

Date

1

Agricultural Research Service  
Agreements Information Management System  
Statement of Work

Agreement Number: 58-19XX-X-XXX  
Cooperator:

Amendment No.: 00

Control No.:

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**OBJECTIVE:**

- *Populates from AD 416/417 (Incoming projects over 25K) or*
- *AIMS data entry is required by user (Incoming projects under 25K)*

**APPROACH:**

- *Populates from AD 416/417 (Incoming projects over 25K) or*
- *AIMS data entry is required by user (Incoming project under 25K)*

**STATEMENT OF MUTUAL INTEREST:**

*(Identify independent and mutual interest in the project)*

Both Parties are actively engaged in independent research projects which..... *(Relate to project title)*. The Parties agree that meeting the objectives of this project will strengthen and enhance ongoing research within the scope of this Agreement.

**THE SPONSOR AGREES TO:**

1. Conduct at Cooperator facilities and elsewhere as appropriate, research directed toward... activities include (if applicable):
  - a.
  - b.
  - c. *(Outline specific duties and responsibilities necessary for successful completion of the project objective(s)).*
2. Share in the cost of this work effort by contributing \$XX,XXX payable to the U.S. Department of Agriculture, Agricultural Research Service (USDA-ARS) in one lump sum, upon execution of this Agreement, for the development of all work described herein.
3. For payment, cite Cooperative Agreement No. 58-19XX-X-XXX, on checks made payable to USDA-ARS. Remit payments to: USDA-ARS North Atlantic Area, Grants & Agreements Office, 600 E. Mermaid Lane, Wyndmoor, PA 19038-8598.

*OR*

Reimburse the U.S. Department of Agriculture, Agricultural Research Service (USDA-ARS) for the work performed as described herein, in accordance quarterly payment requests provided to the Sponsor by the USDA. The total for USDA-ARS reimbursement shall not exceed \$XX,XXX.

Upon receipt of a bill/invoice from the USDA, please cite the Agreement Number 58-19XX-X-XXX on all checks made payable to USDA-ARS. Remit payment to the address identified on the USDA bill.

**ARS AGREES TO:**

1. Conduct research on the following aspects of the project:
  - a.
  - b.

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***c. (Outline specific duties and responsibilities necessary for successful completion of the project objective(s)).***

2. Assign personnel, equipment, supplies, transportation, and facilities as needed to this cooperative effort. Such equipment and facilities will remain the property of USDA-ARS, subject to its disposition.

**MUTUAL AGREEMENTS:**

***AIMS will automatically populate the following paragraphs in the Mutual Agreements (MA) section of the SOW.***

1. ARS receives funds.
2. See applicable Provisions on the website:  
<http://www.afm.ars.usda.gov/agreements/partnership.htm> .
3. Correspondence and documentation submitted by the Cooperator to the ADODR in reference to this agreement should cite Agreement No. 58-19XX-X-XXX
4. Copies of all correspondence should be forwarded to the ADO at:  
USDA, ARS, NAA  
EXTRAMURAL AGREEMENTS OFFICE  
600 EAST MERMAID LANE  
WYNDMOOR PA 19038

***Any additional terms and conditions entered into the MA section will follow these paragraphs above.***

5. ADD OTHER UNIQUE MUTUAL AGREEMENTS HERE. Also, if sponsor employees will be working in your space, add:

Work performed under this cooperative agreement will be done in USDA-ARS and Sponsor facilities. The Sponsor's personnel are authorized to work in USDA-ARS facilities and laboratories, pursuant to the Rules of the Workplace listed in the applicable provisions. All Sponsors personnel working on this project in the USDA-ARS facilities shall complete USDA-ARS mandated safety training and complete and Emergency Contact Form, which will be kept in the Location's agreement file.

The Sponsor's personnel will conduct work during normal business hours, unless otherwise requested.

The Sponsor's personnel are NOT authorized to operate government owned vehicles. The Sponsor's personnel are authorized to be passengers/riders in motor vehicles owned and operated by USDA-ARS personnel.