

## Exhibit A – Scope of Work

<b>Project Summary &amp; Scope of Work</b>
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Contract

Grant

Does this project include Research (as defined in the UTC)?

Yes

No

**PI Name:**

**Project Title:**

### **Project Summary/Abstract**

*Briefly describe the long-term objectives for achieving the stated goals of the project.*

#### **If Third-Party Confidential Information is to be provided by the State:**

Performance of the Scope of Work is anticipated to involve use of third-party Confidential Information and is subject to the terms of this Agreement; **OR**

A separate CNDA between the University and third-party is required by the third-party and is incorporated in this Agreement as Exhibit A7, Third Party Confidential Information.



## **Scope of Work**

*Describe the goals and specific objectives of the proposed project and summarize the expected outcomes. If applicable, describe the overall strategy, methodology, and analyses to be used. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the goals and objectives.*

## Exhibit A1 - 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 in Exhibit A4, Use of Preexisting Intellectual Property & Data.

Unless otherwise directed by the State, the University Principal Investigator shall submit all Deliverables to the State Contract Project Manager, identified in Exhibit A3, Authorized Representatives.

[illegible]

Exhibit A2 – Key Personnel

KEY PERSONNEL

List Key Personnel as defined in the Agreement starting with the PI, by last name, first name followed by Co-PIs. Then list all other Key Personnel in alphabetical order by last name. For each individual listed include his/her name, institutional affiliation, and role on the proposed project. Use additional consecutively numbered pages as necessary.

Last Name, First Name	Institutional Affiliation	Role on Project
PI:		
Co-PI(s) – if applicable:		
Other Key Personnel (if applicable):		

## **Exhibit A5 - RÉSUMÉ/BIOSKETCH**

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### **RÉSUMÉ/BIOSKETCH**

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*Attach 2-3 page Resume/Biosketch for the PI and other Key Personnel listed in Exhibit A2, Key Personnel.*

## Exhibit A6 – Current & Pending Support

### CURRENT & PENDING SUPPORT

University will provide current & pending support information for Key Personnel identified in Exhibit A2 at time of proposal and upon request from State agency. The “Proposed Project” is this application that is submitted to the State. Add pages as needed.

PI:					
Status (currently active or pending approval)	Award # (if available)	Source (name of the sponsor)	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL:					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL:					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL:					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL:					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

## Exhibit B - Budget

### Budget for Project Period

Principal Investigator (Last, First):

Exhibit B

COMPOSITE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD				
07/01/2016 to 06/30/2019				
BUDGET CATEGORY	From: To:	7/1/2016 6/30/2017 Year 1	7/1/2017 6/30/2018 Year 2	7/1/2018 6/30/2019 Year 3 TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>		\$0	\$0	\$0
TRAVEL		\$0	\$0	\$0
MATERIALS & SUPPLIES		\$0	\$0	\$0
EQUIPMENT		\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0
SUBRECIPIENT		\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>			
ODC #1	Y	\$0	\$0	\$0
ODC #2	Y	\$0	\$0	\$0
ODC #3	Y	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0
<b>TOTAL DIRECT COSTS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Indirect (F&A) Costs	<i>F&amp;A Base Rate MTDC *</i>	\$0	\$0	\$0
		\$0	\$0	\$0
<b>TOTAL COSTS PER YEAR</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL COSTS FOR PROPOSED PROJECT PERIOD</b>				<b>\$0</b>

\* MTDC = Modified Total Direct Cost

**JUSTIFICATION.** See Exhibit B1 - Follow the budget justification instructions.

**Funds Reversion Dates:** Unless otherwise specified as following, fund reversion dates are three years from fiscal year end of year funded

**Annual Budget Flexibility (lesser of % or Amount)**

Prior approval required for budget changes between approved budget categories above the thresholds identified.

%	10.00%
Amount	\$10,000

# Exhibit B - Budget

## Budget for Project Period

Principal Investigator (Last, First):

**Exhibit B**

COMPOSITE BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD to				
BUDGET CATEGORY	From: To:	Year 1	Year 2	TOTAL
PERSONNEL: <i>Salary and fringe benefits.</i>				
TRAVEL				
MATERIALS & SUPPLIES				
EQUIPMENT				
CONSULTANT				
SUBRECIPIENT				
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>			
ODC #1				
ODC #2				
ODC #3				
ODC #4				
ODC #5				
ODC #6				
<b>TOTAL DIRECT COSTS</b>				
Indirect (F&A) Costs	<u>F&amp;A Base</u> <i>MTDC *:</i>			
<i>Rate:</i>				
<b>TOTAL COSTS PER YEAR</b>				
<b>TOTAL COSTS FOR PROPOSED PROJECT PERIOD</b>				

\* MTDC = Modified Total Direct Cost, please add up all applicable costs and enter the total.

**JUSTIFICATION.** See Exhibit B1 - Follow the budget justification instructions.

**Funds Reversion Dates:** Unless otherwise specified as following, fund reversion dates are three years from fiscal year end of year funded

### Annual Budget Flexibility (lesser of % or Amount)

Prior approval required for budget changes between approved budget categories above the thresholds identified.

%	10.00%
	<i>Or</i>
Amount	\$10,000



Principal Investigator (Last, First):

**Anticipated Program Income**  
*(applicable only when the funded portion of the project generates income)*  
to

From: To:				
	Year 1	Year 2		TOTAL
ANTICIPATED PROGRAM INCOME				

*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 Section 14.D of Exhibit C of this Agreement.*

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.*

#### 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).

**Role on Project.** For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” positions.

**Personnel*****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.*

**Travel**

*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. Should the application include a request for travel outside of the state of California, justify the need for those out-of-state trips separately and completely.*

**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.*

**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.*

**Consultant Costs**

*Consultants are individuals/organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program. Consultants are not involved in the scientific or technical direction of the project as a whole. Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related 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.*



**Other Direct Costs**

*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.*

**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.*

**Indirect (F&A) Costs**

*Indirect costs are calculated in accordance with the budgeted indirect cost rate in Exhibit B.*

## **Exhibit C – University Terms and Conditions**

**[CMA \(AB20\) State/University Model Agreement Terms & Conditions UTC-220](#)**