Statement of Work Template

Project Year 1: mm/dd/yyyy-mm/dd/yyyy
Project Year 2: mm/dd/yyyy-mm/dd/yyyy

Purpose
The PI's (NAME's) group at Department/Unit/Center proposes to participate in the Project TITLE effort by conducting the following activities:

- Describe what they will do the goals/planned activities
- Description of their work for a goal or planned activity
- Sample of what will be done for a goal on a project

Tasks
Following are some specific guidelines and examples:

- Define the range of contractor activities, beginning the following tasks with the phrase "All work required to".
    1. Design, sample, and test
    2. Develop, manufacture, and field test
    3. Test and evaluate
    4. Collect and analyze
- Define all detailed requirements that are required in the delivered product or service.
- Categorize requirements (reporting, documentation, survey, design, etc).
    1. The survey shall include a minimum of 10,000 households.
    2. Analysis shall be made to determine the statistical relationship between ____.
    3. The equipment shall operate in the temperature range of -20 to + 60 degrees centigrade.
    4. Use an appropriate industry recognized formatting system if one is available.
    5. Define the major tasks in such a way that the sequence allows for progress measurement and easily measured task costs.

Time Frame
Provide a time schedule for project tasks, this can be a list of activities, a table or even a flowchart.

Project Reports / Deliverables
List project reports or other deliverables that will be submitted as part of grant activities.
Identify which reports require UMB approval. This should include the progress reports and final grant report required under the grant agreement. These progress reports are to be submitted quarterly or monthly depending upon whether the grant recipient wants to be paid quarterly or monthly

Writing Tips:
The following writing tips should help you produce high-quality documents that are clear and unambiguous:

- *Choose one term to define the contractor's obligations and use it consistently thereafter (e.g., "Subcontractor agrees...").*
- *Use short sentence length.*
- *Use active voice, task oriented statements.*
- *Limit the length of a statement to three sentences or less.*
- *Avoid abbreviations, acronyms and words that have special meaning as much as possible, or define them in the definitions section of the contract, and then **be consistent** thereafter.*
- *Avoid using "any", "either", "and/or" and "never".*