

C. Sample Statements of Work (SOWs) for Professional Service Orders

A sample checklist for professional services that fall under the definition of Honorarium is provided to indicate that the individual is a "Professional" in a specific occupation, and is involved essentially in discharging professional duties. If you choose not to use the sample format, you must ensure that the file indicates that the individual is a professional, his/her specific occupation, and that the individual is involved essentially in discharging professional duties. The SOW as well as any other pertinent information may be entered in the RMKS: field, on the Competition /Justification Screen in the ADB by pressing [PF2], or it may be indicated on, and attached to, the appropriate purchase request.

1. Scientific Workshop Presentation - OC 25.2H

(Check/Indicate one of the following)

The following individual is a professional in the specific occupation of:

- Medicine,
 - Dentistry,
 - Nursing,
 - Pharmacy,
 - Law,
 - Engineering,
 - The Sciences (such as biology, chemistry, and physics)
 - Teaching,
 - Accountancy,
 - Actuarial Computation,
 - Architecture,
 - Other _____, and
- involved essentially in discharging professional duties.

Dr. /Mr. /Ms. _____ is an expert in the field of _____. This individual will present independent findings at the workshop entitled _____. The speaker's experience and knowledge in the specific aforementioned area of research is essential to achieving the purpose of this government sponsored workshop. The meeting will be held on ___/___/___.

2. Program Meeting Presentation - OC 25.2H

(Check/Indicate one of the following) The following individual is a professional in the specific occupation of:

- Medicine,
- Dentistry,
- Nursing,
- Pharmacy,
- Law,
- Engineering,
- The Sciences (such as biology, chemistry, and physics)
- Teaching,
- Accountancy,
- Actuarial Computation,
- Architecture,
- Other _____, and involved essentially in discharging professional duties.

Dr. /Mr. /Ms. _____ is an expert in the field of _____, and uniquely qualified to present research findings, and answer questions at the government sponsored meeting convened to discuss the Institute's program on _____. The speaker's specific experience and knowledge in this area are critical for the further development of this Institute initiative. The meeting will be held on ___/___/___.

3. Scientific Meeting Presentation - OC 25.2H

(Check/Indicate one of the following) The following individual is a professional in the specific occupation of:

- Medicine,
- Dentistry,
- Nursing,
- Pharmacy,
- Law,
- Engineering,
- The Sciences (such as biology, chemistry, and physics)
- Teaching,
- Accountancy,
- Actuarial Computation,

- Architecture,
- Other _____, and involved essentially in discharging professional duties.

Dr. /Mr. /Ms. _____ is an expert in the field of _____. This individual will speak at the meeting entitled " _____ " The speaker's specific experience and knowledge related to this field of research will enhance the collaboration of the researchers involved in this research, and will expedite the development of current scientific opportunities and minimize unnecessary and expensive duplication. The meeting will be held on ___/___/___.

4. Board Meeting Evaluation - OC 25.2H

(Check/Indicate one of the following) The following individual is a professional in the specific occupation of:

- Medicine,
- Dentistry,
- Nursing,
- Pharmacy,
- Law,
- Engineering,
- The Sciences (such as biology, chemistry, and physics)
- Teaching,
- Accountancy,
- Actuarial Computation,
- Architecture,
- Other _____, and involved essentially in discharging professional duties.

Dr. /Mr. /Ms. _____ is an expert in the field of _____. This individual will present an evaluation of data from the NIH sponsored trials during the Board meeting entitled " _____ ". This evaluation is critical for the rapid dissemination of research results from the specific trials sponsored by the NIH. The meeting will be held on ___/___/___.

5. AD HOC Participant - 25.13 Management and Support of R&D Activities

(Check/Indicate one of the following) The following individual is a professional in the specific occupation of:

- Medicine,
- Dentistry,
- Nursing,
- Pharmacy,

- Law,
- Engineering,
- The Sciences (such as biology, chemistry, and physics)
- Teaching,
- Accountancy,
- Actuarial Computation,
- Architecture,
- Other _____, and involved essentially in discharging professional duties.

Dr. /Mr. /Ms. _____ is an expert in the field of _____ who will be participating in the meeting of the Institute's Advisory Committee meeting on/for _____. The participation of this individual is required so that the appointed committee members have access to the supplementary data and full range of perspectives necessary to their deliberations during this meeting. The meeting will be held on ___/___/___.

6. AD HOC Reviewer - 25.2Q Not a Regular Member of the Review Committee

(Check/Indicate one of the following) The following individual is a professional in the specific occupation of:

- Medicine,
- Dentistry,
- Nursing,
- Pharmacy,
- Law,
- Engineering,
- The Sciences (such as biology, chemistry, and physics)
- Teaching,
- Accountancy,
- Actuarial Computation,
- Architecture,
- Other _____, and involved essentially in discharging professional duties.

Dr. /Mr. /Ms. _____ is an expert in the field of _____ who will be participating in the meeting of the Institute's Advisory Committee meeting on/for _____. This individual's evaluation of the scientific evidence to be considered during this meeting is essential for a fair assessment of the products submitted for inclusion in this clinical trial sponsored by the NIH. The meeting will be held on ___/___/___.