**STATEMENT OF WORK**

**Project Name**:

**Budget Number**:

**P.I Name**:

**Document Date**:

**Name of person engaged**:

**Start Date**:

**End Date**:

**Supervisor Name**: *Expected to sign off on all invoices raised before payment*

**Objective**: *Brief overview of the specialty area. Describe why the research is being pursued and what knowledge is being sought.*

**Scope**: *Include a statement of what the SOW covers including the research area to be investigated, objectives/goals, and major milestones and schedule for the effort.*

**Deliverables**: *List under bullets. This section contains the detailed description of tasks to be performed.*

**Fee Payment:** *If with a daily or hourly rate, include a not to exceed amount and timeframe of the not to exceed amount.*

**Name** **Signature** **Date**

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Approved by:

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