**Statement of Work**

The “Statement of Work” (SOW) is a document that lists and describes all essential and technical requirements for the effort to be performed, including standards to determine whether the requirements have been met. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The SOW should include a timeline for all deliverables. The document should include a detailed budget (as provided by OSPR) and at a minimum the requirements as outlined below.

**\*PROJECT PURPOSE:**

To facilitate discussions with potential sponsors.

Potential Sponsor Name: {Insert Name of Sponsor}

Type of entity: Federal

Sponsor Contact Information {Insert Main Contact Name}

{Insert Sponsor Address}

{Insert Sponsor E-Mail}

{Insert Sponsor Phone}

{Insert Sponsor Website Link if Applicable}

For use in collaborative proposals;

Potential Collaborator Name: {Insert Name of Collaborator}

Type of entity: Federal

BGSU will be the lead or  BGSU will be Subrecipient to other entity

starred information (\*) below should agree with that presented on the BGSU subrecipient commitment form or comparable document.

\*Classification: Choose an item.

**PROJECT DETAILS:**

\*Address/place where work will be performed:

\*Project Period of Performance: From:Click or tap to enter a date. To:Click or tap to enter a date.

\*Project Title:

\*Principal Investigator/Project Director:

Other PIs and Key Personnel

Name Title Role Anticipated Effort

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Other staffing required for Project (i.e. students, post-docs, staff, etc.)

Name Title Role Anticipated Effort

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Resources needed for project (e.g., lab space, service center, equipment, data sets, etc.): *Provide a brief description of the resources needed from the project and include if funds are being requested from the sponsor for these resources or if these are new or existing resources to be provided by the University. If these are new resources being provided/committed by the University, who is committing the resources and does the PI have approval?*

Project Overview/Goals: *Provide a brief description of the purpose of the project, goal(s) and problem to be solved. Goals can be technical, economic or social*.

Objectives and Deliverables: *Complete this section with the objectives of the project, which are things that will be measurable or knowable at the end of THIS agreement. Also provide a list of deliverables here. Deliverables are comprised of a task and an end product.*

Detailed description of work to be performed: *Describe the project-specific activities in brief, narrative form. Please include how each goal, objective, and deliverable will be met.*

Administrative/Project Management/Staffing Plan: *Include minimum qualifications or skill levels expected for each person to be involved. If there are meetings, calls, conferences or other “soft” deliverables required by the sponsor, they should be outlined here. Any requirement that is not an end product of a specific task, but that is required of the performing party, should be described here.*

Timeline (Milestones, progress and other technical reports): *Describe any reports to be submitted to show progress. Include dates for any tasks and deliverables as well as for the administration portion of the SOW.*

Does this project involve human subjects?

Yes  No

Does this project involve animal subjects?

Yes  No

Is there potential for the creation of any IP (patentable or copyrightable technology or products)? Yes  No

Will any existing IP be used in the performance of this project? Yes  No

Signature (Digital): Date: