# Einstein Statement of Work Guide

September 2021

**It is the responsibility of the Principal Investigator (PI) in conjunction with the Administrator to ensure the Statement of Work (SOW) is included in the sponsored agreement**.

A comprehensive contract should identify:

**Who** – the institution, the PI and project staffing

**What** – project and subaward objectives, description of research to be conducted, materials to be used in project (and if they are subject to a Material Transfer Agreement), and connection (if any) to existing research projects, technologies, or agreements

**When** – the period of performance and timing/frequency of meetings and reports

**Where** – location(s) where the research will be conducted

**How** – deliverables and milestones defined with a high level of specificity and detail.

For Federal Incoming or Outgoing Subcontracts – please include the following in the Statement of Work Box in *Attachment 5*

A succinct statement of the purpose of the agreement. It should outline results that Einstein expects and/or identify the benefits to the program that is contemplated. An overall, non-technical description of the work to be performed. It expands on the projected objectives, but does not attempt to detail all of the work required. It summarizes what is expected of the performance of the work.

**Example:** Dr. Smith and the GOVT Site A component will have primary responsibility for recruiting patients with mild traumatic brain injury due to blast exposure and patients with posttraumatic stress disorder without a history of traumatic brain injury. These subjects will receive cognitive and psychiatric assessments at Site A and MRI studies at the Einstein. It is anticipated that over the course of the next three years at least 50 subjects with mTBI and 25 subjects with PTSD fulfilling inclusion/exclusion criteria for MR studies will be recruited and studied. In addition to recruiting the subjects, the Site A component will be responsible for administering a standardized battery of tests to assess cognitive function. The Site A component will also be responsible for performing tests for PTSD, depression and anxiety. The de-identified results of these tests will be provided to Dr. Jones and his staff for correlation with the MRI data. To facilitate the work, the scope of the work for the first year has been divided into 2 phases. 1. In the first phase Dr. Smith and her associates will: a. Obtain IRB approval for studying patients under this protocol. b. Establish the cognitive assessment protocols 2. In the second phase Dr. Smith and her group will begin a. Recruitment of patients b. Carry out the cognitive assessment battery developed in the first phase.

For all other agreements (State, City, Foundations, Associations, Industry or Other non-Profit) – please include the following in the Statement of Work

1. Introduction / Background
	1. PI
	2. Other Key personnel
	3. Period of Performance
	4. Project Title
	5. Materials to be used in project (and if they are subject to a Material Transfer Agreement)
	6. Connection (if any) to existing research projects, technologies, or agreements
2. Location where the work will be performed
3. Scope of Work

A succinct statement of the purpose of the agreement. It should outline results that Einstein expects and/or identify the benefits to the program that is contemplated. An overall, non-technical description of the work to be performed. It expands on the projected objectives, but does not attempt to detail all of the work required. It summarizes what is expected of the performance of the work.

**Example:** Dr. Smith and the GOVT Site A component will have primary responsibility for recruiting patients with mild traumatic brain injury due to blast exposure and patients with posttraumatic stress disorder without a history of traumatic brain injury. These subjects will receive cognitive and psychiatric assessments at Site A and MRI studies at the Einstein. It is anticipated that over the course of the next three years at least 50 subjects with mTBI and 25 subjects with PTSD fulfilling inclusion/exclusion criteria for MR studies will be recruited and studied. In addition to recruiting the subjects, the Site A component will be responsible for administering a standardized battery of tests to assess cognitive function. The Site A component will also be responsible for performing tests for PTSD, depression and anxiety. The de-identified results of these tests will be provided to Dr. Jones and his staff for correlation with the MRI data. To facilitate the work, the scope of the work for the first year has been divided into 2 phases. 1. In the first phase Dr. Smith and her associates will: a. Obtain IRB approval for studying patients under this protocol. b. Establish the cognitive assessment protocols 2. In the second phase Dr. Smith and her group will begin a. Recruitment of patients b. Carry out the cognitive assessment battery developed in the first phase.

1. Deliverables – Defines and describes, in table form, the deliverables, the quantity required, and the schedule/due date. Include payment amount if it is fixed price or costs if payment is variable. For Industry Sponsored Agreements, the Office of Biotechnology and Business Development (OBBD) will help with a fixed payment schedule. Please work with the OBBD and share with them the non-cancellable costs (e.g., salary, materials required at start of project, etc.) related to the research project.

**Sample Milestone Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone #** | **Due Date** | **Deliverables** | **Amount** |
| 1 | Jun 10, 2021 | 1. Technical report detailing progress on data collection, management issues and data output.
2. Cleaning data on monthly reporting
3. Report on costing.
 | 25% - 22,443 |
| 2 | Jul 15, 2021 | 1. Cleaned data based on records of pregnancies, births and deaths.
2. Updated technical report including supervision visits and issues discussed.
3. Updated report on costing.
 | 20% - 17,956 |
| 3 | Aug 15, 2021 | 1. Cleaned data based on records of pregnancies, births and deaths.
2. Updated technical report including supervision visits and issues discussed.
3. Updated report on costing.
4. Financial report
 | 15% - 13,466 |
| 4 | Sept 15, 2021 | 1. Cleaned data based on records of pregnancies, births and deaths.
2. Updated technical report including report of review meeting to be held in August.
3. Updated report on costing
 | 10% - 8,977 |
| 5 | Oct 15, 2021 | 1. Cleaned data based on records of pregnancies, births and deaths.
2. Updated technical report including supervision visits and issues discussed.
3. Updated report on costing.
4. Financial report
 | 10% - 8977 |
| 6 | Nov 15, 2021 | 1. Cleaned data based on records of pregnancies, births and deaths.
2. Updated technical report including supervision visits and issues discussed.
3. Updated report on costing.
 | 10% - 8978 |
| 7 | Dec 15, 2021 | 1. Cleaned data based on records of pregnancies, births and deaths.
2. Updated technical report including supervision visits and issues discussed.
3. Updated report on RMM costing.
4. Financial report
 | 10% - 8978 |

**Sample Fixed Schedule**

|  |  |
| --- | --- |
| **Date** | **Amount** |
| Upon Signature | $25,000 |
| Jul 15, 2021 | $125,000 |
| Aug 15, 2021 | $50,000 |

**Sample Per Patient Schedule**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Blood tubes | $32 |
| Cell Sieve Filter | $200 |
| Shipping (Round trip) | $190 (average. Costs may vary) |
| Slide Staining | $20 |
| PI Time | $17 |
| Tech time | $40 |
| Subtotal (per sample) | $499 |

* Per Patient Cost (assuming 7 samples/ patient): $3,580
* Total Cost (assuming 46 patients): $164,680