SCOPE OF WORK

Name of Sub recipient
"Name of Project"

Project Dates: (DD/MM/YY-DD/MM-YY)
Total Award Amount: $xxx

Project Description
Narrative

Objectives
Narrative

Activities
List with description

Deliverables of Name of Sub-Grantee
List with description and deadline for submission. Where possible, deliverables should be based on activities listed in the section above.

Monitoring and evaluation plan
Description of how the project will be monitored and/or evaluated. Please include a timeline for monitoring and evaluation activities, including:

- A schedule with dates of submission for quarterly reports;
- A schedule for review meetings;
- An overview of how midterm and end of project evaluations will be conducted.

Indicators and targets
List

Documentation and dissemination plan
Description of plan for documentation and dissemination of project work

Roles and Responsibilities of I-TECH
- Receive and review monthly invoice, quarterly programmatic report, final programmatic report, and all other products and communications detailed under "Deliverables" section.
- Report to donors on the status of project activities.
- Additional roles of I-TECH.

I-TECH Contacts

This sub agreement results from an award to the University of Washington, for which PI Name serves as the principal investigator. Insert Name (Insert title) will serve as the primary contact person on behalf of the University of Washington as regards to programmatic and policy issues. Insert Name (Insert title) and Maya Beal (I-TECH Contracts Manager) will be the primary contact for sub-agreement, fiscal, and programmatic issues.

     Insert Name: insert email address

     Maya Beal, mayab@uw.edu

I-TECH Country Contacts

- Programmatic/Administration Support: Name and email
- Technical support: Name and email

Name of Sub-Grantee Contacts:

     Name, Title

     Contact information (phone, email, etc.)

Reporting Requirements

The following guidelines will be followed regarding reporting requirements. All reporting will be sent electronically by indicated dates to Name of I-TECH Programmatic/Administrative Support person.

- Submit all requested documents outlined under "Deliverables" following stipulated timeline.
- Quarterly programmatic report and monthly invoices according to the established budget.
- Final project activity report due April 30th, 2014.
- Timesheets verifying all staff time billed to project budget to be documented and maintained by sub-grantee.
- Documentation of other expenses or charges including travel, supplies and equipment shall be regularly maintained and furnished upon request.