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

***DELETE THESE INSTRUCTIONS AND SEND COMPLETED DRAFT TO GEMMA WARNER (******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