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| EXHIBIT ASCOPE OF WORK |

[x]  Contract [ ]  Grant

Does this project include Research (as defined in the UTC)? [ ]  Yes [ ]  No

**PI Name:**

**Project Title:**

**Project Summary/Abstract**

*Briefly describe the long-term objectives for achieving the stated goals of the project.*

**If Third-Party Confidential Information is to be provided by the State:**

[ ]  Performance of the Scope of Work is anticipated to involve use of third-party Confidential Information and is subject to the terms of this Agreement; ***OR***

[ ]  A separate CNDA between the University and third-party is required by the third-party and is incorporated in this Agreement as Exhibit A7.

**Scope of Work**

*Describe the goals and specific objectives of the proposed project and summarize the expected outcomes. If applicable, describe the overall strategy, methodology, and analyses to be used. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the goals and objectives.*

**Project Tasks**

**Meetings**

1. Initial meeting. Before work on the contract begins, the Principal Investigator and key personnel will meet with the CARB Contract Project Manager and other staff to discuss the overall plan, details of performing the tasks, the project schedule, items related to personnel or changes in personnel, and any issues that may need to be resolved before work can begin.
2. Progress review meetings. The Principal Investigator and appropriate members of his or her staff will meet with CARB's Contract Project Manager at quarterly intervals to discuss the progress of the project. This meeting may be conducted by phone.
3. Technical Seminar. The Contractor will present the results of the project to CARB staff and a possible webcast at a seminar at CARB facilities in Sacramento or El Monte.

**HEALTH AND SAFETY**

Contractors are required to, at their own expense, comply with all applicable health and safety laws and regulations. Upon notice, Contractors are also required to comply with the state agency’s specific health and safety requirements and policies. Contractors agree to include in any subcontract related to performance of this Agreement, a requirement that the subcontractor comply with all applicable health and safety laws and regulations, and upon notice, the state agency’s specific health and safety requirements and policies.

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| EXHIBIT A1SCHEDULE OF DELIVERABLES |

*List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other deliverables, if requested by the State and agreed to by the Parties.*

If use of any Deliverable is restricted or is anticipated to contain preexisting Intellectual Property with any restricted use, it will be clearly identified in Exhibit A4, Use of Preexisting Intellectual Property & Data.

Unless otherwise directed by the State, the University Principal Investigator shall submit all deliverables to State Contract Project Manager, identified in Exhibit A3, Authorized Representatives.

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| **Deliverable** | **Description** | **Due Date** |
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| Initial Meeting | Principal Investigator and key personnel will meet with CARB Contract Project Manager and other staff to discuss the overall plan, details of performing the tasks, project schedule, items related to personnel or changes in personnel, and any issues that may need to be resolved before work can begin. | Month 1 |
| Progress Reports & Meetings | Quarterly progress reports and meetings throughout the agreement term, to coincide with work completed in quarterly invoices. | Quarterly |
| Draft Final Report | Draft version of the Final Report detailing the purpose and scope of the work undertaken, the work performed, and the results obtained and conclusions.  | Six (6) months prior to agreement end date. |
| Data | Data compilations first produced in the performance of this Agreement by the Principal investigator or the University’s project personnel.  | Two (2) weeks prior to agreement end date. |
| Technical Seminar | Presentation of the results of the project to CARB staff and a possible webcast at a seminar at CARB facilities in Sacramento or El Monte. | On or before agreement end date. |
| **The following Deliverables are subject to paragraph 19. Copyrights, paragraph B of Exhibit C** |
| Final Report | Written record of the project and its results. The Final Report shall be submitted in an Americans with Disabilities Act compliant format. The Public Outreach Document, as described in Exhibit A1, Section 2, shall be incorporated into the Final Report. | Two (2) weeks prior to agreement end date. |

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| EXHIBIT A2KEY PERSONNEL |

*List Key Personnel as defined in the Agreement starting with the PI, by last name, first name followed by Co-PIs. Then list all other Key Personnel in alphabetical order by last name. For each individual listed include his/her name, institutional affiliation, and role on the proposed project. Use additional consecutively numbered pages as necessary.*

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| **Last Name, First Name** | **Institutional Affiliation** | **Role on Project** |
| **Principal Investigator (PI):** |  |  |
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| **Co-PI(s) – if applicable:** |  |  |
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| **Other Key Personnel:** |  |  |
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| **EXHIBIT A3****AUTHORIZED REPRESENTATIVES & NOTICES** |
| The following individuals are the authorized representatives for the State and the University under this Agreement. Any official Notices issued under the terms of this Agreement shall be addressed to the Authorized Official identified below, unless otherwise identified in the Agreement. |
| **State Agency Contacts**Agency Name: **CARB** | **University Contacts** University Name:  |
| ***Contract Project Manager (Technical)***Name: Address: Research Division 1001 I Street, 5th Floor Sacramento, CA 95814Telephone: (916) Fax: (916) 322-4357Email: @arb.ca.gov | ***Principal Investigator (PI)***Name: Address: Telephone: Fax: Email: Designees to certify invoices under Section 14 of Exhibit C on behalf of PI:1. <Name>, <Title>, <EmailAddress>
2. <Name>, <Title>, <EmailAddress>
3. <Name>, <Title>, <EmailAddress>
 |
| ***Authorized Official (contract officer)***Name: Brandy Hunt, ChiefAddress: Contracts, Procurement, and Grants Branch  1001 I Street, 19th Floor Sacramento, CA 95814***Send notices to (if different):***Name: Address: Research Division 1001 I Street, 5th Floor Sacramento, CA 95814Telephone: (916) Fax: (916) 322-4357Email: @arb.ca.gov  | ***Authorized Official***Name: Address:    ***Send notices to (if different):***Name: Address:   Telephone: Fax: Email:  |
| ***Administrative Contact***Name: Address: Research Division 1001 I Street, 5th Floor Sacramento, CA 95814Telephone: (916) Fax: (916) 322-4357Email: @arb.ca.gov  | ***Administrative Contact***Name: Address:    Telephone: Fax: Email:  |
| ***Financial Contact/Accounting***Name: Accounts PayableAddress: P.O. Box 1436 Sacramento, CA 95814Email: AccountsPayable@arb.ca.gov**Send courtesy copy to Sarah Szepesi:**Fax: (916) 322-4357Telephone: (916) 327-1256Email: sarah.szepesi@arb.ca.gov | ***Authorized Financial Contact/Invoicing***Name: Address: Telephone: Fax: Email: Designees for invoice certification in accordance with Exhibit C – University Terms and Conditions, Section 14 on behalf of the Financial Contact: |

