***INSTRUCTIONS: CUSTOMIZE THE HIGLIGHTED SECTIONS AND RED TEXT***

***DELETE THESE INSTRUCTIONS AND SEND COMPLETED DRAFT TO GEMMA WARNER (***[***gwarner@pediatrics.wisc.edu***](mailto:gwarner@pediatrics.wisc.edu)***) FOR FINAL APPROVAL***

**[Insert Grant Title]**

[Insert Funding Mechanism]

**Scope of Work:**

* All study years,
  + Maintain and compensating an active lived experience partner as a team member (training and support provided by CYSHCNet)
  + Utilize single IRB with XX as lead
  + Where needed, complete Data Use Agreement (DUA) with XX for data sharing
  + Participate in monthly team meetings via conference call with XX and collaborating sites to ensure project and study success, troubleshoot problems, and share updates
  + Contribute to analysis interpretation and dissemination efforts (manuscripts, abstracts, presentations, and other efforts)
  + Recruit, consent, and enroll XX [describe recruitment goals and timelines] for XX [describe purpose]
  + Analyze data locally, to be sent in aggregate to data coordinating site
  + Submit monthly recruitment report to data coordinating site
  + Collect data [describe data collection mode, e.g., survey, interview, focus group, EHR abstraction, other] from, enter data into central study REDCap database.
  + Provide and manage study incentives for participants