**Scope of Work**

**Principal Investigator, see Terms and Conditions: *Provide the name of the Principal Investigator here.***

**Project Title: *Provide the Project Title here.***

**Project Summary:**

*The Project Summary is meant to serve as a succinct and accurate description of the project. Include the project’s Goals and Objectives, making reference to the relevance to the mission of the Department. This summary should be understandable to a scientifically or technically literate reader.*

***Provide the Project Summary here.***

**Goals:**

*Describe the Goals of the project, list the specific Objectives, provide Tasks to achieve the Objectives, and provide a Deliverable and Deliverable Due date for every Task. DPR-required Objectives, Tasks, and Deliverables are included under Objective 1. The Grantee is required to provide project specific Objectives, Tasks, and Deliverables following Objective 1.*

***Provide the project’s Goals here.***

**Objective 1:** Conduct general grant administration and deliver a project research or outreach plan, required meetings, quarterly and annual progress reports, invoices, and a final report.

**Task 1.1** **Initial project meeting:** The grant manager and the principal investigator will meet in person or virtually within 30 days after the agreement is executed. The agenda of this meeting will be a review of the role of the PI, the project timeline, the project deliverables, and will provide an opportunity to discuss any questions regarding the objectives and tasks (administrative staff will discuss invoicing via a separate conference call).

**Deliverable:** Meeting minutes as a Microsoft Word file via email (within 30 days after meeting).

**Due Date:** Meeting within 30 days from grant execution and meeting minutes within 30 days after meeting.

**Task 1.2** ***Research plan or outreach plan: For Research Grants, provide a proposed experimental design for the Department’s review and approval for each of the experiments or studies. Include detailed accounts of relevant methods and procedures, working hypotheses, working significant treatment differences that are relevant for decision makers, experimental design, choice of statistical software, treatments, sampling methods, response variables, analytical methods, treatment means comparison methods, study sites, and study site characterization. For Alliance Grants, provide an outreach plan for the Department’s review and approval that includes the alliance team members, the schedule, the methods to accomplish the outreach, and the measures of success for determining if the outreach is effective.***

**Deliverables:** Please provide a brief summary report as a Microsoft Word file with tables, figures, or images as needed to fully explain the ***research or outreach plan***.

**Due Date:** Within 30 days after the agreement is executed.

**Task 1.3 Invoices:** Periodic invoices, final invoice, and invoice for the return of the ten percent retention. No funds may be requested or invoiced after 90 days from the project completion date. To meet that deadline, all project work and required deliverables including the final report must be completed and delivered to the Department by December 31, 2024.

**Deliverables:** Periodic, final, and ten percent retention invoices. Periodic invoices are required even if no expenses were incurred and in that case, would indicate zero ($0) expense. All invoices must use the template forms supplied by the Department.

**Due Date:** Periodic invoices must be submitted no more than once a month and no less than every three months. The final invoice and the ten percent retention invoice are due within ninety days after the project completion date.

**Task 1.4** **Project quarterly update meetings:** Project update meetings will occur by the last day of every calendar quarter, in person or virtually, as requested by the grant manager or a designated representative. All key personnel needed to explain project results, problems, and special situations that are explicitly related to project deliverables must attend. The principal investigator must notify the grant manager of meeting dates and locations at least two weeks in advance. If requested by the grant manager, meetings should occasionally include representation by the intended end-users of the research results (e.g., growers, marketing boards) for feedback and insights to improve effectiveness and usefulness of the results. The grant manager may require additional meetings as needed.

**Deliverable:** Meeting agenda as a Microsoft Word file via email (one week in advance) and meeting minutes (within 30 days after meeting).

**Due Date:** The end of every calendar quarter through September 30, 2024.

**Task 1.5** **Quarterly progress reports:** Concise summaries of project activities, completed milestones, and unexpected problems or special situations are required. The reports must focus on results, problems, and special situations that are explicitly related to project deliverables and must clearly describe any potential or actual effects on the deliverables or their completion dates. The reports must also detail personnel work hours or percent time. Submit quarterly reports to grant manager.