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| EXHIBIT A4USE OF PREEXISTING INTELLECTUAL PROPERTY & DATA |

*If either Party will be using any third-party or pre-existing intellectual property (including, but not limited to copyrighted works, known patents, trademarks, service marks and trade secrets) “IP” and/or Data with restrictions on use, then list all such IP and the nature of the restriction below. If no third-party or pre-existing IP/Data will be used, check “none” in this section.*

1. State: Preexisting Intellectual Property (IP)/Data to be provided to the University from the State or a third party for use in the performance in the Scope of Work.

 [ ]  None or [ ]  List:

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| Owner (State Agency or 3rd Party) | Description | Nature of restriction: |
|       |       |       |
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1. University: Restrictions in Preexisting IP/Data included in Deliverables identified in Exhibit A1, Deliverables.

 [ ]  None or [ ]  List:

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| Owner (University or 3rd Party) | Description | Nature of restriction: |
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1. Anticipated restrictions on use of Project Data.

 If the University PI anticipates that any of the Project Data generated during the performance of the Scope of Work will have a restriction on use (such as subject identifying information in a data set), then list all such anticipated restrictions below. If there are no restrictions anticipated in the Project Data, then check “none” in this section.

 [ ]  None or [ ]  List:

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| Owner (State Agency or 3rd Party) | Description | Nature of restriction: |
|       |       |       |
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| EXHIBIT A5Résumé / Biosketch |

*Attach 2-3 page Résumé/Biosketch* *for Key Personnel listed in Exhibit A2.*

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| EXHIBIT A6CURRENT & PENDING SUPPORT |

*University will provide current & pending support information for Key Personnel identified in Exhibit A2 at time of proposal and upon request from State agency. The “Proposed Project” is this application that is submitted to the State. Add pages as needed.*

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| **PI: NAME OF INDIVIDUAL** |
| **Status** (currently active or pending approval) | **Award #**(if available) | **Source**(name of the sponsor) | **Project** **Title** | **Start Date** | **End Date** |
| PROPOSED PROJECT |  |  |  |  |  |
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| EXHIBIT A7THIRD PARTY CONFIDENTIAL INFORMATION REQUIREMENTCONFIDENTIAL NONDISCLOSURE AGREEMENT |

*(Identified in Exhibit A, Scope of Work – will be incorporated, if applicable)*

*If the Scope of Work requires the provision of third party confidential information to either the State or the Universities, then any requirement of the third party in the use and disposition of the confidential information will be listed below. The third party may require a separate Confidential Nondisclosure Agreement (CNDA) as a requirement to use the confidential information. Any CNDA will be identified in this Exhibit A7.*

Or

*Exhibit A7 is not applicable for this Agreement.*

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| **EXHIBIT B2****BUDGET PERTAINING TO SUBAWARDEE(S)** |

*Use same formatting as Exhibit B and B1 for each subreceipient.*

*or*

*Exhibit B2 is not applicable for this Agreement.*

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| EXHIBIT DADDITIONAL REQUIREMENTS ASSOCIATED WITH FUNDING SOURCES |

*If the Agreement is subject to any additional requirements imposed on the funding State agency by applicable law (including, but not limited to, bond, proposition and federal funding), then these additional requirements will be set forth in Exhibit D. If the University is a subrecipient, as defined in 2 CFR 200 (Uniform Guidance on Administrative Requirements, Audit Requirements and Cost Principles for Federal Financial Assistance), and the external funding entity is the federal government, the below table must be completed by the State agency. (Please see sections 10.A and 10.B of the Exhibit C.)*

State Agency to Complete (Required for Federal Funding Source):

|  |  |
| --- | --- |
| Federal Agency |       |
| Federal Award Identification Number |       |
| Federal Award Date |       |
| Catalog of Federal Domestic Assistance (CFDA) Number and Name |       |
| Amount Awarded to State Agency |       |
| Effective Dates for State Agency |       |
| Federal Award to State Agency is Research & Development (Yes/No) |       |

University to Complete:

Research and Development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other R&D activities and where such activities are not included in the instruction function.

This award [ ]  does [ ]  does not support Research & Development.

*OR*

*Exhibit D is not applicable for this Agreement.*