**APPENDIX A**

**STATEMENT OF WORK**

**[TITLE]**

**Agreement No. CTAP 20XX-YY**

1. **Background and Purpose**

First, briefly describe the Recipient’s general area of business. Second, briefly describe Ames Laboratory’s general area of business as it relates to the work-scope. Highlight any expertise unique to Ames Laboratory that is not available in the commercial sector.

Next provide a statement as to the parties’ purpose for requesting or undertaking the work to be performed. Highlight why the party became interested in working with Ames Laboratory.

Finally, provide any basic information that might assist in understanding the work to be performed under the subsequent section, entitled "Scope of Work."

If helpful, the Background and Purpose section may also provide a narrative description of the situation that has led to the current project. This may include an overview of the current state-of-the-practice, a description of the previous phases of a broader program, or a brief discussion of the history, issues, or drivers. Include important background information that provides the context or setting for the project and/or collaboration.

If any information provided in the Background and Purpose section is subject to a non disclosure agreement and is considered confidential by either party, mark it as such and provide a one paragraph summary/abstract of the high level objective of the project that can be provided to DOE and others to satisfy Ames Laboratory’s reporting requirement.

NOTE: SOW SHOULD BE REVIEWED AND APPROVED BY INDIVIDUAL(S) PERFORMING THE WORK

1. **Points of Contact**

Provides the contact information for the primary technical contact for each party. An example is provided below.

|  |  |
| --- | --- |
| Ames Laboratory | Recipient |
| PI | PI |
| PI Title | PI Title |
| Ames Laboratory | Company Name |
| 2408 Pammel Drive | Street Address |
| Ames, IA 50011 | City, State, Zip |
| E-mail: PI email | E-mail: PI email |
| Telephone: PI phone# | Telephone: PI phone# |
| Cell: PI cell phone# | Cell: PI cell phone# |

1. **SCOPE OF WORK**
   1. Overview

The purpose of this section is to provide sufficient details so as to set boundaries under which work will be performed, to add clarity and set the expectations of all the parties. First, start with specific, defined, realistic, and clearly-stated objectives to ensure the parties understand their roles and responsibilities.

Next, describe the limits of the work (in terms of what area is to be studied, objectives, time, other provisions or limitations). Consider including specific statements, such as "This work is limited to…" or "It is understood that the Ames Laboratory will not…" to anticipate likely confusions. Identify any contingencies in performance of the work, such as requiring a certain product to be available for purchase or project to be awarded.

If the entire project is expected to occur in one location, identify location in the overview of the scope; otherwise, identify locations for each phase/task.

Define activities, phases, tasks, and deliverables to be provided by each Party (who is responsible for the deliverable) and indicate known methods and specify minimum requirements. For complex projects, consider including an estimated schedule.

* 1. Tasks

All work consists of one or more tasks. Tasks may be grouped into phases, which are often helpful to identify go-no-go points or to group activities. Phases should be summarized to describe to a general reader the phase’s objectives, timing, location, and Parties’ roles/responsibilities, with a further breakdown by specific tasks. Complex tasks should have subtasks that identify smaller activities that will be performed to accomplish the overall task.

For each task, clearly and consistently identify:

1. what is the task (what will be done, how it will be done, what deliverables will result, any requirements that must be met before starting, any critical assumptions, etc.)
2. who will perform each task (and if joint, indicate degree of collaboration/direction/ etc.) and/or provide what inputs/equipment/materials/etc.
3. when will the task be performed and where the task will take place (if different than in the location identified in the overview of scope – specify facility, building and lab)
4. how long the task is anticipated to take, specify a start date. For non-sequential tasks, specify a start and completion date.
5. how will the task be performed. If tasks must be performed certain ways to meet specific standards/objectives/regulations/etc., so state. If task is exploratory research where the "how" depends on the expertise of the performer (but the objective can be met in multiple ways), explain so that expectations are clear and risks are understood by both parties.
6. If material is being transported, define who has responsibility for shipping and insurance. This is particularly important when shipping DOE owned nuclear materials.

As long as the "who, what, when, where and how" is provided, the format of the task write-up can be in a summary paragraph, bulleted list, table or other format. For simple projects, a summary may be sufficient. A bulleted list format works well for phased projects where multiple tasks may be underway at the same time. For complex projects, consider including an estimated schedule. If tasks are linear and occur in sequence, a numbered table (like the example below) is preferred.

The following table may be used to provide a quick visual breakdown of each task. Tasks in the table should be numbered with the responsible Party to correspond with the tasks listed in Section 3.2 of the Appendix.

**Tip:** The first task may be for the Recipient to provide certain information to perform the work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task No.** | **Tasks** | **Ames Role/Responsibilities** | **Recipient Role/Responsibilities (if applicable)** | **Task Start / Finish** |
| 1 | Task 1 summary | Explanation of Ames Laboratory’s Roles and Responsibility of this Task | Explanation of Recipient's Roles and Responsibility of this Task | e.g., Month 1-  Month 4 |
| 2 | Task 2 summary | " | " | Month 4-  Month 7 |
| 3 | Task 3 summary | " | " | Month 6-Month 12 |

\* Task Start/Finish dates listed in months from the date of execution of this agreement.

1. **REPORTS, DATA AND OTHER DELIVERABLES**

A deliverable is an expected product of the work to be performed. This could include reports, documents, prototypes, software and scheduled verbal discussions/conference calls. Labor, expertise and facilities are not considered deliverables; equipment and materials may be deliverables if there is a task in the SOW to generate or produce the materials or if a future task is dependent on the contribution of the equipment.

In this section define the deliverables to be provided by each party and who is responsible for the deliverable. Provide enough information that all of the parties understand what is expected (a PowerPoint presentation with X, Y, Z information, a comprehensive report with sections A, B, C…).

|  |  |  |
| --- | --- | --- |
| Task No. Reference | Deliverable | Responsible Party |
| Required Deliverable | At the conclusion of the CTAP project, the Lab will provide a brief final report including final expenditures and outlining any: non-proprietary outcomes, deviations from the project SOW as foreseen at the outset, and lessons learned about the CTAP process that could inform similar programs in the future. This brief final report is to be submitted to: ctap-ott@hq.doe.gov via email with “final report” and the project identifier in the subject line. It is expected that the Lab will contemporaneously submit CTAP final reports to the Office of Scientific and Technical Information (OSTI) in compliance with DOE O 241.1B Chg 1. | PI to write report and send to [ipp@ameslab.gov](mailto:ipp@ameslab.gov).  IPP staff will submit the report to OTT and OSTI. |
| Required Deliverable | Provide a statement of the impact or potential impact of the work and how it has/will benefit recipient. | Recipient to provide to [ipp@ameslab.gov](mailto:ipp@ameslab.gov) with a cc to PI. |
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1. **SPECIAL CONSIDERATIONS**