**Deliverables:** Quarterly progress reports (using template forms supplied by the Department).

**Due Date:** The end of every calendar quarter through September 30, 2024.

**Task 1.6 Annual reports:** Detailed accounts of results to date, problems encountered, milestones achieved, and plans for the next year. The reports must focus on results, problems, milestones, and plans that are explicitly related to project deliverables and must clearly describe any potential or actual effects on the deliverables or their completion dates. Submit annual reports to grant manager.

**Deliverables:** Annual reports due June 30th of each year (except for the year the final report is due) following grant execution as a Microsoft Word file via email.

**Due Date:** Every June 30th through June 2024.

**Task 1.7** **Final report draft:** Describe in detail how project goals and objectives have been fulfilled through the completion of project deliverables, summarize and evaluate project activities and accomplishments, and include recommendations for outreach and/or future research. The report must focus on how project results are explicitly related to project deliverables and must clearly describe any potential or actual effects on the deliverables. Also, include all relevant materials, documentation, and deliverables not previously submitted. The report may be submitted in the form of a publishable paper, with supplemental appendices as needed to correlate the findings in the paper with how project goals and objectives have been fulfilled through the completion of project deliverables, and to include recommendations for outreach and/or future research. Submit draft report to the grant manager.

**Deliverable:** Final report draft as a Microsoft Word file via email (security settings should be unlocked, not password protected).

**Due Date:** December 15, 2024.

**Task 1.8** **Final report**: Final report, incorporating any feedback, edits, or revisions to the draft final report. Submit final report to grant manager. Final report may be published on DPR’s website for review by the public.

**Deliverable:** Final report as a Microsoft Word file and high resolution files (jpeg, tiff, etc.) of all photos, figures, and illustrations included in the Final Report via email (security settings should be unlocked, not password protected).

**Due Date:** December 31, 2024.

**Task 1.9 Department presentation:** The principal investigator or other key personnel will make a summary presentation, in person in the greater Sacramento area or virtually, during the last year of the project or the year after the project is completed. The presentation will provide information about project goals, objectives, and results. DPR retains the right to publish the presentation on DPR’s website for review by the public.

**Deliverables:** Presentation with an electronic copy of the presentation provided to the grant manager via email at least three weeks in advance.

**Due Date:** Last year of the project or the year after the project is completed.

**Objective 2:** ***Provide Objective 2 here. Use the format of Objective 1 as a model for the project–specific Objectives, Tasks, and Deliverables.***

**Task 2.1: Task Title:** ***Provide the Task Description here***

**Deliverable: *Provide the Deliverable description here***

**Due Date: *Provide the Due Date here***

***Continue adding Tasks, Deliverables, and Objectives as needed here***

Deliverables

Schedule of Deliverables

List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other Deliverables, if requested by the State and agreed to by the Parties.

If use of any Deliverable is restricted or is anticipated to contain preexisting Intellectual Property with any restricted use, it will be clearly identified.

Unless otherwise directed by the State, the Principal Investigator shall submit all Deliverables to the State Contract Project Manager.

| **Objective** | **Task and Deliverable** | **Due Date** |
| --- | --- | --- |
| 1 | 1.1 Initial project meeting | 30 days from grant execution |
| 1 | 1.2 ***Research plan or outreach plan*** | 30 days from grant execution |
| 1 | 1.3 Invoices | Invoices must be submitted in arrears not more frequently than once a month and not less frequently than every three months. Final invoice and ten percent (10%) retention invoice are due within 90 days after the project completion date. |
| 1 | 1.4 Quarterly project update meetings  | Every quarter through September 30, 2024 |
| 1 | 1.5 Quarterly project reports  | Every quarter through September 30, 2024 |
| 1 | 1.6 Annual reports | Every June 30th through 2024 |
| 1 | 1.7 Draft final report  | December 15, 2024 |
| 1 | 1.8 Final report | December 31, 2024 |
| 1 | 1.9 DPR presentation | Final year of project or following year |
| ***2*** | ***2.1 Additional task description*** | ***Month day year*** |
| ***2*** | ***2.2 Additional task description*** | ***Month day year*** |
| ***Add rows and columns as needed.*** |
| **The following Deliverables are subject to Copyrights, See Terms and Conditions.** |
|  |  |  |

