**Subrecipient Scope of Work (Template)**

Every proposed subrecipient must provide a scope of work (SOW) developed in consultation with JMU’s principal investigator. An initial draft version will be used in making the subrecipient vs. contractor determination. If approved to move forward, the subrecipient will provide a final version to be later incorporated into the funding agreement.

The SOW should be brief yet include enough detail about the proposed work to allow a non-specialist: (i) to gain a basic understanding of the project, and (ii) to determine whether or not the agreed upon work agreed was performed.

The SOW does not need to contain technical, scientific, or procedural information in rigorous detail. The following elements are typically included in a SOW, although these are not all-inclusive and may be modified as needed.

**Project Title:**

**JMU Principal Investigator:**

**Subrecipient Entity:**

**Subrecipient Principal Investigator:**

**Project start/end date:**

**Project Description:**

* *Purpose*. State the objectives of the work to be performed.
* *Expertise.* Describe the expertise that you bring to the project and what role you will have in the design, development, and/or implementation of the project.
* *Deliverables*. Identify expected products or outcomes from the proposed work (e.g., research findings, publications, services provided to participants). Consider providing a bullet point list of deliverables for easy reference.
	+ Do not include a payment schedule unless the project has prior approval to be a fixed amount award.
* *Measurement of progress*. Consider the overall trajectory of the project and how its results are to be measured.