GUIDELINES TO DRAFTING A STATEMENT OF WORK

The "Statement of Work" 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. This document must include a detailed budget and may include the following items where appropriate:

The following outlines key elements of a well-defined SOW. Not all of the element's need be present to create a sufficient SOW, but they are recommended in order to reduce ambiguity.

NOTE: Use of this template is not required and can be tailored for the use of FIU's SOW or FIU's Subawardee's SOW.

PI NAME:
Name of PI and institution

PROJECT TITLE:
The title should be unique, descriptive, and be used consistently throughout the task order solicitation request process.

PROJECT STATE AND END DATES: Include project dates

PROJECT DESCRIPTION STATEMENT:
Describe the problem that this research will address (1 or 2 paragraphs is fine). This may include a brief summary of the current scientific and technological state of the art or the developmental status of the field to be advanced.

PROJECT GOALS:
At the beginning of this section, complete the following sentence: The goal of this project is to….
(Complete the sentence with a brief description of the goal(s) and how the goal(s) will be met. Goals can be technical, economic, or social. This too can be brief but try to make the goals as specific as possible.)

PROJECT TASKS
List the specific tasks to be performed for this project.
> **Example:**
> Task 1: Survey 3 classes of 15students in hypertension awareness. Each class will answer a 20-question survey that assesses their general knowledge of hypertension 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.

PROJECT DELIVERABLES:
List the anticipated deliverables. Under agreements for fundamental research the deliverables will probably be limited to interim and final reports.
Example:
> PI will be required to give weekly reports consisting of: wind pattern analysis, fungi spore distribution, and potential risk areas. During the height of the season, June 15-August 15, the PI may be required to give bi-weekly reports."

PROJECT ADMINISTRATION:
If there are meetings, conferences, or other administrative requirements of the project, they should be outlined in this section. Any requirement that is not an end product of a Project Task but is required by the performing party should be described here.

PROJECT TIMELINE:
This section provides all dates for the project. It states dates for the tasks and deliverables. It also covers the dates for the administration portion of the statement of work. Under a fixed-price type agreement, the payments may be tied to the deliverables

Example:

	Task	Date	Payment (**Fixed-Price Agreements Only**)
T1	Milestone 1-Task 1 Submit Data Analysis	5/15/2025	$3,000
T2	Milestone 2- Task 2 Submit Yr 1 Progress Report	6/1/2025	$5,000
T3	Milestone 3-Task 3 Submit Final Report	6/2/2026	$5,000