**Task Budget**

| **Objective** | **Task** | **Cost** |
| --- | --- | --- |
| 1 | 1.1 Initial project meeting | ***Provide direct cost*** |
| 1 | 1.2 ***Research plan or outreach plan*** | ***Provide direct cost*** |
| 1 | 1.3 Invoices | ***Provide direct cost*** |
| 1 | 1.4 Quarterly project update meetings  | ***Provide direct cost*** |
| 1 | 1.5 Quarterly project reports  | ***Provide direct cost*** |
| 1 | 1.6 Annual reports | ***Provide direct cost*** |
| 1 | 1.7 Final report draft  | ***Provide direct cost*** |
| 1 | 1.8 Final report | ***Provide direct cost*** |
| 1 | 1.9 DPR presentation | ***Provide direct cost*** |
| ***2*** | ***2.1 Additional task description*** | ***Provide direct cost*** |
| ***2*** | ***2.2 Additional task description*** | ***Provide direct cost*** |
| ***Add rows and columns as needed*** |
| **Project Total Direct Costs** | ***Provide Direct Cost Total*** |

Exhibit B - Budget

|  |  |
| --- | --- |
| **Principal Investigator Name: *Provide Name (Last, First)*** |  |
|  |  |  |  |  |  |  |  |
| **COMPOSITE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD: 07/01/2022 to 12/31/2024** |
|  |  | **From:** | **7/1/2022** | **7/1/2023** | **7/1/2024** |  |
|  |  | **To:** | **6/30/2023** | **6/30/2024** | **12/31/2024** |  |
| **BUDGET CATEGORY** |   | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| PERSONNEL: *Salary and fringe benefits.* | $0 | $0 | $0 | $0 |
| TRAVEL |   | $0 | $0 | $0 | $0 |
| MATERIALS & SUPPLIES |   | $0 | $0 | $0 | $0 |
| EQUIPMENT |   | $0 | $0 | $0 | $0 |
| RENT |  | $0 | $0 | $0 | $0 |
| SUBCONTRACTOR #1 |   | $0 | $0 | $0 | $0 |
| SUBRECIPIENT (UC/CSUS applicants only) |   | $0 | $0 | $0 | $0 |
| OTHER DIRECT COSTS (ODC) | ***Subject to IDC Calc*** |   |   |   |   |
|   | ODC #1 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #2 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #3 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #4 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #5 | ***Y*** | $0 | $0 | $0 | $0 |
| **TOTAL DIRECT COSTS** |  | **$0** | **$0** | **$0** | **$0** |
| **Indirect (F&A) Costs** |  | **F&A Base** |   |   |   |   |
|  | ***Rate*** | ***MTDC \**** | *$0* | *$0* | *$0* | *$0* |
|  | **25%** |  | **$0** | **$0** | **$0** | **$0** |
| **TOTAL COSTS PER YEAR** |  | **$0** | **$0** | **$0** |  |
| **TOTAL COSTS FOR PROPOSED PROJECT PERIOD** |  |  |  | **$0** |
|  |   |   |  |  |  |  |  |
| \* MTDC = Modified Total Direct Cost  |  |  |
| **JUSTIFICATION:** *See Exhibit B1 - Follow the budget justification instructions.* |  |  |
|  |  |  |  |  |  |  |  |
|  |
| **Budget Flexibility (SEE TERMS AND CONDITIONS)** |  |  |  |  |
| Prior approval required for budget changes between approved budget categories above the thresholds identified. | **%** | **10.00%** |  |  |  |
|  | ***Or*** |  |  |  |
| **Amount** | $10,000 |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Principal Investigator: *Provide Name (Last, First)*** |  | **Exhibit B** |
|  |  |  |  |  |  |  |  | **Page 2** |
| **Anticipated Program Income when applicable): 07/01/2022 – 12/31/2024** |
|  |  | **From:** | **7/1/2022** | **7/1/2023** | **7/1/2024** |  |
|  |  | **To:** | **6/30/2023** | **6/30/2024** | **12/31/2024** |  |
|  |   |   | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| **ANTICIPATED PROGRAM INCOME** | **$0** | **$0** | **$0** | **$0** |
|  |  |  |  |  |  |  |  |  |
| *Anticipated Program Income is an estimate of gross income earned by the University that is directly generated by a supported activity and earned only as a result of the State funded project, and this fact is known by the University at time of proposal. Anticipated Program Income is an estimate of potential income and not a guarantee of income to support the project.*  |
| *Page 2 of Exhibit B will only be incorporated in the Agreement when Program Income is anticipated and proposed.*  |
| *Program Income is subject to the Terms and Conditions.* |
|  |  |  |  |  |  |  |  |  |
| If known, provide source(s) of Program Income: |  |  |  |  |  |
| **Source** |  |  |  |  | **Estimated Amount** |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |

