Statement/Scope of Work Template 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 OSP review. From an OSP perspective, the SOW might include some or all the following information. Note that only brief information is needed and various information may be included in bulleted lists. However, more detail may be added for larger, more complex the grant/subcontract is (e.g., high dollar amount, multiple project years).

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.

Background: If applicable, you may identify appropriate documents, including publications that are applicable to the research to be performed.

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 or work being conducted by a partner).

4. (Optional) timeline of activities/milestones.

Note that the tasks must be realistic, and clearly stated. 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.