**Scope of Work**

**Client:** Nonprofit Association of State

**Contact:** Jane Doe

**Client Email:** **clientname@email.org**

**Client Phone: (###) ###-####**

**Client Web: https://www.google.com**

**Title:** Nonprofit Compensation and Benefits Study

**PI:** Lantz McGinnis-Brown

**IRB Status:** Exempt

**Start date:** 2/7/21

**Completion date:** 5/15/21

**Study Budget**

Research Associate (40 hours) = $#### salary and benefits

Facilities and Administration = $###

Total = $####

**Overview**

Idaho Policy Institute (IPI) will provide the Nonprofit Association of State with technical assistance in the creation, implementation, analysis, and presentation of the results of an updated compensation and benefits survey for the state.

**Task 1: Survey Construction (February, 2021)**

IPI will work with the Association to develop a nonprofit compensation survey in Qualtrics (a web based survey platform). The Association will provide information and feedback for the survey, in order to ensure that it best reflects the organization’s needs and objectives.

**Task 2: Data Collection (February/March, 2021)**

The purpose of this task is to distribute the survey and manage the responses. The Association will distribute the survey communication to state nonprofits on Feb. 10, 2021, which will include the survey link to be provided by IPI. IPI will monitor the responses and provide Association with updates. Association will send follow-up messages as needed to best ensure representative response rates. The survey will remain in the field until March 3, 2021. After the survey is closed, IPI will work with Association on analyzing and interpreting the data.

**Task 3: Report Findings and Build Online Presentation Tool (March/April, 2021)**

The purpose of this task is to present the data. IPI will draft an executive summary and provide the overall survey results in an excel format.

IPI will also use the Tableau visualization platform to present the survey data in graphs and relevant crosstabs in an online, interactive format that the client will be able to host on a Tableau account, while keeping the raw survey data confidential. Association will host the Tableau dashboard survey data on its member-only accessible area of Association’s website and be responsible for the data and its protection and maintenance. The Tableau dashboard will allow for the use of navigation tabs and interactive filters to further explore the data.

Completion of this final deliverable is dependent upon an adequate survey response rate, determined collectively by IPI and Association. If achieving the agreed upon response rate does not happen within the timeframe set for survey data collection, then the due date of the final report to Association may be extended.