INSERT ON AGENCY LETTERHEAD

SCOPE OF WORK

September xx, 2019

Barry University
Sandra L. Mancuso, Director
Department of Grants and Sponsored Programs
11300 NE 2nd Avenue
Miami, Florida 33161

RE: NAME OF COMPETITION, I.E., *NIH NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE (NINDS), ACADEMIC RESEARCH ENHANCEMENT AWARD (R15)*

_____, *(title), (department)* will have oversight of all efforts relating to _____ University's participation in Barry University's project entitled _____. He/She will be responsible for the facilitation and coordination of _____ University's activities relating to the grant which includes the following:

1. Communicating and coordinating with Dr. _____, Barry University's Principal Investigator, to facilitate the project;
2. Collaborate in creation of _____;
3. Collect and analyze data and co-author required reports;
4. Prepare manuscripts for publication;
5. Provide Barry University with any documentation required by the funding agency.

Thank you.

_____
_____(Faculty Name) Date
_____ (title)
_____University

_____
__ (University Official Name) Date
_____ (title)
_____ University