**Scope of Work (SOW)**

The Scope of Work (SOW) is a written description of the work to be performed; it should define the goals, objectives, activities and timelines of a proposed project. The project’s relationship to institutional priorities, as well as any impact on education, should be addressed.

Items to include in SOW (but not limited to):

* Name of the PI(s)
* Period of performance
* What the project hopes to accomplish
* What the measurable objects are; defined in a way that one might determine if they are met
* What are the estimated milestones
* Where the work will be conducted
* What, if any, special resources or additional staffing might be needed
* When reports are required, if applicable

**Budget Justification**

A budget justification provides the rationale for all proposed expenditures. The primary purpose is to provide additional detail for expenses within each budget category and to articulate the need for each expense listed. The information provided may be the definitive criteria used by sponsor review panels and administrative officials when determining the amount of funding to be awarded.

Major items to include:

* Salaries for faculty, research associates, graduate students, technicians or staff
* Fringe benefits for above (indicating the rates used for each)
* Use of consultants (clarifying why needed)
* Description of supplies and materials needed
* Travel (foreign or domestic)details
* Equipment (UW defines equipment as any single item over $2.000)
* Sub-agreement costs
* Tuition costs, if necessary
* F&A cost (and rate used)