**<<Insert Proposer Organization>>**

**<<Insert PI name>>**

**<<Insert BAA control number>>**

**STATEMENT OF WORK**

**Title – <<Insert Proposal Title>>**

Proposers are required to complete the SOW Template

1. **Scope**

*–Provide draft language with the expectation that will be finalized by DARPA and proposer during negotiations*

* 1. **Background**

*–Provide draft language with the expectation that will be provided by DARPA during negotiations*

1. **Applicable Documents**

(a) HR001121S0007-07, SBIR XL

(b) <<Organization>> Proposal Titled “<<Proposal Title>>” dated <<submission date>>.

1. **Project Work Description and Requirements**

The contractor shall provide the facilities and equipment necessary to develop the effort as described herein.

**Phase II – Base period**

List performing institutions, personnel, and personnel contact email

1. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   1. Subtask title: subtask description
      1. Metrics, methods, and assessment plan description
         1. *Milestone title: milestone description (due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
   2. Subtask title: subtask description
      1. Metrics, methods, and assessment plan description
         1. *Milestone title: milestone description (due Month #)*
         2. *Milestone title: milestone description (due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
2. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   * 1. Metrics, methods, and assessment plan description
        1. *Milestone title: milestone description (due Month #)*
           1. *Deliverable title: deliverable description (due Month #)*
           2. *Deliverable title: deliverable description (due Month #)*
   1. Subtask title: Subtask description
      1. Metrics, methods, and assessment plan description
         1. *Milestone title: milestone description (due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
   2. Subtask title: subtask description
      1. Metrics, methods, and assessment plan description
         1. *Milestone title: milestone description (due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
3. **Task title: task description**[designate institution, personnel] *(completed Month #)*
   * 1. Metrics, methods, and assessment plan description
        1. *Milestone title: milestone description (due Month #)*
           1. *Deliverable title: deliverable description (due Month #)*

**Phase II – Option 1**

1. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   * 1. Metrics, methods, and assessment plan
        1. *Milestone title: milestone description (due Month #)*
        2. *Milestone title: milestone description (due Month #)*
           1. *Deliverable title: deliverable description (due Month #)*
2. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   * 1. Metrics, methods, and assessment plan
        1. *Milestone title: milestone description (due Month #)*
           1. *Deliverable title: deliverable description (due Month #)*
3. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   * 1. Metrics, methods, and assessment plan
        1. *Milestone title: milestone description (due Month #)*
           1. *Deliverable title: deliverable description (due Month #)*
   1. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description (due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
   2. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description (due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
   3. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description (due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
            2. *Deliverable title: deliverable description (due Month #)*
4. **Task title: task description** [designate performing institution, personnel] *(completed Month #)*
   * 1. Metrics, methods, and assessment plan
        1. *Milestone title: milestone description (due Month #)*
           1. *Deliverable title: deliverable description (due Month #)*

**Phase II – Option 2**

1. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   1. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description* *(due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
2. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   1. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description* *(due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
   2. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description* *(due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
3. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   1. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description* *(due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
   2. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description* *(due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
4. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   1. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description* *(due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
   2. Subtask title: subtask description
      1. Metrics, methods, and assessment plan
         1. *Milestone title: milestone description* *(due Month #)*
            1. *Deliverable title: deliverable description (due Month #)*
5. **Task title: task description** [designate institution, personnel] *(completed Month #)*
   * 1. Metrics, methods, and assessment plan
        1. *Milestone title: milestone description (due Month #)*
           1. *Deliverable title: deliverable description (due Month #)*
6. **DEMONSTRATIONS**

**Readiness Test 1 - Title**

List performing institutions and personnel.

Provide a description of the demonstration. Each demonstration replicate must have a distinct task(s) and/or subtask(s) line item(s) tracking back to Section C of the SOW and the cost volume of the proposal. Each demonstration must have at least one Deliverable associated and this Deliverable must be included in Section C and F.7.

**Readiness Test 2 - Title**

List performing institutions and personnel.

Provide a description of the demonstration. Each demonstration replicate must have a distinct task(s) and/or subtask(s) line item(s) tracking back to Section C of the SOW and the cost volume of the proposal. Each demonstration must have at least one Deliverable associated and this Deliverable must be included in Section C and F.7.

**Ultimate Challenge - Title**

List performing institutions and personnel.

Provide a description of the demonstration. Each demonstration replicate must have a distinct task(s) and/or subtask(s) line item(s) tracking back to Section C of the SOW and the cost volume of the proposal. Each demonstration must have at least one Deliverable associated and this Deliverable must be included in Section C and F.7.

