**Schedule A**

**Scope of Services**

**Description of Services and Deliverables**:

This statement describes the role as a contributing community investigator 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 [fill in description]. In this role, community investigator will be an active participant in the development and support of [study name] at the University of Pittsburgh. (Please provide a detailed description of the services that are expected from the community investigator; list any expected deliverables; and, if applicable, indicate if the community investigator will have access to any Personally Identifiable Information (PII) as defined by the University at <http://technology.pitt.edu/security/guide-to-identifying-personally-identifiable-information-pii>.)

**Location(s):**

Identify the location(s) where the services will be performed. This can include virtual (e.g., Zoom).

**Acceptance Criteria / Acceptance Testing Procedures:**

Acceptance and approval of the proposed work that will be completed should be confirmed by the principal investigator and the community investigator. If applicable, identify any procedures/requirements for the testing and acceptance of the Services and/or Deliverables that are required by the University before the Services or Deliverables are deemed to have been accepted.

**Dates/Deadlines/Milestones and Time(s) of Services:**

Identify the start and end date(s) when services are to be performed including any required deadline/milestone schedules. If applicable, specify the time(s) of day when services are to be performed.

**List of Key Personnel:**

Identify the names and contact information for community investigator and University’s key personnel (*e.g.*, a specific project manager).

**Fees and Payment Terms**:

Identify the fees/rates applicable to this Scope of Services. As a default, Section 2 of the Agreement provides for 30-day payment terms. Revise here if different payment terms are desired. Payment terms may be per time period, per milestone, or per hour, whichever best applies.

As a drafting tip, you want to (a) clearly establish the compensation to be paid to community investigator and (b) include any limits on compensation (*e.g.*, total compensation shall not exceed $X.XX without prior written authorization from the University.)

For fixed fee arrangements, strongly consider detailing an installment payment schedule tied to project milestones to avoid the risk of paying 100% of the fee up-front.

For time and materials based arrangements, clearly identify the rate basis (e*.g.*, $X.XX per hour, $X.XX per day, $X.XX per type of service, etc.).

**Example:**

Community investigator will participate in bimonthly meetings, review fliers and social media recruitment ads, provide feedback on consent forms, surveys, and study procedures, and assist in sharing findings at community events.

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 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 Investigator between [start date] and [end date], not to exceed $XXXX. I will be compensated via check mailed to my house every 3 months (quarterly).

 **Expenses**:

If the University will reimburse community investigator for expenses (e.g., parking, child care), describe here the expenses that will be considered reimbursable and not reimbursable, including any pre-approval requirements and/or limits on the total amount of expenses that will be reimbursed. If expenses will be reimbursed, also include the requirement that no reimbursement for expenses shall be provided unless Provider substantiates the expenses claimed by submitting to the University receipts or other documentation acceptable to the University in its sole discretion. It is recommended that all costs, including reimbursement for travel, lodging, etc., be part of a not-to-exceed amount.