

GUIDELINES FOR WRITING A COMPLETE STATEMENT OF WORK, CORRESPONDING BUDGET, AND BUDGET JUSTIFICATION

A. STATEMENT OF WORK

A Statement of Work (SOW) is an integral part of an agreement or contract between an outside entity and the University that describes the research or testing project to be completed by the entity or the university.

For research or testing agreements between the University and industrial partners, including Purdue employee owned companies, it is of vital importance that the SOW is written in a clear and concise manner, detailing specific tasks and deliverables, to avoid any ambiguity and disputes.

The Statement of Work should include the following components:

1. Overview of the project
2. Project Objectives and Tasks
3. Project Deliverables
4. Timelines and deadlines for completion of tasks/deliverables.

1. Overview of the project

This section should include a well-articulated description of the problem that needs to be addressed through the research or testing project. It should clearly detail the hypothesis, aims and goals of the project, and the anticipated main deliverables.

2. Project Objective(s) and Tasks:

This section should include the following sub-sections:

- A description of the objectives of the project, preferably as a bulleted point/tiered listing
- A detailed description of the approach and tasks for each objective
- A clear account of materials and methods including regulatory considerations (e.g. human or animal subjects), required to complete the tasks.
 - References to human subjects should include the responsible staff performing human subjects' research activities (e.g. recruitment, data collection, or analysis). The anticipated method and approximate amount of any compensation given to participants should also appear. A proposed timeline for

Institutional Review Board (IRB) application and approval should appear within the SOW.

- References to animal subjects should include the responsible staff performing the research activities, a description of the approximate number of animals, necessary facilities, animal species, and procedures to be performed. A proposed timeline for Purdue Animal Care and Use Committee (PACUC) application and approval should appear within the SOW.
- Identify any/all Purdue Resources and/or Recharge Centers to be used for the project.

3. Project Deliverables

Describe the deliverables (for each task).

(A deliverable is a tangible or intangible object produced as a result of the project that is intended to be delivered to the sponsor. A deliverable could be a report, a document, a server upgrade, a prototype or any other building block of an overall project).

4. Timeline:

Outline all the timelines for the tasks and deliverables of the project.

The SOW should be written in such a way that, 1) there should be no question about what is expected of the research contract and 2) the reviewer/administrative personnel should be able to match the budget associated with the SOW.

B. BUDGET

Effort: Appropriate effort must be budgeted for all investigators (faculty and other research personnel) on the project (including investigator(s) with significant financial interest with the sponsor). Generally, this **must** include some AY effort at a minimum.

Fringe Benefits: The fringe benefits rate should be budgeted as per the institution's policy.

Graduate Student Effort and Graduate Fee Remissions: Budget should be allocated for graduate students commensurate with their level of effort on the project and graduate fee remission should be included accordingly.

For Supplies and Other expenses, we expect a reasonable approximation of the costs.

Materials and Supplies: Indicate general categories such as glassware, chemicals, human subjects compensation costs, biosafety personal protective equipment, including an amount for each category.

Animal Costs: Provide specific details about the species-specific estimated animal costs by including the i) number of animals you expect to use, ii) purchase price for the animals (if you need to purchase any) , iii) animal facility's per diem rate and duration to house the animals for the project period.

Publication Costs: Include the costs associated with helping for dissemination of the research findings from the proposed research, if any.

Travel Costs: Include the destination, number of people traveling and duration of your stay for the anticipated travel/s (if available).

Cost of Recharge Centers: Provide the following information with respect to the use of specific recharge center/s.

Name of the Recharge Center:

Recharge Center Rates:

Total Cost for the usage of the facility (in terms of total hours, total samples etc.)

Facilities and Administrative (F&A) Cost for Institution: Make sure the allocated F&A matches the type of project to be conducted, i.e., 38% for a testing project and 55% for a research project (check the most recent SPS guidelines for current F&A). SPS Pre-Award will make the final determination of the appropriate project type.

Cost Share: Any University commitment to share in the cost of a project should be identified early in the proposal process. The Business Manager, Sponsored Program Services staff and the Project Director share responsibility for ensuring that the following has occurred prior to the submission of the proposal:

- The University commitment and the cost associated with the commitment are in accordance with University policy.
- The University commitment complies, in all ways, with the Criteria for the Acceptability of Cost Sharing.
- The funding source(s) for the University commitment have been identified and authorized utilizing a Form 32.

Sponsored Program Services personnel authorized to submit proposals will ensure that the preceding has occurred prior to approving the proposal for submission to the sponsor. The following website provides additional guidance and procedures to assist in reporting and documenting cost sharing:

- <https://www.purdue.edu/business/sps/postaward/bs/costsguide.html>
- <https://www.purdue.edu/business/sps/postaward/bs/costsharing.html>
- <https://www.purdue.edu/research/funding-and-grant-writing/cost-sharing.php>

C. BUDGET JUSTIFICATION

When constructing a budget justification, follow the same order as that in the itemized budget for easier comparison by reviewers.

List all personnel, including names, percent effort and roles on the project.

Justify the purchases required for the project.

D. SPECIAL CONSIDERATION FOR EMPLOYEE OWNED COMPANIES

For research and testing projects sponsored by employee owned companies, the University/EVPRP is required to complete a “full costing review” to ensure that such companies do not have a real or perceived competitive advantage when contracting with the university (e.g., as compared to other companies with no ties to Purdue).

Contracts or subcontracts: For contracts or subcontracts of research services from Purdue University by Investigator owned companies will be reviewed by the COI staff in EVPRP and SPS analysts to ensure full costing of the project, including Principal Investigator and staff effort, as well as the appropriateness of the project with the missions of the academic unit and Purdue University.

The COI staff will need the Statement of Work (SOW), Budget and the Budget Justification for the review process. This can take some time and should be done at least two business days prior to the sponsor deadline to ensure the deadline can be met.

Cost Share: If cost share is required on the project involving a Purdue start-up or a Purdue employee owned business, the source(s) of the cost sharing funds should come from non-general fund account(s). In most instances, state appropriations should not be used to subsidize a project from an employee owned company.