**Scope of Work**

1. **Investigators**

|  |  |  |
| --- | --- | --- |
| **Name of Investigator** | **Institution** | **Responsibilities** |
|  |  |  |

1. **Project Progress**

Goals, deliverables and milestones are examples of how a PI may track progress. Include as appropriate for your project.

**Goal Statement:** *What hypothesis will be tested or what does the project hope to accomplish?*

**Deliverables or Milestones:** *Things that will be measurable or knowable at the end of the subaward. May include actions as necessary to monitor the work such as recruitment of “x” number of subjects; completion of study required actions; submission of a draft report; and participation in meetings, calls or conferences.*

*Due dates may include calendar dates or timing (e.g., due two weeks after some event occurs).*

|  |  |
| --- | --- |
| **Deliverable or Milestone (description)** | **Due Date** |
|  |  |

**Reports**

|  |  |
| --- | --- |
| **Report** | **Due Date** |
| (e.g., Midterm Report, Final Report) |  |

1. **Special Requirements**

*Include a description of any requirements that are unique to the project. Examples include travel, special skills, knowledge, resources, tools or equipment.*