

SAMPLE FORMAT- STATEMENT OF WORK

TITLE: (Normally carries the same title as Phase I, but may be changed if the previous title no longer accurately describes the project.)

I. Background Information and Objectives

- A. Background Information – provide a general, non-technical brief summary of the requirement.
- B. Phase II Technical Objectives – state the specific objectives and list the anticipated end results of the proposed Phase II effort.

II. Services to be Performed

- A. General Requirements – state substantially as follows.
 - 1. The contractor shall independently perform all work and furnish all labor, materials, supplies, equipment, and services (except as otherwise specified in the contract.)
 - 2. All work will be monitored by the Government Project Officer identified in Section G of the contract.
- B. Specific Requirements – List all tasks in a logical sequence to precisely describe what is expected of the contractor in performance of the work. Tasks should contain detail to (1) establish parameters for the project, (2) keep the effort focused on meeting the objectives, (3) describe end products and deliverables, and (4) describe periodic/final reports required to monitor work progress under the contract. Do not include any proprietary information.
- C. If the research plan includes the use of human subjects or animals refer to paragraphs IV. I – O. of the PHS Solicitation for further guidance.