SCHEDULE A- SCOPE OF WORK

**CONSULTANT NAME:**

Description of Project

If Grant funded, name of Grant:

If work is done by a foreign national, please indicate work that is done overseas:

Consultant Responsibilities Include:

Deliverables

Timeline

Invoicing

Budget

SCHEDULE A- SCOPE OF WORK (SAMPLE)

**CONSULTANT NAME: JOHN DOE**

Description of Project

The ABC Center (ABC) at Teachers College has proposed to conduct a 6 month study of the leadership dimensions of the collaborative inquiry process no win its third year of city-wide implementation.

Consultant Responsibilities Include:

The consultant will report to ABC Researcher Jane Doe, the study director and principal investigator, and will work with ABC staff to conduct analysis, including:

* Analyze interview and observation data output (with no identifiers) by June 30, 2010
* Draft report sections based on data analysis by July 31, 2024
* Assist with editing sections of the report by August 31, 2024

Deliverables

* Draft data summaries and analysis by June 30, 2024
* Draft report sections by July 31, 2024
* Edited sections of the report by August 31, 2024

If payment will be made in installments upon receipt of deliverables, specify the corresponding payment for each deliverable.

Timeline

No more than 14 days between June 1 and August 31, 2024

Invoicing

Consultant shall invoice twice during the project period, with the final invoice due within 15 days of the end of the contract. Invoice shall state the days and dates worked and will summarize the work completed during that time.

Budget

Consulting fee: $600/day for 14 days= $8,400

Expenses: $500 per-approved. consultant will provide invoices for all expenses incurred.

Any expenses beyond $500 shall be first pre-approved by College.