**Statement of Work Instructions**

**Statement of Work Statement (SOW)**Every subcontract must include a statement of work which should provide sufficient detail about the proposed work. While the exact information is not necessary, the following elements are typically included under the “statement of work”:

1. Project Title
2. Principal Investigator/Institution Name
3. Timetable or schedule of work to be performed (include start/end dates)
4. Project Description
	1. Purpose or objective (s) of the work to be performed
	2. An explanation of the work to be performed inclusive or personnel, supplies, materials, equipment and/or travel needed
	3. Specification of the work’s progress or results are to be measured
	4. Identification of deliverables, products or expected outcomes