University of Pittsburgh

3811 O’Hara St.

Pittsburgh, PA 15213



**Statement of Work**

**Community Advisor**

**[start date]-[end date]**

**[study name]**

This statement describes my role as a contributing community partner in the scientific work being conducted as part of the [study name]. The overall mission of [study name] is to conduct high impact science that [insert brief description]. In this role, I will be an active participant in the development and support of [study name] at the University of Pittsburgh. I will participate in regularly scheduled meetings and help guide a range of activities, such as development of recruitment materials, outreach ideas, review of informed consent and research procedures, feedback on study progress and interpretation of findings, and dissemination activities. I may also guide activities outside of scheduled meetings for an hourly rate for my time as specified below.

I will receive $75 per 2-hour ongoing (~bimonthly) meeting block for my time and expertise. If a meeting is short of two hours, I will still be paid the full amount for at least an hour of participation.

I will receive $25 per hour for my time and expertise if meetings go over the allotted time and for time and expertise provided outside of the ongoing group meetings (e.g., providing feedback on grant proposals, working with an investigative team to pilot study materials).

I also agree that I will be compensated for my time, as described above, for my participation as a Community Partner between [start date] and [end date]. I will be compensated via Vincent card [adjust as needed] and understand how to use this card.

I am aware that I can terminate my involvement with [study name] at any time and that the leadership team may adjust the frequency of the meetings based on scientific needs and budget.

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SIGNATURE DATE

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