



Overview

This resource offers practical advice for drafting an effective Scope of Work (SOW). It emphasizes defining specific tasks, deliverables, and timelines, and provides writing tips such as using active voice and avoiding ambiguous terms to ensure subrecipient obligations are clearly defined.

Important

The scope of work content should be carefully tailored to address how the subrecipient will contribute to the success of the prime award objectives.

WHAT is to be done?	WHO is going to do it?	HOW will it be done?	WHEN will it be done?
<ul style="list-style-type: none"> Describe the main objectives and outcomes to be accomplished. Outline tasks to be completed. Tasks are the activities and milestones that describe the research activities to be provided or the work to be performed. They may be organized by milestones, deliverables, or process. 	<ul style="list-style-type: none"> Clearly define and separate responsibilities of the subawardee from the prime awardee. Assign authority for contract administrations vs project management. 	<ul style="list-style-type: none"> State the cost for completing the work described. Define how outcomes will be measured and ultimately evaluated via deliverables. Deliverables are the subaward required outputs and demonstrate the subrecipient's performance. Most deliverables are tangible products, such as reports or publications. 	<ul style="list-style-type: none"> Specify the scheduled time frame, including deadlines for associated task and deliverables. Outline submission requirements (if needed).

HELPFUL WRITING TIPS

- Choose one term to define the contractor's obligation and use it consistently thereafter (e.g., "Subcontractor agrees...").
- Use active voice and task oriented statements.
- Use short sentence length and limit the statement length to three (3) sentences or less.
- Avoid abbreviations, acronyms, and words that have special meaning as much as possible, or define them in a definitions section of the contract, and be consistent thereafter.
- Avoid using the terms: "any", "either", and/or", and "never".