



October 26, 2014

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STATEMENT OF WORK

1. GENERAL

This Statement of Work (“SOW”) defines Services to be performed, Support to be provided, and Work Product to be delivered to Dr. Arieh Shalev of the Department of Psychiatry at NYU by Science Editors Network (“SEN”) under a purchase order. The SOW is governed by, incorporated into, and made part of the terms and conditions of the purchase order. In the event of any conflict between the SOW and the purchase order, the SOW will prevail, solely to the extent of the inconsistency.

2. SCOPE OF SERVICE

You have asked SEN to provide editing services. These services will involve assistance in the editing the Specific Aims and Research Strategy components of a National Institutes of Health (“NIH”) U01 cooperative agreement application (RFA-MH-15-110), for submission to NIH by November 6, 2014.

3. PROJECT MANAGERS

SEN has designated Julie Gosse as Project Manager for this SOW (as such, the “SEN Project Manager”). The SEN Project Manager will be your primary point of contact, will bring together a team as needed to complete the SOW, and is responsible for delivering the Work Product. Dr. Shalev will provide all documents and information necessary for SEN to edit the assigned components of the NIH U01 grant application required for this SOW (the “Starting Materials”) and will respond to email communications on the project within 2 days of receipt in order for the project to meet deadline.

4. SERVICES, SUPPORT, AND WORK PRODUCT

a. Services:

SEN will assist in editing the Specific Aims (1 page) and the Research Strategy (30 pages), for length, consistency and impact. This work will occur from October 27-November 1, 2014. At a final stage, SEN will proofread before the submission deadline. **SEN will spend no more than 55 hours of work** on this task, unless a written agreement to do further work is received from Dr. Shalev.

Estimated time: 75-100 hours

SEN will spend no more than **100 hours** on this project. Any additional work must be approved by Dr. Shalev in writing.

b. Support

While the SEN Project Manager will attempt to bring projects to completion according to agency deadlines and instructions, SEN is not responsible for timely or accurate submission of any materials to any agency. The scientific and organizational content of this application are entirely the responsibility of Dr. Shalev and his collaborators.

The SEN Project Manager will be available by email or phone for the duration of the project, and will respond to messages within 2 or fewer days.

c. Work Product

Pending provision of all Starting Materials and Dr. Shalev's (or other PI's) responsiveness to queries, SEN will provide an edited draft of the contracted sections of Dr. Shalev's NIH U01 application.

5. ACCEPTANCE CRITERIA

The SEN Project Manager will monitor performance of SEN personnel, ensuring the quality of the Work Product and timeliness of delivery. Where the Work Product is not satisfactory from a quantity or quality perspective, Dr. Shalev shall discuss concerns with Julie Gosse within two days of Work Product delivery. Julie Gosse shall take steps to remedy the situation. Hours spent identifying the remedy will not be billed; however, hours spent implementing the remedy will be billed. SEN shall bill on a time and materials basis.

6. RESOURCES TO BE PROVIDED BY SEN

SEN shall provide the following resources: Its own computers equipped with internet access, email, calendar, common web browsers, and Microsoft Office, Adobe Illustrator, Acrobat Reader, and Endnote software.

7. RESOURCES TO BE PROVIDED BY CLIENT

The Client shall provide the following resources: Starting Materials, access to needed journal articles (preferably as PDFs), and needed contact information for research group members, collaborators, correspondents, and in-house support staff such as grants management officers.

8. PAYMENT

a. Rate

SEN will bill at a rate of **\$80 per hour**.

b. Payment Method

Payment Schedule. SEN shall invoice monthly and SEN shall be paid based upon a time and materials basis immediately upon receipt of invoice, and no later than 90 days after receipt.

9. DELIVERY OF WORK PRODUCT

All Work Product shall be delivered to Dr. Shalev.

10. TERMS OF STATEMENT OF WORK

This SOW shall begin on October 26, 2014 and remain in effect until the earlier of:

- a. Dr. Shalev’s confirmation that this SOW has been completed and accepted;
- b. SEN’s termination of work under this SOW upon no less than 5 days prior written notice to Dr. Shalev if, in SEN’s good faith determination, work under this SOW cannot continue due to a lack of timely communication or materials.
- c. Work performed under this SOW totaling 100 hours; or
- b. November 6, 2014.

11. MODIFICATION

If the parties wish to modify any provisions of this SOW, such modifications must be clear, specifying the sections to be modified and how they are to be modified. Any such modifications shall apply only with respect to this SOW, and shall not affect any other existing or future SOWs.

12. LIMITATION OF LIABILITY

SEN makes no warranties or representations with respect to the accuracy, applicability, fitness, or completeness of the content of the project. Both parties agree that SEN will not be held liable for any if the application is not selected for funding, or for any actions resulting from its submission or funding.

Signed:

Date: _____

Date: _____

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