**STATEMENT OF WORK**

1. **Project Title**

1. **Principal Investigator**

Include name, title, department, mailing address, email address, and phone number.

1. **Co-Principal Investigator (if any)**

Include name, title, department, mailing address, email address, and phone number.

1. **Other Key University Personnel (if any)**

Include name, title, department, mailing address, email address, and phone number for each person.

1. **Sponsor Contact Information**

Include company name, contact name, contact title, mailing address, email address, and phone number.

1. **Project Background**

Identify the problem that this proposed project will address and briefly explain how the proposed research project will advance scientific knowledge and technical capability in the identified research topic area.

1. **Project Objectives**

List key objectives/aims/goals of the proposed research project.

1. **Project Details**

Summarize the methods, procedures, and activities that will be undertaken in the performance of the proposed research project to advance the project objectives.

1. **Project Deliverables**

1. **Project Schedule**

Identify key activities to be undertaken in the performance of the proposed research project with anticipated completion dates. Include project period in # months (example, 12-month project, 24-month project, etc.).

1. **Sponsor Materials/Equipment**

Describe any materials or equipment that you will request the sponsor to provide for performance of the proposed research project. If none, indicate “N/A” for this section of the proposal. Do not include materials or equipment that will be purchased by University using funds from this award.

1. **Total Requested Budget**

Insert total project budget in US Dollars.

1. **Budget Justification**

Describe how the requested budget supports the proposed research activities. Include only high-level budget categories if possible (e.g. personnel, materials and supplies, travel, equipment, etc.).