**<Name of University>**

**<Project Title>**

**Statement of Work**

**PI:** Name, title, email

**Objective:** *(One sentence)*

**Summary:** *(Summarize in 3-6 sentences, what you aim to accomplish and how)*

**Approach:** *(Describe in detail how you aim to accomplish the work)*

**Timeframe:** *(Describe the anticipated length of time in years or months to complete the work and include a start date)*

**Deliverable(s):**  *(State deliverable(s), including mode of delivery)*

**Reporting:** *(Describe details of the planned communication between you and the sponsor: periodic teleconferences, quarterly or annual written progress reports, final report, etc.)*