1. **MILESTONES**

*–Milestone numbers have 4 digits and track back to those provided in Section C*

**Phase II**

**Base Period**

1.1.1.1. At the end of month X: milestone title

1.2.1.2.At the end of month X: milestone title

2.1.1.1. At the end of month X: milestone title

2.2.1.1. At the end of month X: milestone title

2.3.1.1. At the end of month X: milestone title

3.1.1.1. At the end of month X: milestone title

**Option 1**

4.1.1.1. At the end of month X: milestone title

5.1.1.1. At the end of month X: milestone title

6.1.1.1. At the end of month X: milestone title

6.2.1.1. At the end of month X: milestone title

6.3.1.1. At the end of month X: milestone title

6.4.1.1. At the end of month X: milestone title

7.1.1.1. At the end of month X: milestone title

**Option 2**

8.1.1.1. At the end of month X: milestone title

9.1.1.1. At the end of month X: milestone title

9.2.1.1. At the end of month X: milestone title

10.1.1.1. At the end of month X: milestone title

10.2.1.1. At the end of month X: milestone title

11.1.1.1. At the end of month X: milestone title

11.2.1.1. At the end of month X: milestone title

12.1.1.1. At the end of month X: milestone title

1. **PROGRAM MANAGEMENT AND REVIEW**
   1. **Data Sharing**

Data sharing is a material requirement of the agreement. The data sharing plan will include all performers.

* 1. **Kick-off Meeting**

The contractor shall attend a kick off meeting at DARPA. In this meeting, the Contractor shall introduce the leads on the team, present their scope of work as well as a program management plan and financial tracking plan.

* 1. **Monthly Financial Reports**

The contractor shall provide monthly financial progress reports to <<Agent>> and DARPA. The purpose of these reports is to provide a brief project progress and inform DARPA Program Manager of any potential issues. A template will be provided for monthly reports.

* 1. **Monthly Technical Reporting**

The contractor shall provide monthly progress reports to <<Agent>> and DARPA. The purpose of these reports is to present a summary of work completed by SOW tasking and milestones met, discuss any problems encountered, update the program schedule, present the program financial status, and discuss remaining work. A template will be provided for monthly reports.

* 1. **Technical Interchange Meetings(TIMs)/PI Meetings**

There will be program level meetings held at the midpoint and end of every phase. All performer teams will participate in the program review meetings by sharing their accomplishments to date as well as the planed work for the next six month period.

* 1. **Final Contract Review**

The contractor shall attend a final contract review at DARPA. The purpose of this review is to present a summary of all work completed and milestones accomplished and to discuss any relevant future efforts similar to the contract, which may be pursued. This report shall be provided to <<Agent>> and DARPA. A final contract summary report shall be provided at the end of the program.

* 1. **Deliverables**

*–Deliverable numbers have 5 digits and track back to those provided in Section C*

*-The “end of month X” dates provided must align with the Gantt and the cost volume of the proposal*

**Base Period**

1.1.1.1.1. At the end of month X: deliverable title

1.2.1.2.1. At the end of month X: deliverable title

2.1.1.1.1. At the end of month X: deliverable title

2.1.1.1.2. At the end of month X: deliverable title

2.2.1.1.1. At the end of month X: deliverable title

2.3.1.1.1. At the end of month X: deliverable title

3.1.1.1.1. At the end of month X: deliverable title

**OPtion 1 Period**

4.1.1.2.1. At the end of month X: deliverable title

5.1.1.1.1. At the end of month X: deliverable title

6.1.1.1.1. At the end of month X: deliverable title

6.2.1.1.1. At the end of month X: deliverable title

6.3.1.1.1. At the end of month X: deliverable title

6.4.1.1.1. At the end of month X: deliverable title

6.4.1.1.2 At the end of month X: deliverable title

7.1.1.1.1. At the end of month X: deliverable title

**OPtion 2 Period**

8.1.1.1.1. At the end of month X: deliverable title

9.1.1.1.1. At the end of month X: deliverable title

9.2.1.1.1. At the end of month X: deliverable title

10.1.1.1.1. At the end of month X: deliverable title

10.2.1.1.1. At the end of month X: deliverable title

11.1.1.1.1. At the end of month X: deliverable title

11.2.1.1.1. At the end of month X: deliverable title

12.1.1.1.1. At the end of month X: deliverable title

1. **GOVERNMENT FURNISHED EQUIPMENT (GFE) / CONTRACTOR ACQUIRED PROPERTY (CAP)**

*Leave blank - Will be finalized by DARPA and proposer during negotiations.*

1. **TRAVEL**

Travel is anticipated for meetings between collaborators and meetings with DARPA.

1. **PLACE OF PERFORMANCE**

<<Insert prime institution name and address>>

<<Insert subcontractor institution name and address>>

1. **SECURITY**

This work is Unclassified.

<<Insert CUI Guide document>>