

## **Statement/Scope of Work Guidance for Cayuse SP**

You may paste a statement of work (SOW) or various segments from a proposal or subcontract/evaluation piece produced for funders or collaborators. Alternatively, you may develop a SOW for internal review. From the approvers' perspective, the SOW might include some or all the following information. Note that only brief information is required, and information may be included in bulleted lists.

Often, the SOW is included as part of the contract documents, so brevity is desirable.

**Project Title:** Add the title of the proposal.

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

**Scope:** Explain the research area to be investigated, objectives/goals, and research/evaluation questions.

**Tasks.** This section contains a description of tasks which represent the research to be performed that are/will be contractually binding. It would be helpful to add information regarding:

1. The major tasks being performed (in each project year) – such as data collection, analyses, report writing, training and collaboration/consultancy, attending meetings etc.
2. Methodologies used in research aspects of work (e.g., surveys to collect data and statistical analyses to assess impact).
3. Major outcomes anticipated or products to be delivered (even if a component of a larger project or piece of work being conducted by a partner).
4. (Optional) timeline of activities/milestones.