# Template Statement of Work (SOW)

*The Statement of Work (SOW) format herein is only meant to be a guide and is not necessarily all-inclusive; as such, contents should be tailored to the requirement of the University and the granting agency. Contact your Pre-Award Research Administrator for further guidance.*

# Background

Identified as the “Introduction,” this section provides information needed to acquaint the reader with the basic or current situation. The background information may:

* Identify the need in very general terms;
* Describe why the project is being pursued and how it relates to other projects;
* Summarize any statutory authority or regulations affecting the overall requirement; and
* Identify any background materials attached to the SOW.

# Goals and Objectives

This section should provide a concise overview of:

* The project’s goals and objectives; and
* How the results or end products will be used.

# Scope

Provide a brief statement of what the investigator team expects to accomplish during the project—the breadth and limitations of the project. It should not include specific work tasks or a description of deliverable products, which are to be addressed in the following sections.

# Tasks

Sometimes identified as “Requirements” or “Work Requirements,” this section defines the tasks that the investigator team must complete during contract performance.

Task Example

3.1 Task Areas

Include specific titles of all tasks for required performance.

Task 4.1 Title as applicable

Task 4.2 Title as applicable

Task 4.3 Title as applicable

3.2 Project Milestones/Completion Dates (Estimates and as applicable)

|  |  |  |
| --- | --- | --- |
| **Task Number** | **Work Milestones** | **Projected Completion Date** |
| 4.1 | Describe in-process milestone as applicable (first for this task) | Date |
|  | Describe in-process milestone as applicable (second for this task) | Date |
|  | Describe in-process milestone as applicable (third for this task) | Date |
| 4.2 | Describe in-process milestone as applicable | Date |
| 4.3 | Describe in-process milestone as applicable | Date |

**4.1 Task 1 - Title**

Describe the specific service to be provided for this task. Include milestones that are to be accomplished as applicable and as identified on the milestone schedule. Milestones can include such things as preliminary reports or data submittals, attendance at meetings, etc.

**4.2 Task 2 - Title**

Describe the specific services to be provided. Include milestones that are to be accomplished as applicable and as identified on the milestone schedule. Milestones can include such things as preliminary reports or data submittals, attendance at meetings, etc.

**4.3 Task 3 - Title**

Describe the specific services to be provided. Include milestones that are to be accomplished as applicable and as identified on the milestone schedule. Milestones can include such things as preliminary reports or data submittals, attendance at meetings, etc.

# Deliverables

This section should clearly state:

* What the project team must deliver. If different tasks have different delivery requirements, they must be clearly identified.
* When the project team must deliver. This may be stated using actual dates, days after contract award, or using some other method that clearly marks the required delivery date.
* Where the project team must deliver the service. This may be stated as a location, an organization, a person identified by position (e.g., Contracting Officer’s Representative, a person identified by name or using some other description.)
* Other items to consider: Include any associated review periods or incorporation of Government comments as applicable. Deliverables are different than task completion milestones. Milestones may not require a specific submittal. Include here the schedule for when final products such as data, reports or other items are required to be furnished to the primary requestor.

Example Deliverable Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Description | Quantity/Media | Date Completed |
| 1 | Identify the specific deliverable | e.g. 5 printed copies and 3 copies on CD-ROM | dd-mm-yyy |
|  | Government review (as applicable) |  | dd-mm-yyy |
|  | Resubmit with Government comments | e.g. 5 printed copies and 3 copies on CD-ROM | dd-mm-yyy |
| 2 | Identify the specific deliverable | As applicable | dd-mm-yyy |
| 3 | Identify the specific deliverable | As applicable | dd-mm-yyy |

# Other Unique Requirements

Discuss any other unique requirements or considerations, e.g. – Institutional Review Board (IRB) Approval for projects with human subjects.

# Intellectual Property

Discuss any intellectual property concerns.

# Period of Performance

The period of performance may be stated using actual dates, days after contract award, or using some other method. If different periods of performance will apply to different tasks, the tasks and related periods of performance should be clearly identified.

**Budget**

Below is sample language for unsolicited proposals with industry sponsors, i.e. a fixed price contract vs. cost-reimbursable. Please note: a detailed budget breakdown will be required by the University and must accompany this SOW. The budget will remain an internal document unless otherwise specified by the granting agency or sponsor.