

APPENDIX A
Statement of Work
DE-FI04-[]
The Regents of the University of California at [Campus]
"Title"

I. Description of Services

1.0 Objective

This is the introduction and is intended to give a very brief overview of the specialty area and explain why this particular project is being pursued. The Objective should also state the overall requirement, the difficulties or deficiencies that do not allow the External Partner to meet the requirements, and the determinations which must be made to solve the problems.

2.0 Scope

This paragraph provides an overall picture of the desired work program in concise form. It may outline the various phases of the effort and tie down the overall limits of the project in terms of specific technical objectives, time, and any special provisions or limitations. This section should also describe, in a concise, specific statement, the end result desired or what the "product" of the effort should be.

3.0 Applicable Documents

This section is used to cite all applicable documents, specifications, reports, and other material, which have an impact on the project. The Campus should, by reading this listing, have a complete understanding of what it must be cognizant of in order to successfully complete the project.

4.0 Technical Tasks

This paragraph should define the work to be accomplished and indicate the main steps and actions, which are required of the Laboratory to perform properly. These main steps constitute the work phases (recommended approach). This paragraph gives known specific methods which could contribute to a solution, possible correlation with existing knowledge, operational and installation environments anticipated for the ultimate operational equipment, and cites such other factors (including all available foreign technology information) that would tend to assure that the Laboratory performs without reflecting an attitude that this is the only approach to the problem.

If the work encompasses several areas or lends itself to task division, this should be indicated. The essential procedures (e.g., theoretical analysis, design, fabrication, check out, tests, verification, formation of final recommendations, etc.), with limits on each, constitute the bulk of this paragraph. In some cases, the Campus may wish to indicate the percent of total effort each phase is to receive. Specify those considerations, which may guide the Laboratory in analysis, design or experimentation on the designated problem. These should include operational characteristics (if any) or other factors the Laboratory is expected to consider in performing under the Agreement. Definitions should also be included in this section.

When the burden of definition must be placed on the Laboratory, clearly impose the Requirement in a manner that is understood

Sample of Table Format Identifying Phases & Tasks:

4.0 Technical Tasks

Phase	Task	Description	Start Month	Duration (Months)
I		Title of Phase I (if Phase applicable)		
	1	Text for Task 1	1	How long to complete each task
	2	" " 2	2	
II		Title of Phase II (if Phase applicable)		
	1	" " 1	1	How long to complete each task
	2	" " 2	2	

II. Reports, Data, and Other Deliverables

Contract data or reporting requirements should be indicated here. If deliverable hardware is required, it should also be listed in this paragraph as a separate entry.

III. Special Considerations

A paragraph outlining any special interrelationships between the Parties for use of Government property, for example, may be devised and added to the statement of work in this paragraph. Any other specific directions relative to technical work (not administrative matters) for the Laboratory to follow should be included here.

IV. Designated Signature Authorities/Representatives

The Regents of the University of California at [Campus]

Attn.: [UC Campus Administrative Point of Contact]

Division

Address

City, State, Zip Code

Tel: ()

Fax: ()

**U.S. Department of Energy
Albuquerque Operations Office**

Attn.: Mr. David L. Katz
Branch Chief

Technology Partnership Branch

Laboratory Programs Division

Pennsylvania and H. Street,

P.O. Box 5400

Albuquerque, NM 87185-5400

Tel: (505) 845-5342

Fax: (505) 845-5754

The Regents of the University of California

Los Alamos National Laboratory

Attn.: Ms. Lucille A. Peralta

Industrial Business Development Office

Los Alamos National Laboratory

P.O. Box 1663, MS C334

Los Alamos, NM 87544

Tel: (505) 665-6711

Fax: (505) 665-6127

Los Alamos National Laboratory

Participant/UC Campus Questionnaire

The information collected in this questionnaire is necessary for Los Alamos National Laboratory (LANL) to meet government reporting requirements and to accurately complete the final original Funds-In Agreement contract. Please completely fill out this questionnaire.

1. UC Campus Information

UC Campus Name (include Acronym)				
Division			Web Site	
Business Mailing Address				
(Address)	(City)	(State)	(Zip Code)	USA Country
Courier (Express Mail) Address				
(Address)	(City)	(State)	(Zip Code)	USA Country

2. Technical Contact

Name				Title	
(Dr., Mr., Ms., etc.)	(First Name)	(MI)	(Last Name)		
Division					
Mailing Address (If different than UC Campus)					
(Address)	(City)	(State)	(Zip Code)	USA Country	
Courier (Express Mail) Address (If different than UC Campus)					
(Address)	(City)	(State)	(Zip Code)	USA Country	
Telephone	Ext.	Fax	E-Mail		

3. Contract Administrator ☐ Same as Technical Contact

Name				Title	
(Dr., Mr., Ms., etc.)	(First Name)	(MI)	(Last Name)		
Division					
Mailing Address (If different than UC Campus)					
(Address)	(City)	(State)	(Zip Code)	USA Country	
Courier (Express Mail) Address (If different UC Campus)					
(Address)	(City)	(State)	(Zip Code)	USA Country	
Telephone	Ext.	Fax	E-Mail		

4. Signature Authority ☐ Same as Technical Contact ☐ Same as Contract Administrator

Name				Title	
(Dr., Mr., Ms., etc.)	(First Name)	(MI)	(Last Name)		
Division					
Mailing Address (If different than UC Campus)					
(Address)	(City)	(State)	(Zip Code)	USA Country	
Courier (Express Mail) Address (If different than UC Campus)					
(Address)	(City)	(State)	(Zip Code)	USA Country	
Telephone	Ext.	Fax	E-Mail		

Intellectual Property

Definition of Proprietary Information:

Information which embodies trade secrets developed at private expense and commercial or financial information which is privileged or confidential under the Freedom of Information Act 5 U.S.C.(b)(4) and which is marked as proprietary information.

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Is it anticipated that software, patentable products or processes will be developed under this Agreement? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is it anticipated that you will provide proprietary data to LANL? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you want part or all of the data generated under the Agreement to be protected? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will any of the documents contain any Proprietary Information? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the Campus want a Proprietary Information Agreement in place? | <input type="checkbox"/> | <input type="checkbox"/> |

Documents may be supplied to the DOE. Please review all documents for information that you consider proprietary to your organization, and designate the specific information that is to be protected. Use any suitable designation. Note that LANL only considers information supplied by you, or developed as a result of information supplied by you, as proprietary; therefore you should limit these designations to proprietary information.

Notices

- 1) I realize that, unless I indicate in writing, Los Alamos National Laboratory may transmit all information provided by UC/Campus via telecommunications (telephones, faxes, video conferences, e-mail, etc.) and Internet within the Laboratory, to DOE, and to my organization.
- 2) I understand the UC/Campus will be asked to participate in an evaluation upon project completion.
- 3) All items of commerce, including technology, are subject to export control laws of the United States. It is the Campuses responsibility to be cognizant of these laws and to comply as appropriate with respect to technology arising from the agreement.
- 4) Rights to intellectual property generated under a project are negotiable between LANL (and/or DOE) and the Campus, except for Government rights as defined in the agreement.
- 5) The Master Funds-In Agreement has been approved by DOE, UC, and LANL. The participant data sheets are not part of the principle documents that are supplied to DOE. They are filed at Los Alamos National Laboratory (LANL).

I hereby represent that the above information may be relied upon for purposes of conducting the negotiation of the proposed Agreement.

Signature	Date		
Name (Print)			
(Dr., Mr., Ms., etc.)	(First Name)	(Middle Initial)	(Last Name)
Title			
Telephone	Fax		