**CU Denver Pl Name:**

**CU Denver Proposal Number:**

**Sub-recipient PI Name:**

**Sub-recipient Institution:**

**Sponsor Name:**

**Date:**

**STATEMENT OF WORK**

**Scope:** Include a statement of what the SOW covers:

* the research area to be investigated
* objectives/goals of the sub-recipient and how they will be met

**Technical Tasks:**

* The SOW must contain every task to be accomplished and include a detailed schedule.
* The tasks must be definite, realistic, tied to the main technical document, and clearly stated. Do **not** use “at the request of the PI” or “including but not limited to”.
* Use "the grantee shall" whenever the work statement expresses a provision that is binding.
* Use “should” or “may” whenever it is necessary to express a declaration of purpose. Do **not** use “can”.
* Use active voice and third person in describing the work to be performed.
* Do not use acronyms or abbreviations without spelling out acronyms and abbreviations at the first use.

**Project Administration:**

* Describe any requirement that is not an end product of a Project Task, such as presentations or meetings (including location and date). Include if the cost is in the budget provided to the sub-recipient.

**Project Timeline**

**Projected performance period**: xx/xx/xxxx–xx/xx/xxxx

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task#** | **Description** | **Start Month** | **Duration** | **Payments**  **(if fixed-price)** |
| 1 | Poor example:  Task 1: Assess class needs for public health awareness. |  |  | Delete this column if cost-reimbursable |
| 2 | Better example:  Task 1: Survey 4 classes of 20 students in asthma awareness. Each class will answer a 25 question survey that assesses their general knowledge of asthma issues as they relate to public health. One reviewer should take about 1 hour with each class to take the survey and another 2 hours per class to assess the data. |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**Reports, Data, and Other Deliverables:**

Poor example:

The grantee shall be required to give weekly reports of progress during the soybean season with more frequent reports during the height of the season.\

Better example:

The grantee shall be required to give weekly reports consisting of: wind pattern analysis, fungi spore distribution, and potential risk areas. During the height of the season, May 15-July 15, the grantee may be required to give bi-weekly reports.