality Assurance

• Describe steps to be taken to ensure high quality data are reported
• Address statistical techniques that will be used to characterize precision of reported results
• Describe how determinate errors will be avoided/minimized
• Describe procedures for documenting experimental procedure
• Describe data handling protocols for minimizing error introduction during data processing

Safety and Waste Disposal Considerations

• List materials to be used in the study, identifying any that are hazardous
• Describe procedures for handling any hazardous materials to be used
• Describe procedures for handling and disposal of wastes generated by the proposed work