Attachment 1 – Statement of Work (SOW)

1. Introduction/Background
   1. Briefly describe relevant background information, project rationale, and a short overview of the project.
2. Project Plan
   1. Objectives
      1. Describe the objectives, the specific goals and outcomes that will be accomplished by the project.
   2. Scope
      1. List the key features, functions, requirements, and/or parameters that will define the project work, and any project exclusions.
   3. Products and Deliverables
      1. List deliverables, such as reports, software, prototypes, physical materials, intellectual property, and other product with handoff dates.
   4. Timeline
      1. Include a level of detail that is sufficient to enable successful management and execution of the contract; all objectives, major tasks, milestones, and deliverables should be included.
      2. Tasks
         1. Tasks and sub-tasks are the key actions and activities that will be completed to fulfill the objectives, e.g., the activity “conduct carbon source design of experiments at 10L scale” might be one task fulfilling the larger objective “optimize fermentation scale-up parameters.”
      3. Milestones
         1. BioMADE uses the completion of milestones to evaluate the progress and success of an ongoing project. At least one interim and one endpoint milestone should accompany each objective. Milestones may consist of a quantitative result or other metric, a hand-off, completion of a deliverable, or other clear indicator of progress, and as such should be dependent on the completion of a task(s) or subtask(s). Unless otherwise stated, milestones will be assumed due at the end of the month.
      4. Assignment
         1. For projects with multiple partners, please list the organization responsible for completing the task or subtask under the “Assigned To” column.
      5. Formatting
         1. Use the template below to create the project timeline. Number tasks, subtasks, and milestones according to objectives, and for projects with multiple partners, submit a consolidated SOW with consistent numerical identifiers. Project timelines can be embedded in the SOW document but should also be attached as a .xlsx.

**Project Plan Template:**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Plan | Month | | Assigned To |
| Start | To |
| **Objective 1: Conduct a TEA to guide development and commercialization** | 1 | 12 | Member 1, Member 2 |
| Task 1.1: Estimate project capital costs | 1 | 3 | Member 1 |
| Task 1.2: Estimate operation and maintenance costs | 4 | 6 | Member 1 |
| Subtask 1.2.1: Estimate feedstock costs | 4 | 5 | Member 1 |
| Subtask 1.2.2: Estimate non-feedstock variable costs | 5 | 6 | Member 1 |
| Subtask 1.2.3: Estimate overhead costs | 6 | 6 | Member 1 |
| Milestone 1.1: CapEx and OpEx estimations complete. |  | 6 | Member 1 |
| Task 1.3: Determine market demand | 6 | 9 | Member 2 |
| Subtask 1.3.1: Conduct breakeven analysis | 6 | 8 | Member 2 |
| Subtask 1.3.2: Conduct sensitivity analysis | 8 | 9 | Member 2 |
| Task 1.4: Compile and review draft report among project team | 10 | 12 | Member 1 |
| Milestone 1.2: Final TEA complete |  | 12 | Member 1 |

1. BioMADE provided equipment/materials (if applicable)
   1. [LIST OF BIOMADE PROVIDED EQUIPMENT]
   2. Personnel receiving items will be required to sign a checkout sheet with specifics of the items (e.g., computer serial number). All information related to BioMADE’s operations, Controlled Unclassified Information, including but not limited to, information subject to U.S. Export controls, will be stored on BioMADE furnished items.
2. Reporting Requirements
   1. To meet the reporting requirements of the Prime Cooperative Agreement, Sub shall submit technical and financial reports to BioMADE as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Final | Annual | Quarterly | Monthly |
| **Financial Reports** | Same as technical reports | | | Monthly invoices |
| **Technical Reports** | X | X | X | X |
| **Other (List)** |  |  |  |  |

1. Key Personnel Reporting
   1. The individuals named below are identified as Key Personnel and are considered essential to the work to be performed under this SOW. As such, Sub must request prior approvals from BioMADE prior to (i) making a change in its Key Personnel, or if a named individual disengages from the project for more than three (3) months or has a reduction in time devoted to the project of twenty-five percent (25%) or greater.

Key Person/Personnel: [Name of individual, title, organization]

1. Project Specific Terms and Conditions (if applicable)
2. Intellectual Property
   1. Background IP - Please describe what, if any, Contributed Background Technology you will be contributing to the project.
   2. Field of Use - Please propose a defined Field of Use for any Intellectual Property (IP) generated under this project. Please refer to Section 4.1.3 of the BioMADE Intellectual Property Management Plan (IPMP), as well as the full proposal template for more detail.
3. Statement Approved for Public Release
   1. Please provide a statement of roughly 300 words describing the project and its goals for public dissemination, including but not limited to a press release as well as BioMADE’s website, newsletter, and social media. Sample format:  
        
      This project will [research, create, evaluate] a [product] in order to [accomplish goal].   
      This is unique because [why]. This research will be used to create [product, method].