

GUIDELINES FOR WRITING A COMPREHENSIVE STATEMENT OF WORK, BUDGET, AND BUDGET JUSTIFICATION

A. STATEMENT OF WORK

A Statement of Work (SOW) is an important component of a contractual agreement between an external entity/industrial partner/start-up company and Purdue University (Purdue). It contains sections on project overview, goals/aims and tasks, deliverables, and timelines for project completion.

i. Project Overview:

This section includes a well-articulated description of the problem that will be addressed through the research or testing project. It clearly describes the project background, hypothesis, objectives, and desired outcomes.

ii. Specific Aims and Tasks:

- Clearly outline the specific aims of the project and the tasks involved to achieve them.
- Detail the approach/method and materials for each aim, addressing regulations if applicable.
- Identify all investigators/researchers and their roles on the project.
- For research with humans: explain recruitment, compensation, and status of respective IRB protocol(s).
- For research with animals: specify species, numbers, facilities required, procedures, and the status of IACUC protocol(s).
- List all Purdue resources, equipment, and/or recharge centers that will be used for the project.

iii. Deliverables: Describe the deliverables to Sponsor (or Purdue): technical reports, data sets and analysis, prototypes, software, training materials, etc.

iv. Timeline: Outline a realistic timeline for completing the project tasks. Consider dependencies between tasks when building the timeline.

B. BUDGET

List all cost categories associated with the project including:

- Personnel (effort, benefits) and Graduate Student Support (effort & fees)
- Fringe Benefits
- Materials & Supplies, Equipment purchase (if any), Other Expenses (human subjects, etc.)
- Animal Costs (purchasing and housing costs/unit, total number of animals, and the number of days, etc.)
- Publication and Travel Costs (if applicable)
- Recharge Center Usage Cost: Name of Center and specific (external) Recharge rates, Total cost for usage (in terms of total hours, total samples, animal housing, etc.)
- Facilities & Administrative: Follow institution's policy on F&A costs and include appropriate F&A rates for the project. SPS Pre-Award will make the final determination for project type, research or testing.
- Sponsor Requirements: Follow specific budget requirements set by the funding agency (if applicable).

Effort Costs: All investigators (faculty and other research personnel) involved in the project, including those with a significant financial interest (SFI) with the Sponsor, must have appropriate effort budgeted for their contributions. The PI on the project must have appropriate FTE allocated for the whole project period that reflects the time spent on the project, including Academic Year (AY) and summer effort. At least 2% FTE for the whole project period, AY and summer, must be allocated for PIs who have ownership and other financial interests with/in the Sponsor.

Cost Share: Any Purdue commitment to share in the cost of a project should be identified early in the proposal process. Before submission, it's the responsibility of the Business Manager, SPS staff, and Project Director to ensure that Purdue's commitment aligns with policies and the Criteria for the Acceptability of Cost Sharing, that funding sources

are identified, and individuals with associated financial interests recuse themselves from the decision-making process about Cost Share, etc.

C. BUDGET JUSTIFICATION

The Budget Justification provides a descriptive narrative outlining the various budget items and detailing how the allocated funds will be utilized.

- Match Budget Categories: Explain each cost category (personnel, materials, equipment, etc.) in the same order as your itemized budget.
- Rationale and Connection: Briefly explain why each cost category is necessary and how it relates to specific project tasks.
- Cost Breakdown: Justify each expense by outlining how you estimated the cost (quotes, research, calculations, etc.).
- Transparency: Be upfront about any assumptions made in your cost estimates.

D. SPECIAL CONSIDERATION FOR PROJECTS SPONSORED BY EMPLOYEE-OWNED COMPANIES

Research and testing projects sponsored by faculty/employee-owned companies must be reviewed for “full-costing” by a COI Administrator in the Office of Research. This is an important mechanism of FCOI management for relationships with employee-owned companies; it ensures that such companies do not gain an unfair competitive advantage when contracting with the University (as compared to other companies unaffiliated with Purdue).

COI staff from the Office of Research and SPS Pre-Award specialists will work together to ensure full costing of the project as well as the appropriateness of the project with the missions of the academic unit and Purdue. SPS Pre-Award specialists will submit the following documentation to fcoi@purdue.edu:

- PI First and Last Name, Title and Proposal Number
- A complete Statement of Work
- Budget and the Budget Justification
- Verification of completion of all Financial Interest Statements and Disclosures for the respective proposal
- Cost Share information (if any, for the specific proposal).

To ensure timely processing, requests for full costing reviews should be submitted to the COI team at least five business days before the deadline for proposal submission to sponsor. This allows sufficient time to conduct a thorough and meaningful review while meeting the submission deadline.

Cost Share: If cost share is required on the project involving a Purdue start-up or employee-owned company, the source(s) of the cost sharing funds should come from non-general fund account(s). State appropriations and federal funding should not be utilized to subsidize a project sponsored by an employee-owned company. Information about Cost Share arrangements will be submitted to the COI staff for review (see above).

E. Review Process for Contracts/Subcontracts from Purdue to Investigator-Owned Companies

When Purdue contracts or subcontracts for research services from faculty-/employee-owned companies, the SPS Pre-Award and/or Contracting team(s) will collaborate with the FCOI team to confirm that the employees with ownership interests have current COI Disclosure approvals from the Board of Trustees.