Exhibit B1 - Budget Justification

*The Budget Justification will include the following items in this format.* **Identify and report in-kind contributions of personnel time, equipment, facilities, and materials by team members. Complete a separate Exhibit B2 for each subawardee (UC/CSUS applicants only) or subcontractor.**

#### Personnel

***Name.*** *Starting with the Principal Investigator list the names of all known personnel who will be involved on the project for each year of the proposed project period. Include all collaborating investigators, individuals in training, technical and support staff or include as “to be determined” (TBD).*

***List of names***

***Role on Project.******For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” positions.******For each paid staff member list: base Salary, \_\_% level of effort, and any \_\_% annual increase. Also list salaries per year: Year 1 - $\_\_\_\_\_\_\_; Year 2 - $\_\_\_\_\_\_\_\_; Year 3 - $\_\_\_\_\_\_\_ Total Salary: $\_\_\_\_\_\_\_\_***

***Fringe Benefits.***

*In accordance with University policy, explain the costs included in the budgeted fringe benefit percentages used, which could include tuition/fee remission for qualifying personnel to the extent that such costs are provided for by University policy, to estimate the fringe benefit expenses on Exhibit B.* ***Explanation.******For each paid staff member list benefits calculated at \_\_\_% with any projected \_\_% annual increase. Also list benefits per year: Year 1 - $\_\_\_\_\_\_\_; Year 2 - $\_\_\_\_\_\_\_\_; Year 3 - $\_\_\_\_\_\_\_Total Benefits: $\_\_\_\_\_***

#### Travel (SEE TERMS AND CONDITIONS)

***Itemize all travel requests separately by trip and justify in Exhibit B1, in accordance with University travel guidelines. Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include detail on airfare, lodging and mileage expenses, if applicable.******List cost per year by type: miles/trip x number of trips x cost/mile; overnight costs per night x number of nights. List total cost by year: Year 1 - $\_\_\_\_\_; Year 2 - $\_\_\_\_\_; Year 3 - $\_\_\_\_\_Total Travel: $\_\_\_\_\_\_\_***

#### Materials and Supplies

***Itemize materials supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under $5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.******List the cost for items and quantity of each item (if known) and list by year. List total cost by year: Year 1 - $\_\_\_\_; Year 2 - $\_\_\_\_\_; Year 3 - $\_\_\_\_\_\_Total Materials and Supplies: $\_\_\_\_\_\_***

#### Equipment

***List each item of equipment (greater than or equal to $5,000 with a useful life of more than one year) with amount requested separately and justify each. List all equipment purchases by year: Year 1 - $\_\_\_\_; Year 2 - $\_\_\_\_; Year 3 - $\_\_\_\_Total Equipment: $\_\_\_\_\_\_\_\_\_***

#### Rent

*If the Scope of Work will be performed in an off-campus facility rented from a third party for a specific project or projects, then rent may be charged as a direct expense to the award.* ***List all facilities rented each year and any projected \_\_% yearly increase: Year 1 - $\_\_\_\_\_; Year 2 - $\_\_\_\_; Year 3 - $\_\_\_\_Total Rent: $\_\_\_\_\_\_\_***

