

Statement of Work Template

Project Title:

Document Date:

Objective: Brief overview of the specialty area. Describe why the research is being pursued and what knowledge is being sought.

Scope: Include a statement of what the SOW covers including the research area to be investigated, objectives/goals, and major milestones and schedule for the effort.

Background: The applicant must identify appropriate documents, including publications that are applicable to the research to be performed. This section includes any information, explanations, or constraints that are necessary in order to understand the hypothesis and scientific impact and may also include previously performed relevant research and preliminary data.

Tasks/Scientific Goals: This section contains the detailed description of tasks which represent the research to be performed. This portion of the SOW should be developed in an orderly progression and presented in sufficient detail to establish the methodology and feasibility of accomplishing the overall program goals. The work effort should be segregated by performance period for all tasks to be performed and anticipated milestones realized in that year (e.g., Year 1, Year 2, etc, should be detailed separately). The tasks must be definite, realistic, and clearly stated. Use “the grantee shall” whenever the work statement expresses a provision that is binding. Use “should” or “may” whenever it is necessary to express a declaration of purpose. Use active voice in describing work to be performed. Do not use acronyms or abbreviations without spelling out acronyms and abbreviations at the first use; place the abbreviation in parentheses immediately following a spelled-out phrase. If presentations/meetings are identified in your schedule, include the following statement in your SOW: “Conduct presentations/meetings at times and places specified in the grant schedule.”