**VHA:IE Statement of Work**

**[Title]**

**[Collaborator] Point of Contact:**Name  
Title  
Address  
Email  
Phone Number

**[Collaborator] Signatory:**  
Name  
Title

**[VHA IE/Portfolio] Points of Contact:**Name  
Title  
Address  
Email  
Phone Number

**VHA Innovation Ecosystem Signatory:**  
Kristopher “Kit” Teague  
Director, VHA Innovation Ecosystem

**[Collaborator] Overview:**

2-3 sentences about your company/group.

**Goals**

What is the value proposition of this collaboration? What does VHA receive as a result of this collaboration? What does the collaborator receive? How is this in line with our Mission? How does this benefit Veterans? (If this aligns with a specific VHA:IE priority or focus, **highlight that here**)

How will you tell the story of this collaborations’ success both internally and externally? *Example opportunities for VHA IE: Our mission is to enable the discovery and spread of health care innovations within VHA that exceed expectations, restore hope, and builds trust within the Veteran community – and to imbed innovation as a core fabric of VHA, build a collaborative innovation community, and deliver a repeatable process for scaling innovation.*

**Background**

What problem does this collaboration aim to solve?

**Pro tip**: The average, uninformed reader should have a gist of the work to be accomplished after reading this section. Tell the compelling story.

**Scope**

2-3 sentences or bullet points leading into the roles/responsibilities of each individual collaborator. What is each VHA bringing to the table? The collaborator? Give specific examples of any “tools,” “materials,” and/or “resources.” Clearly define “space.” Whose is it? Where is it? How will Veterans/employees access it? If data is being shared, what kind? Is it de-identified? How will Veterans/staff access this project or be invited/included/enrolled (where applicable)?What resources from VHA will be required for this collaboration to be successful? The collaborator? Any pertinent timelines, necessary approvals/consents/etc.? Funds?