

Statement of Work Instructions and Sample

Statement of Work Statement

Every subcontract must include a statement of work statement. The SOW statement should provide sufficient detail about the proposed work to allow someone reviewing the statement and who was familiar with the project to determine whether or not the work agreed to was delivered/performed. While the exact experimental or procedural information is not necessary. The following elements are typically included under "statement of work," however these are not all-inclusive:

1. Project title
2. Principal Investigator name at each institution
3. Timetable or schedule of work to be performed/start&end dates,
4. Project description
 - i. Purpose or objective(s) of the work to be performed;
 - ii. An explanation of the work to be performed inclusive of special personnel, supplies, materials, equipment or travel needed;
 - iii. Specification of how the work's progress or results are to be measured;
 - iv. Identification of deliverables, products or expected outcomes.
 - v. Explain the intellectual expertise that the SUBAWARDEE will provide to the research project that distinguishes this work form a bid for services or a purchase order.

Statement of Work Sample

Project Title:

Primary Site PI:

Primary Site Institution:

Subaward Site PI:

Subaward Site Institution:

Project start/end date:

Project Description:

Objectives

Explanation of work to be performed- *special personnel, supplies, materials, equipment or travel needed*

Tasks- *Specification of how the work's progress or results are to be measured*

Deliverables- *Identification of deliverables, products or expected outcomes*