## JHURA INCOMING AGREEMENT REVIEW PROCESS

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<th>DAY</th>
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| 1-3  | • Department or sponsor sends agreement with identifying information) via e-mail to JHURA inbox (for Sponsored Project Specialist SPS retrieval) or respective Contracts or Grants Associate (Associate).  
• SPS inputs agreement in JAWS and forwards to Associate.  
• Associate reviews what was received, acknowledges receipt via e-mail to PI/department/sponsor, and asks for any additional items (such as SOW, Attachments, etc.).  
• Associate logs agreement internally in JAWS if not already done so by SPS.  
• If it’s an agreement with money (funded), Associate determines whether there is an existing Coeus PD.  
• If it is not associated with an existing Coeus PD, Associate instructs department to create one. (Funded agreements should be reviewed prior having an associated Coeus PD, but will not be processed for signature without one).  
• If it’s a Material Transfer Agreement (MTA), Associate determines if it is accompanied by an MTA Review Form. If not, Associate instructs department to complete and submit form (signed by PI) prior to Associate review of the MTA.  
• If Confidential Disclosure Agreement (CDA) is on sponsor template, Associate conducts initial review to determine if substantial revisions are needed. If so, and PI needs CDA right away, convert it to JHURA model agreement and send to Associate Director for signature. If substantial revisions are needed and PI does not need CDA right away, Associate contacts sponsor suggesting use of the JHURA model agreement. |
| 4-7  | • Associate reviews agreement for completeness.  
• If record incomplete, Associate requests information from PI/Department and/or sponsor.  
• If JHU will be requesting changes, and changes cannot be made in Adobe, request Word version from department and then sponsor if department does not have it.  
• If new agreement, Associate determines if JHURA has had same agreement previously.  
• If JHURA has had same agreement previously, Associate obtains a copy for comparison. |
| 7-10 | • Associate conducts substantive review of agreement.  
• If there was a prior agreement, Associate compares the two.  
• Associate updates entry to JAWS.  
• Associate discusses potential issues with and gets clarification from PI and Department as needed.  
• Associate identifies all potential contractual issues and drafts revisions using track-changes.  
• Associate includes in track-changes any comments/questions for JHURA Secondary Reviewer if necessary.  
• Associate provides to Secondary Reviewer completed marked-up agreement, all supporting documentation, complete background information, and copy of prior agreement if applicable.  
• Associate alerts Secondary Reviewer if agreement is with certain foreign sponsors.  
• Associate updates PI and department (and sponsor, as appropriate) as to status, including the issues and any questions that arise from Associate or Secondary Reviewer review.  
• Secondary Reviewer makes determination within 24 hours whether agreement will be passed on to Executive Director or Associate Vice Provost for review.  
• Secondary Reviewer passes agreement with certain foreign sponsors to Associate Vice Provost for review and input if necessary. |
| 11-14  | If needed, Secondary Reviewer engages Executive Director and/or Associate Vice Provost regarding contractual issues, as advises Associate as to status.  
|  | If there are substantial changes suggested, clear with Associate Vice Provost before sending to sponsor.  
|  | Secondary Reviewer reviews and marks-up agreement if necessary, and returns it to Associate with feedback.  
|  | Associate reviews Secondary Reviewer feedback and follows up with Secondary Reviewer with any questions.  
|  | Associate sends inquiry to General Counsel, Risk Management, Insurance, or other office as directed by Secondary Reviewer, as necessary.  
|  | Associate provides requested revisions to sponsor, outlining the major issues in e-mail, and offers a teleconference with sponsor for further discussion as needed.  
|  | Associate briefs PI and Department as to status in a separate e-mail than above. |

| 14-21+ | Associate follows up with sponsor requesting feedback, repeating as needed no less than weekly.  
|  | Once Associate receives initial comments from sponsor:  
|  | - If further negotiations necessary, Associate schedules teleconference with sponsor (to include sponsor decision-maker) within one week.  
|  | - Associate engages Secondary Reviewer for further review and discussion as appropriate.  
|  | - Secondary Reviewer engages Executive Director and/or Associate Vice Provost as appropriate.  
|  | - Associate contacts General Counsel, Risk Management, Insurance, or other office as directed by Secondary Reviewer if necessary.  
|  | - Associate continues to negotiate agreement with sponsor based on feedback received from Secondary Reviewer or other office per above. |

- If sponsor not responsive, additional steps may include:  
  - If sponsor not responsive to email, Associate attempts to reach with phone call(s).  
  - Associate identifies and contacts supervisor of sponsor POC and notifies dept/PI of action in separate e-mail.  
  - Associate requests PI contact counterpoint at sponsor.  
  - Associate may recommend, in discussion with department, a pre-award account as appropriate.