**What is a Statement of Work?**

The statement of work (SOW) is a brief narrative description that outlines the Principal Investigator’s plan for carrying out the research and includes a scope of work, which details the responsibilities of the collaborator (aka subcontractor). This document defines the work that needs to be performed in order to achieve the scientific objectives.

The statement of work should be clear and provide sufficient detail to anyone familiar with the project to determine whether or not the work agreed to was performed. A detailed and complete statement of work makes determining whether milestones are being met much easier.

This document is likely to evolve over time and should be updated whenever the sub-award/subcontract is amended/renewed to make any necessary changes and to insure the subcontractor is meeting agreed upon milestones.

**Sections included in a SOW:**

**Background Information** – Provide a brief summary of the research project.

**Scope of Work** – Provide a one to two sentence statement of what is expected to be accomplished under the sub-award/subcontract.

**Study Objectives** – State the specific objectives and anticipated end results of the research project.

**Period of Performance** – Include the timeframe in which the collaborator will work on the project.

**Services to Be Performed:**

**Qualifications and Time** – Describe the qualifications of the collaborator and how much time they will commit to the research project.

**Specific Requirements** – Describe what is expected of the collaborator including details about specific tasks and expected contributions.

**Space and Human Subjects –** Describe the space and resources available to the collaborator that will make the achievement of the requirements detailed above possible. If the research plan includes the use of human subjects or animals, briefly describe the parameters of this use.

**Deliverables and Reports -** Describe end products and deliverables, and the periodic/final reports to monitor progress under the sub-award/subcontract.

**Template begins on the next page. Remember to delete instructions on page 1 prior to submission.**

**Statement of Work**

**Title:**

**1. Background Information**

**2. Scope of Work**

**3. Study Objectives**

**4. Period of Performance**

**5. Services to Be Performed:**

A. Qualifications and Time

B. Specific Requirements

C. Space and Human Subjects

D. Deliverables and Reports