**STATEMENT OF WORK TEMPLATE-OUTGOING AGREEMENTS**

 **Project Details**

**Subsite PI (OR) Consultant Name:** Click or tap here to enter text.

 **Subsite Institution (if applicable):** Click or tap here to enter text.

**Project Title:** Click or tap here to enter text.

**Project Start Date:** Click or tap to enter a date.

**Project End Date:** Click or tap to enter a date.

**Project Description:**

 List the objectives of the project as it pertains to the work to be performed under this contract. You can bullet-point the list or paste the abstract/summary.

**Tasks and Project Timeline: *Are there specific tasks or deliverables [such as reports, aims, milestones, etc.] that must be completed? What are the expected due dates and what constitutes acceptance by the sponsor of the deliverable? Click on the [+] sign to add additional rows.***

|  |  |  |
| --- | --- | --- |
| **Task and/or corresponding deliverable** | **Due Date** | **Acceptance Criteria** |
| Task/Deliverable | Due Date | Acceptance Criteria |
| Task/Deliverable | Due Date | Acceptance Criteria |
| Task/Deliverable | Due Date | Acceptance Criteria |

**IRB/IACUC Approvals:**

Not Applicable: [ ]

Is IRB Approval Required? Choose an item.

 If yes, is the IRB approved or pending? Choose an item.

 If yes, is Informed Consent required? Choose an item.

 If yes, is a Reliance Agreement required? Choose an item.

 If yes, who is managing the prime IRB? [Name the managing entity of the IRB]

Is IACUC Approval Required? Choose an item.

 If yes, is the IACUC approved or pending? Choose an item.

Which parties are performing the human subjects or animal studies? Choose an item.

 If Other, what parties? Click or tap here to enter text.

**Data to Be Used or Exchanged for Project:**

Not Applicable: [ ]

Describe the data or dataset to be exchanged: If human subjects, indicate if PHI is included or if de-identified. Is it a limited data set? Is it anonymized? Please be as specific as possible.

Parties involved: What party is providing data? What party is receiving data?

Method of exchange: How will the data be exchanged? How will it be accessed (e.g. secure server, USB, mailed hard copies)?

Data Use Agreement: Is a Data Use agreement required? Does a Data Use Agreement currently exist?

**Material to be Used or Exchanged for Project**

Not Applicable: [ ]

Describe the materials to be exchanged: [Please be as specific as possible.]

Parties involved: What party is providing the material; what party is receiving?

Method of exchange: How will the material be exchanged? Which party is paying for the transfer/shipping costs?

**Material to be Used or Exchanged for Project (Con’t)**

Material Transfer Agreement: Is a material transfer agreement required? Does a material transfer Agreement currently exist?

Export Control: Are materials being transferred to foreign institutions or countries? If so, to whom?

**Other Requirements OR Materials Needed to Perform Project: *Are there any other project- or sponsor-specific requirements for this project that would require review or oversight?***

Not Applicable: [ ]

Security: List any special requirements, such as security requirements (personnel with security clearance and what level, badges, etc..

Information Technology: List any software, platform, or other IT requirements.

Intellectual Property: Is there party-specific background Intellectual Property, such as IP developed at NCH or IP developed by the sponsor? If so, whose IP? Is there a chance that IP will be developed in the course of this project?

Other: List any other requirements or details not mentioned previously that may be applicable to the project or would aid in review of the contract/subcontract by NCH Legal, the Office of Technology Commercialization, Corporate Compliance, and other internal entities.