

SAMPLE FORMAT- STATEMENT OF WORK

TITLE: (Normally carries the same title as Phase I, but may be changed if the previous title no longer accurately describes the project.)

I. Background Information

Provide a general, brief summary of what needs the research on this contract will be addressing. Information from the Topic description may be useful to include for context.

II. Scope

Provide a one to two sentence statement of what is expected to be accomplished under the contract.

III. Objectives

State the specific objectives and anticipated end results of the proposed Phase II effort

IV. Services to be Performed.

Begin this section with the following language: “The contractor shall independently perform all work and furnish all labor, materials, supplies, equipment, and services (except as otherwise specified in the contract) to perform the following services:”

A. Specific Requirements – List all tasks in a logical sequence, in an outline format, to precisely describe what is expected of the contractor in performance of the work. Tasks should contain enough detail to establish parameters for the project and keep the effort focused on meeting the objectives.

Do not include any proprietary information.

B. If the research plan includes the use of human subjects or animals, briefly describe the parameters of this use. Refer to Sections 4 and 8 of the Solicitation for further guidance.

C. Reports & Deliverables - Describe end products and deliverables, and describe periodic/final reports required to monitor work progress under the contract.