**Utah Valley University**

**Statement of Work for a Subgrant Contract**

The Statement of Work (SOW) lists and describes all essential and technical requirements for the effort to be performed, including standards to determine whether the requirements have been met. The submitted proposal, with any pre-award revisions, should be the basis for the SOW. A detailed budget and budget justification should be attached to the SOW.

**Essential Information about the Project**

Project Title:

Project Start and End Dates: Award Number:

Amount of Subaward: Amount of Total Project Award:

Awarding Organization: *[example: U.S. Department of Education, GEAR UP]*

Object or Purpose of the Project:

Brief Abstract of the Project (about 50 words):

Lead Organization: *[example: Utah Valley University or XYZ State University]*

Project Leader for the Lead Organization:

Contact Information (email and phone):

Signing Authority for the Lead Organization:

Contact Information (email and phone):

Subgrant Organization: *[example: XYZ State University or Utah Valley University]*

Project Leader for the Subgrant Organization:

Contact Information (email and phone):

Signing Authority for the Subgrant Organization:

Contact Information (email and phone):

**Technical Requirements for Subgrant Organization** – add additional pages as necessary

Role the Subgrant Organization Will Play in the Project (summary):

Key Personnel (subgrant organization):

|  |  |  |  |
| --- | --- | --- | --- |
| Person | Role in Organization | Title on the Project | Responsibilities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Objectives or Aims: *What are the objectives, planned outcomes, research hypothesizes or purposes of the subgrant organization’s work on the project?*

What Will Be Done: *Describe the work that will be done by the subgrant institution. This information will primarily come from the project plan section of the proposal. You should include a description of the work to be done and any relevant tables or charts from the proposal, including project timelines. Describe who will do the work, any participants in the work, and the time period for the work to be accomplished.*

Products and Deliverables: *Deliverables are the tangible products of a project, usually suitable for dissemination to others. They might include data sets, samples processed, written curriculum, videos, websites, reports, creation of equipment, journal articles, etc.*

Evaluation of Work: *Describe how will the quality and efficacy of the work be assessed. This information will come primarily from the evaluation section of the proposal. Quantitative assessments might include the number of participants served, activities conducted, numbers of samples obtained, number educational materials produced, etc. Qualitative assessments will vary by the project. Benchmarks will be useful to assess the progress of the project.*

Communication and Reporting: *Describe how you will communicate with the lead organization and any other members of the project team. Please give a timetable committing to the times reports to the lead organization will be delivered and a brief description of the content of those reports.*

Budgetary Accountability: *Describe the process you will follow to request and report any changes to this budget and budget justification that have been attached to this SOW.*