

## Attachment 2

### The Pennsylvania State University Contract Number: 4400023298

#### UNIVERSITY Response - Project Template

(To be completed by UNIVERSITY and returned to requesting Commonwealth Agency)

☐ Original Response

☐ Revised Response (Revision dated MM/DD/YY)

A. **Scope of Work:** - *Statement of work. Specify the research project period of performance, etc. from Exhibit A, Special Terms and Conditions, Section 3.C.2. – Scope of Work Requirements.*

B. **Method of Invoicing:** *(indicate agency's designation)*

1. ☐ **Cost Reimbursement:** The UNIVERSITY shall send its standard automated cost reimbursable invoice itemized by major budget category (Personnel, Operational, Professional Services, Subcontracting, Capital Equipment, Travel, and Administrative Fees) to which the invoice refers to the address referenced on the Purchase Order monthly.
2. ☐ **Deliverable Based (Fixed-Price):** The UNIVERSITY shall submit to the Commonwealth Agency the monthly progress report(s) and a written certification that the task deliverable is completed and ready for acceptance.

C. **Cost or Price Information: (as selected by Agency in Attachment 1)**

If Cost Reimbursement, the total estimated cost of this project is \$\_\_\_\_\_.

If Deliverables-Based (Fixed-Price), the total price is \$\_\_\_\_\_.

1. **If Cost Reimbursement Method of Invoicing was Selected by the Agency:** *(Attach detailed and summary budgets in Excel format)*

The contract line items and budget line items shall be provided in the following:

- a. Personnel: \_\_\_\_\_
- b. Operational (Includes Expendable Equipment and Supplies): \_\_\_\_\_
- c. Professional Services: \_\_\_\_\_
- d. Subcontracting: \_\_\_\_\_

e. Travel: \_\_\_\_\_

f. Administrative Fees (Sometimes referred as Overhead, Indirect Cost, or F&A):

\_\_\_\_\_

g. Capital Equipment: \_\_\_\_\_

The University shall provide cost to purchase and the cost to rent the required capital good or capital equipment for the time period of the project. Agency will review and determine the method to acquire the required good or equipment. The decision of rental or purchase shall be at the sole discretion of the Agency. All capital equipment remains Commonwealth property and will become surplus supplies at the end of the Project pursuant to Chapter 15 of the Procurement Code unless indicated below by the Agency.

Capital Equipment:      ☐ Purchase      ☐ Rent

**If purchase, disposition of Capital and Non-Capital Equipment acquired under resultant PO designated as follows:**

☐ Commonwealth will retain ownership – University to submit Report of Personal Property form (Attachment 3) at conclusion of purchase order period.

☐ Commonwealth retains ownership but will allow University to use it for use on other Commonwealth projects (grants, contracts, purchase orders, etc.) that the University is contracted with the Agency for. If the equipment is being used on another Agency project, the Agency shall give notice to University that it intends to retain ownership at the end of the project. If and when the Equipment is no longer being used on an Agency project, University will submit Attachment 3 to Agency.

If Agency decides mid-project that other Agency-funded projects could benefit from use of the Equipment, Agency will send notification to University Contact in Exhibit A, Article IV. to document permission for continued use of the Equipment.

**D. Copyright Ownership:** *(Indicate agency's designation as per Attachment 1)*

☐ Commonwealth Funding. Work Made for Hire/University Non-Exclusive License

☐ Federal Pass-Through Funding. Purchase Orders Vesting Title in the University and Granting a Non-Exclusive License to the Commonwealth

**2. If Deliverable Based Method of Invoicing was Selected by the Agency:** (*Attach detailed budget in Excel format*) The deliverables shall be provided in the following:

- a. Deliverable 1 - [Description]: \_\_\_\_\_ \$
- b. Deliverable 2 - [Description]: \_\_\_\_\_ \$
- c. Deliverable 3 - [Description]: \_\_\_\_\_ \$
- d. Deliverable 4 - [Description]: \_\_\_\_\_ \$

**E. Management Plan and Staffing:**

“Key Personnel” are defined as individuals who contribute to the scientific development or execution of a project in a substantive way. The program director/principal investigator (PD/PI) is always considered Key Personnel. The PD/PI may designate other Key Personnel if applicable and necessary for the Scope of Work. Key Personnel who have not yet been named shall be identified when they join the project. When new Key Personnel are named, the Principal Investigator will notify the Commonwealth Agency in writing prior to charging their time to the project.

Key Personnel:

**Proposal validity.** The University’s proposal is valid for 90 days from date of University signature below. University reserves the right to submit a revised scope of work and budget in the event a purchase order is issued beyond this 90 day period.

**Approvals (Agency will notify PSU when Attachment is approved as final, and PSU will attach final signatures)**

**1. The Pennsylvania State University Principal Investigator:**

\_\_\_\_\_  
Name and Title Date

**2. The Pennsylvania State University Authorized Official:**

\_\_\_\_\_  
Title Date

**3. Commonwealth Agency’s Authorized Approver:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature