**APPENDIX A**

**STATEMENT OF WORK**

**"\*(Title of the Work Effort or Project)"**

**VOUCHER SERVICE PROVIDER:**

**BATTERY RECYCLING PRIZE TEAM NAME:**

**\*(Date of the Statement of Work)**

**Areas highlighted yellow and in brackets are instructions/guidance for SOW authors, delete highlighted sections if using as a template.**

# BACKGROUND

This work is to be conducted in support of the American-Made Challenges Lithium-Ion Battery Recycling Prize. The intent is to connect Phase II winners with national laboratories that can help accelerate the development of innovative solutions and products. Teams who have won the Phase II Prize are eligible to utilize vouchers at national laboratories to advance their ideas.

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# OBJECTIVE

The objective of this work effort is to…

**[Provide information relating to what you’re hoping will be able to accomplish with the help that this VSP will be performing in this scope of work. This should be specific to the goals of the subcontract in the context of the Prize. Do not put specific contract requirements here.]**

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# SCOPE OF WORK

To meet the objective, the scope of the work the VSP shall perform will fall within the following areas:

## The VSP shall be responsible for providing **[In this section, provide information that describes the ‘umbrella’ vision of the work they will perform. This is not the area to describe specific tasks, but rather in general - what is this VSP expected to do programmatically to meet the team’s objective? This section creates the boundaries of what the VSP is expected to accomplish for the team. This section may also explain resources, interrelationships (e.g., amongst team partners), and any constraints, limitations, or risks. If there are option period or phases, the scope for each period or phase should be identified.]**

## The VSP shall be responsible for providing \*\*\*.

## 

## The VSP shall be responsible for providing \*\*\*.

**\***

# TASKS

## Task #1- The VSP shall… **[In this section, provide detailed information that describes the specific work that the VSP will perform. This should correlate to the deliverables section below, but in this area, the focus is on the work to be performed rather than the item they will produce. If there are option periods or phases, the tasks for each period or phase must be defined. If there are milestones, they can be included in the tasks, or a separate Milestones section can be added, and the subsequent sections renumbered.]**

## Task #2- The VSP shall…

## Task #2- The VSP shall…

## \*

# REVIEW MEETINGS AND TRAVEL REQUIREMENTS

**[Provide any required review meetings (virtual or in person), including the frequency, total number of meetings, duration, location (if not virtual), and participants. Travel for purposes other than review meetings, e.g. to participate in a project kick-off meeting or to present research results at a conference, should be specified in the applicable task, but details such as the destination, duration and dates (or estimated time frames) may be summarized in this section.**

**If foreign travel is required, be sure to indicate that advance approval through DOE is necessary. Also, the most current requirements concerning foreign travel training and specifying a medical evacuation contact or Medevac insurance provider for the Subcontractor will need to be included in this section. Contact the NREL Travel Office in the Office of the Chief Financial Officer for the latest foreign travel guidance as it frequently changes.**

**Indicate “N/A” if there will be no travel or review meetings.]**

# DELIVERABLES

**[In this section, describe exactly what you expect the VSP will provide, including reporting requirements, and when (either a date or frequency is acceptable, but rather than an actual date, dates relative to the award date are recommended, e.g. “One month from subcontract execution”, because the actual execution date of the subcontract is not known and may be later than estimated.**

**Each deliverable should relate to a task or tasks in Section 4.0. The table below is a suggested format for listing deliverables. If there are option periods or phases, a column can be added to indicate the option period or phase number in which the deliverable is due, or separate tables can be used for each option period or phase.]**

**The VSP shall provide the following deliverables by the due date as indicated:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable No.** | **Associated Task(s) No.** | **Deliverable Description** | **Due Date** |
| **6.1** |  |  |  |
| **6.2** |  |  |  |
| **6.3** |  |  |  |
| **6.4** |  |  |  |
| **6.5** |  |  |  |
| **6.6** |  |  |  |
| **6.7** |  |  |  |

**[The following types of Deliverables are provided as samples, Please add those needed to the list of deliverables (in table above or similar format.)]**

## **Weekly Highlights Report:** The VSP shall provide to participants in electronic format, i.e., a brief (1-2 page) description of actions or events. This shall include significant technical developments, key decisions resulting from a meeting or review, or other items of interest to the participants.

## **Monthly Technical Progress Report:** The VSP shall prepare and submit to participants by the \*\*\* day of each month a technical progress report. This report shall communicate an assessment of VSP status, explain variances and problems, report accomplishment of performance milestones and/or deliverables, and discuss any other areas of concern or achievement.

## **Final Technical Report:** The VSP shall prepare and submit to participants a final technical report, both in draft and final version. The draft version shall be due \*\*\* days prior to the completion date of the subcontract. Participants will have \*\*\* days to review the draft version and provide written comments to the VSP. The VSP shall make any corrections or revisions per the participant’s written comments no later than the period of performance end date and submit the final version to participants with a reproducible master.