Suggested Statement of Work Format

NOTE: This document is meant to provide a suggested universal Statement of Work (SOW) format and to assist applicants with the format preferred by the Congressionally Directed Medical Research Programs (CDMRP). This particular SOW does not contain any specific scientific information and is intended to be easily modifiable for any project. Not all components will be applicable for every project.

The SOW is used by the CDMRP to assess progress in completion of the scope of the work outlined in the proposal. It serves as the synopsis of the entire project. During the entire period of performance, CDMRP will refer to this document to assess scientific progress and success. The SOW should provide sufficient detail that upon reading, an individual unfamiliar with the project can have a general understanding of the intent and approaches without referring to the proposal. However, directly copying narrative from the proposal is not recommended.

***Please refer to the Funding Opportunity Announcement (FOA) to identify the specific SOW Document that should be used to prepare the SOW and ensure adherence to any specific SOW requirements stated in the FOA or General Application Instructions. ***

STATEMENT OF WORK – Month/Day/Year
PROPOSED START DATE Month/Day/Year

Site 1: Institution Name
Address for primary site
PI: John Doe

Site 2*: Institution Name
Address for Org #2
Partnering/Site PI/POC: Jane Smith

Only add information for an additional site if that site is receiving funds to conduct research outlined in the SOW
**Delete "Site 2" header and column if not used.*

Specific Aim 1: (indicate title of specific Aim here)	**Timeline**	**Site 1**	**Site 2***
Major Task 1 (For each major task, define the key hypothesis or the main study(s) to be tested.)	Months		
Subtask 1 – For each subtask, concisely describe the goal of the subtask and the general type of experiment(s) that will be used to achieve that goal. Include the following as appropriate: • Indicate the cell line(s) to be used, species, and source, as appropriate. • For subtasks involving animals, indicate the specific strain/model to be used and the number required. • For subtasks involving human use (human subjects, human anatomical substances, or human-derived primary cells or cell lines) please include subject/sample numbers and source(s) as appropriate. It is often helpful to include the experimental groups and/or include your control populations. If animal and/or human studies are proposed, be sure to include IACUC/ACURO and/or IRB/OHRO approval subtasks, respectively.	1-3	X	
Subtask 2	1-4	X	X
Subtask 3	1-6	X	
Milestone(s) Achieved:			
Major Task 2			
Subtask 1	3-6	X	X
Subtask 2	7-9	X	X
Subtask 3	8-12	X	X
Milestone(s) Achieved:			

Specific Aim 2			
Major Task 3			
Subtask 1	10-12	X	
Subtask 2	10-12	X	X
Milestone(s) Achieved:			

If human subjects are involved in the proposed study, please provide the projected quarterly enrollment in the following table. Please remove if funds from this project are not being used for human subjects research.

Projected Quarterly Enrollment

	Year 1			
Target Enrollment (per quarter)	**Q1**	**Q2**	**Q3**	**Q4**
Site 1	14	14	42	42
Site 2		14	14	42
Site 3			14	42
Target Enrollment (cumulative)	**14**	**42**	**112**	**238**

Abbreviations List (if necessary)

Note: The Government reserves the right to request a revised SOW format and/or additional information.