**PI NAME**

**Statement of Work**

*The Statement of Work (SOW) describes the work that will be done on a research project. The SOW is agreed upon by the sponsor and must be detailed enough to explain the work being proposed, period of performance, and deliverables.*

*This template is intended to be a guideline for faculty when writing an SOW, particularly to industry or University partners.*

## **Background**

Highlight the project at a high-level and describe the importance of the project.

## **Scope of Work**

Describe the problem being addressed, the work being proposed, and how the research will be completed. This section can be in paragraph or bullet format. Include information on your project goals and objectives and assumed accomplishments. Keep in mind that milestones, tasks and deliverables are outlined below.

## **Research Team**

Provide an overview of the research team, particularly if no CVs are included in the proposal. Describe the qualifications of the team and highlight their relevant experience.

## **Place of Performance**

Provide a brief overview of the Colorado School of Mines and showcase the facilities and equipment you have access to that are relevant to the proposed research. In the event you will perform work off campus, or have a subcontract, please describe those facilities as well.

*Mines is a public research University devoted to the highest standards of engineering and science. Mines is Colorado’s oldest public institution of higher education, established in 1874. It has a current enrollment of approximately 5,700 students, of whom 95% major in science and engineering.*

## **Milestones and Tasks**

Discuss the milestones and/or tasks along with their anticipated deliverable date. This section should address specific tasks, identify expected outcomes, and include a schedule/timeline for completion. Sponsors review milestones and schedules to ensure they meet their requirements.

## **Deliverables**

## Identify the items the sponsor will receive as a result of the research; deliverables can be sent throughout the project or at the end. Examples of deliverables include results of testing, attending meetings or participating in conference calls, software development, or a Graduate Research Assistant could provide a thesis.

## **Budget and Justification**

## Insert the finalized Mines budget template and justification if requested, or attach as separate files.