SCHEDULE 2

STATEMENT OF WORK

Provide a description of the project; you may also refer to and attach additional documents that provide further project descriptions. Detail as much as possible (deliverables and due dates, turnaround times for acceptance and testing, definitions for critical, major and minor nonconformities, etc). The more clearly the project and associated procedures are defined, the smaller the likelihood of misunderstandings.]

*Note: The following headings are intended to serve as an outline of the matters dealt with in a Statement of Work, but the content of each such Statement may vary to suit the nature of the specific Project.*

COMPANY:

1. **Project LAM # and Title:**
2. **Project Summary:**
3. **Scope of the Project:**
4. **Location of Work:**
5. **Project Start Date & End Date:**

**Start Date:**

**End Date:**

**Objectives of the Project and Deliverables:**

**Project Schedule with Milestones and Due Dates:**

| **Phase / Component** | **Tasks** | **Who** | **When** | **Milestones** |
| --- | --- | --- | --- | --- |
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1. **Key College Personnel:**

Principal Researcher:

Other Personnel:

1. **Key Company Personnel:**

Company’s Representative:

Other Personnel:

1. **Facilities, Equipment and Material to be provided by each party:**

The College shall provide:

The Company shall provide:

1. **Lambton College Background Technology:**
2. **Company Background Technology:**
3. **Reporting Format:**

* Quarterly financial contribution report (cash and In-Kind)
* Quarterly progress reporting

1. **Material Transfer:**
2. **Project Cancelation :**

The Company shall be required to pay the College $1000 (One Thousand) together with all cancellation costs in the event that the Company decides not to continue with this project after its commencement and prior to its completion.

1. **Requirements from the Company**

* The Company is required to make accessible and provide all documentation pertinent to the project subject to Confidential Information requirements.
* The Company will be required to sign off on the deliverable(s) anticipated pursuant to the Agreement consistent with the parties’ expectations, associated timeline, and funding arrangements.
* The Company is required to be accessible on a timely basis when needed and to make its representatives accessible for meetings / discussions with the College faculty and students as needed and appropriate for the purpose of the project.
* The Company will be required to sign off on its acceptance of intellectual property ownership consistent with the provision of the Agreement or otherwise as provided pursuant to this Schedule
* Where possible and as appropriate with Company policies, the Company is required to acknowledge and credit the College, the School of Technology, the faculty and the students involved for their collective contributions towards this project.
* Where possible and as appropriate with Company policies, the Company shall publicize and promote the collaboration between the College and the Company.
* The Company agrees to provide the College with testimonials for the work involved in this project as applicable and as requested.
* The Company, where applicable, is required to make available the site where the research equipment shall be installed and the research conducted.
* The Company, where applicable, is required to provide access to the College students, faculty and other College personnel to its facilities and site(s) where research equipment is installed and the research conducted.
* The Company, where applicable, shall ensure that all the necessary site preparations and installations are ready where the research shall be carried out in time for the College to install and operate the research equipment and conduct research.

1. **Intellectual Property**

Both parties agree that resulting intellectual property ownership be:

>>>>>>>>>>>>>>>>>>>>>>>>>>>Delete non-applicable conditions<<<<<<<<<<<<<<<<<<<<<<<<<

* Fully owned by the Company with the following exceptions:
* Fully owned by the College with the following exceptions:
* Equally owned by the Company and the College with the following exceptions:
* Owned by the Company and the College according to the following agreement:

*Reference agreement here* and with the following exceptions:

* Exceptions:
* OR:

As per Master Collaboration Agreement between Lambton College and **COMPANY**. Signed ***DATE***.

1. **Equipment Installed on Client Site:**

Equipment at the Company’s site owned by the College remains the property of the College. The College will remove the equipment within 6 weeks after the end of the project.

1. **Termination:**

This Statement of Work will terminate on the earliest of the following dates: (a) on completion of the Project as signified by written notification by the College to the Company, or (b) on thirty (30) days’ written notice by the Company; or (c) termination of the Agreement in accordance with its terms.

1. **PROJECT BUDGET**

**CONTRIBUTION SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Funding** | **Cash** | **In Kind** | **Total** |
| FedDev |  |  |  |
| Provincial |  |  |  |
| Federal |  |  |  |
| College |  |  |  |
| Industry Partner Collaborator Company |  |  |  |
| Other: |  |  |  |
| **Total:** |  |  |  |

**Budget:**

| **Budget Item** | **Industry Partner** | | **College** | | **Other Sources** | | **FedDev** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cash** | **In Kind** | **Cash** | **In Kind** | **Cash** | **In Kind** |
| Salaries, Wages, and Benefits |  |  |  |  |  |  |  |  |
| Professional and Legal Services |  |  |  |  |  |  |  |  |
| Technical and Scientific Services |  |  |  |  |  |  |  |  |
| Patents and other related expenses |  |  |  |  |  |  |  |  |
| Facilities and Equipment |  |  |  |  |  |  |  |  |
| Consumables and Supplies |  |  |  |  |  |  |  |  |
| Safe Disposal of Waste |  |  |  |  |  |  |  |  |
| Marketing Activities and Outreach Events |  |  |  |  |  |  |  |  |
| Other (travel) |  |  |  |  |  |  |  |  |
| Other (admin.) |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

**Budget Justification:**

|  |  |  |
| --- | --- | --- |
|  | | |
| *As per the contribution Summary: The Company will provide $ \_\_\_\_\_ of cash and $ \_\_\_\_\_\_ in –kind contributions to the project.* | | |
| Dated this ­­­\_\_\_ day of *month*, *year*. |  | Dated this ­­­\_\_\_ day of *month*, *year*. |
| **Lambton College**  Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **COMPANY**  Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |