**Statement of Work for [Company Name Here]**

**Project Title:** [Title Here]

**Principal Investigator:** [Name Here] **University of Pittsburgh**

**Problem Statement:**

[Describe the problem that this research will address. Describe current science, technological, or developmental status of the field to be advanced. Summarize the anticipated deliverables and potential impact of this research. Define any acronyms used in the statement of work (SOW)]

**Project Aim(s) and Tasks:**

[Describe the specific aims of the project and the tasks/tests to be performed. This could be a bullet point/tiered listing. Be specific and include all the appropriate details. A clear account of supplies, materials, methods, and regulatory considerations required to complete the tasks should be included]

**Project Deliverables:**

[Describe/list the anticipated deliverables for each task. A deliverable could be a report, a document, data, a prototype, or any other building block of an overall project]

**Project Administration:**

[If applicable, describe any requirement that is not an end product of a project task but is required by the performing party, such as meetings, conferences, or other administrative requirements of the project]

**Project Timeline:**

[Provide an anticipated timeline for the tasks and deliverables; this should also cover any administration requirements as well. This can be bullet point/tiered listing or table format. Use Month 1, Month 2, etc. or Q1, Q2, etc. instead of absolute dates]

**Key Personnel:**

[List the personnel who would be involved and their roles on the project]

**Budget**[Consult with your department’s financial administrator to prepare a budget which will accompany this SOW. The budget should be inclusive of all labor (including PI time), equipment, materials, supplies, animal costs, participant payments, and appropriate F&A (indirect) costs per University policy]