**STATEMENT OF WORK**

***Delete the text in blue before saving as final.***

*The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. It is a formal document and must be agreed upon by all parties involved. In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.*

**A comprehensive Statement of Work (SOW) should identify:**

* Who - the subrecipient institution, the PI and project staffing
* What - project and subaward objectives and description of research to be conducted
* When - the period of performance and timing/frequency of meetings and reports
* Where - location(s) where the research will be conducted
* How - deliverables and milestones defined with a high level of specificity and detail

**A comprehensive SOW performs the following functions:**

* Allows ORSP to perform the required subrecipient risk assessment and determine contract terms
* Clarifies the determination of the subrecipient versus contractor relationship
* Supports more effective monitoring
* Not the same as the grant proposal abstract.

**Scope of Work**

Describe the work to be performed by the Supplier, list any specific project goals, objectives, and any related phases for which the Supplier is responsible. *This section of the Statement of Work should provide a brief statement of what you expect to accomplish as a result of this scope of work. While specific deliverables and tasks will be presented in the Work Requirements section, this section should highlight what is and is not included in the scope of the project in broader terms.*

*See example scopes of work* [*here*](https://shsu.edu/dept/office-of-research-and-sponsored-programs/submissions-and-awards-pages/SOW-Examples.pdf?language_id=1)*.*

**Schedule/Milestones/Tasks**

*This part of the Statement of Work should define the schedule of deliverables, break-down of tasks, and milestones for this project. Since the SOW often accompanies the RFP for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.*