

Statement of Work [SOW] Template

The Statement of Work (SOW) shall describe the intended division of research effort and activities in sufficient detail to enable performance to be measured or assessed against goals or progress milestones. The SOW should be completed by the Collaborator.

HJF PI Name:	PI of the Prime Award
Collaborator's Name:	Collaborator to be performing Subaward
Subaward Title:	Study of ... [this could be the title of prime award; or a title that solely reflects the technical work to be performed under the subaward]
Date/Revision #	Date SOW submitted to HJF subaward team

I. INTRODUCTION/BACKGROUND:

Dr. PI, located at _____ [identify location of HJF PI on prime award], conducts research in the field of _____ [describe basic field of research], and is performing studies under prime award _____ [identify prime grant or contract] to specifically study _____ [title of award or brief description of research in prime award]. Dr. PI will utilize the technical expertise of Dr. Collaborator and _____ [Collaborator's Institution] to meet the objectives identified in the above mentioned study. Specifically, Dr. Collaborator will [described the specific goals of the work to be performed by the Collaborator and how these goals support the objectives of the prime award.]

[Include in the background section the relationship Dr. Collaborator may have with other institutions which relate to the work to be conducted under the subaward.]

II. TECHNICAL REQUIREMENTS:

The following tasks will be performed by the Collaborator to meet the objectives listed above. [Identify the subaward project in terms of concrete, specific tasks or steps.]

1. Specifically describe what work will be conducted. This can be extracted from the prime award scientific narrative – however, only include the work that will solely be performed by Dr Collaborator.
2. Identify methods, model systems, technical requirements, how to address unanticipated limitations, metrics to assess, how to analyze/interpret data, how to present results, and the extent/nature of collaboration with the PI.
3. The purpose of this section is to describe the work in sufficient, unambiguous detail so that is it completely clear exactly what work needs to be conducted, how it will be accomplished, who will do it, when or in what sequence it will be done, any desired results or anticipated outcomes, and how performance will be measured.
4. The objective of this section is to articulate the technical objectives in sufficient detail and clarity to avoid a future dispute over work that the collaborator may undertake (and submit invoices for payment) that may not support the objectives of the identified prime award, or may require additional prime sponsor approval.

III. DELIVERABLES/SCHEDULE:

The deliverables are listed as follows [include **specific timeframe** for each deliverable].

1. Include a request for interim (monthly, quarterly, annual, as appropriate) and final technical reports. Specify the expected content and format of the report. Specify when the reports should begin (ie, within a certain period of time after the effective date of the subaward agreement).
2. Include a specific description of expected outcomes in terms of data, results, metrics, parameters, etc.
3. Include requests for tangible items such as samples or materials, or other outcomes such as surveys, websites, statistical analyses, etc., that are expected as part of the subaward work.
4. The objective of this section is to describe the expected deliverables as thoroughly as possible to ensure that the PI receives the anticipated outcome(s) to support the objectives of the prime award, based on the amount budgeted for the subaward. This will assist in the review of Collaborator invoices and make ensure appropriate payments for objectives that support the prime award.

5. Ensure deliverable schedule does not exceed period of performance of prime award.

IV. **APPLICABLE DOCUMENTS:** *(This section is only to be used if Applicable)*

Cite any documents governing specifications or required processes (e.g. Business Associate Agreement, Data Use Agreement, Defense Business Transformation (DBT) certification, protocols, Licenses, Military Specs, etc.)

V. **PROVIDED RESOURCES:**

Note any items or services provided by others that could impact performance (e.g. samples coming from another location, etc.)

VI. **PLACE OF PERFORMANCE:**

Identify all performance sites including Collaborator's Institution

VII. **MONITORING THE PROGRESS:**

Dr. Collaborator agrees that satisfactory progress on the subaward will be monitored during the life of the agreement as follows:

1. Communication and progress updates between Dr. PI and Dr. Collaborator will occur regularly via teleconference and email correspondence, to occur at least monthly [or specify desired frequency].
2. Formal quarterly [or specify desired frequency] meetings will be scheduled to monitor progress, discuss information in interim reports, and agree to any changes to the statement of work that will be submitted as a modification to the subaward.
3. Prior to payment, Dr. PI will review invoices and technical reports for concordance with the statement of work.
4. Note whether HQ Admin Primary is to be included (recommended)

VIII. **BUDGET AND BUDGET JUSTIFICATION:**

Insert approved Subaward budget and budget justification

OPTIONS: For example, if we set up the Subaward for five years but only fund the first year, or certain tasks are not authorized until written permission is received, or dollar amounts or time frames need to be incrementally addressed, one should use Options that can be executed at a later date. Options should be identified within Attachment 6, with a distinct SOW, budget and timeframe