**Statement of Work Template (SOW)**

The Statement of Work (SOW) shall describe the intended division of research effort and activities in sufficient detail to enable performance to be measured or assessed against goals or progress milestones. The SOW should be completed by the Collaborator.

|  |  |
| --- | --- |
| **HJF PI Name:** | PI of the Prime Award |
| **Collaborator’s Name:** | Collaborator to be performing Sub award |
| **Sub award Title:** | Study of … [this could be the title of prime award; or a title that solely reflects the technical work to be performed under the sub award] |
| **Date/Revision #** | Date SOW submitted to HJF sub award team |

I. **INTRODUCTION/BACKGROUND**:

Dr. PI, located at \_\_\_\_\_\_ [identify location of HJF PI on prime award], conducts research in the field of \_\_\_\_\_ [describe basic field of research], and is performing studies under prime award \_\_\_\_\_\_\_ [identify prime grant or contract] to specifically study \_\_\_\_\_ [title of award or brief description of research in prime award]. Dr. PI will utilize the technical expertise of Dr. Collaborator and \_\_\_\_\_\_\_\_\_ [Collaborator’s Institution] to meet the objectives identified in the above mentioned study.

II. **TECHNICAL REQUIREMENTS**:

The following tasks will be performed by the Collaborator to meet the objectives listed above. [Identify the subaward project in terms of concrete, specific tasks or steps.]

III. **DELIVERABLES/SCHEDULE**:

The deliverables are listed as follows [include **specific timeframe** for each deliverable].

IV. **APPLICABLE DOCUMENTS**:

Cite any documents governing specifications or required processes (e.g. Business Associate Agreement, Data Use Agreement, Defense Business Transformation (DBT) certification, protocols, Licenses, Military Specs, etc.)

V. **PROVIDED RESOURCES:**

Note any items or services provided by others that could impact performance (e.g. samples coming from another location, etc.)

VI. **PLACE OF PERFORMANCE**:

Identify all performance sites including Collaborator’s Institution .

VII. **MONITORING THE PROGRESS**:

Dr. Collaborator agrees that satisfactory progress on the sub award will be monitored during the life of the agreement.

VIII. **BUDGET AND BUDGET JUSTIFICATION**:

Insert approved Sub award budget and budget justification.