#### Subcontractor Costs

*Each subcontractor must submit a separate detailed budget for every year in the project period in Exhibit B2 Subcontracts.* ***Include a complete justification for the need for any subawardee listed in the application. Year 1 - $\_\_\_\_; Year 2 - $\_\_\_\_; Year 3 - $\_\_\_\_Total Subcontractor Costs: $\_\_\_\_\_\_\_***

#### Subawardee (Consortium/Subrecipient) Costs

*Each participating consortium organization must submit a separate detailed budget for every year in the project period in Exhibit B2 Subcontracts.* ***Include a complete justification for the need for any subawardee listed in the application. Year 1 - $\_\_\_\_; Year 2 - $\_\_\_\_; Year 3 - $\_\_\_\_Total Subawardee Costs: $\_\_\_\_\_\_\_***

#### Other Direct Costs (ODC)

***Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology. List all ODC by year: Year 1 - $\_\_\_\_; Year 2 - $\_\_\_\_; Year 3 - $\_\_\_\_ Total Other Direct Costs: $\_\_\_\_\_\_\_***

#### Indirect (F&A) Costs (SEE TERMS AND CONDITIONS)

*Indirect costs are calculated in accordance with the budgeted indirect cost rate in Exhibit B (Limit 25% maximum).* **Total Indirect Costs: $\_\_\_\_\_\_\_**

Exhibit B2 – Subcontractor/Subawardee Budgets (when applicable)

|  |  |
| --- | --- |
| **Subcontractor/Subawardee Name: *Provide Name*** |  |
| **Principal Investigator: *Provide Name (Last, First)*** |  |
|  |  |  |  |  |  |  |  |
| **SUBCONTRACTOR/SUBAWARDEE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD: 07/01/2022 - 12/31/2024** |
|  |  | **From:** | **7/1/2022** | **7/1/2023** | **7/1/2024** |  |
|  |  | **To:** | **6/30/2023** | **6/30/2024** | **12/31/2024** |  |
| **BUDGET CATEGORY** |   | **Year 1** | **Year 2** | **Year 3** | **TOTAL** |
| PERSONNEL: *Salary and fringe benefits.* | $0 | $0 | $0 | $0 |
| TRAVEL |   | $0 | $0 | $0 | $0 |
| MATERIALS & SUPPLIES |   | $0 | $0 | $0 | $0 |
| EQUIPMENT |   | $0 | $0 | $0 | $0 |
| RENT |  | $0 | $0 | $0 | $0 |
| SUBCONTRACTOR |   | $0 | $0 | $0 | $0 |
| SUBRECIPIENT (UC/CSUS applicants only) |   | $0 | $0 | $0 | $0 |
| OTHER DIRECT COSTS (ODC) | ***Subject to IDC Calc*** |   |   |   |   |
|   | ODC #1 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #2 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #3 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #4 | ***Y*** | $0 | $0 | $0 | $0 |
|   | ODC #5 | ***Y*** | $0 | $0 | $0 | $0 |
| **TOTAL DIRECT COSTS** |  | **$0** | **$0** | **$0** | **$0** |
| **Indirect (F&A) Costs** |  | **F&A Base** |   |   |   |   |
|  | ***Rate*** | ***MTDC \**** | *$0* | *$0* | *$0* | *$0* |
|  | **25%** |  | **$0** | **$0** | **$0** | **$0** |
| **TOTAL COSTS PER YEAR** |  | **$0** | **$0** | **$0** |  |
| **TOTAL COSTS FOR PROPOSED PROJECT PERIOD** |  |  |  | **$0** |
|  |   |   |  |  |  |  |  |
| \* MTDC = Modified Total Direct Cost  |  |  |
| **JUSTIFICATION:** *See Exhibit B1 - Follow the budget justification instructions.* |  |  |
|  |  |  |  |  |  |  |  |
| **Annual Budget Flexibility: See TERMS AND CONDITIONS** |  |  |  |  |
| Prior approval required for budget changes between approved budget categories above the thresholds identified. | **%** | **10.00%** |  |  |  |
|  | ***or*** |  |  |  |
| **Amount** | *$10,000* |  |  |  |