



Exhibit “A”

Scope of Service/Work

Project/Proposal: [Title]

Submitted to: Sponsor Contact:	Submitted by: USF Project PI and Primary Contact:
Name: Phone: Cell: Email: Company: Name: Address:	Name: Title: Dept: Phone: Email: University of South Florida 4202 E. Fowler Avenue, ENB 118 Tampa, FL 33620-5350

Project Period: From _____ to _____

Research Purpose

The primary objective of ...

Background

Objective(s)

The objective ...

Tasks

The following are the anticipated tasks necessary to achieve the above objective.

Task 1: Kick-Off Meeting and Project Management

Deliverable: Summary of.....

Task 2: Identify ...

Deliverable: Summary of

Task 3:

Deliverable: Summary of

Task 4: Develop....

Deliverable:

Task 5:

Deliverable: Data

Task 6: Final Report Deliverable: Final Report,.

Use of Graduate Student(s) and other Research Assistants

Graduate students will assist [Identify work and associated tasks]

Equipment

[Indicate if equipment is required or indicate that no equipment will be needed.]

Equipment list:

Space Impact

[Indicate potential impact on facilities, laboratories, etc. or N/A]

Travel

Deliverables [add more details regarding the deliverables here]

Quarterly Progress Reports, etc.

Timeline

The proposed project period is _____ to _____.

#	Tasks	Month or date.	Month or date	Month or date	Month or date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Description of Research Roles on the Project

Budget

The proposed budget for this research project is \$_____

[See Attachment A for the budget]

Budget Justification

Additional Contact Information

[if needed]