

Notes from Melanie Eberhart on items required for the SPS Statement of Work requirement

Definition: Statement of Work -- A detailed description of the expectation(s) of the sponsor for the work performed by the awardee. The description may include the purpose or objective(s) of the work to be performed, an explanation of the work to be performed inclusive of special personnel, supplies, material, equipment or travel needed, a timetable or schedule of the work to be performed, a specification of how the work's progress or results are measured, and/or identification of any deliverables such as reports, products, or expected outcomes.

Note: It is more important to include detailed specifics of the work to be performed, when the SPS record is for a sub-award, so that Duke's legal beagles can defend the PI/ institution in any dispute that may arise (however unlikely).

Contrast the SoW definition above with the definition for the Abstract below, which is used to introduce the actual proposal science document.

Definition: Abstract -- A brief synopsis of the proposed project that should include the purpose, goals, research design, methods and significance.

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