Subagreement Checklist System

Training
LOGGING IN

• Go to the Office of Research Administration page on the MyJHSPH portal at my.jhsph.edu and click on **Subagreements** in the navigation pane on the left side of the page.
Welcome to the Updated JHU Subagreement Checklist System!

This system provides a simple yet comprehensive way to input the information needed by ORA to write a complete subagreement.

Click on a button in the Actions area on right side of this page to search for a subagreement; submit a new subagreement to ORA and Finance for processing, or modify an existing subagreement.

We hope this system will simplify the subagreement process and reduce the need to input the same information multiple times.

For information on how to complete and submit a subagreement checklist, click on the link to the User Guide in the Documentation area of this page.

Recommended Browsers: IE 10+, Firefox 27.0.1

Your Checklists In Progress

There are no items to show in this view.

Add new subagreement
Search Results

my.jhsph.edu® Subagreements › Dashboard

Home Academics » Committees » Departments » Offices » Research & Centers » Resources » Search this site...

Subagreement > Search

SEARCH FOR CHECKLISTS

Checklist #: 
SAP Grant #: 
JHSPH PI: 
JHSPH PI Department: 
Full Subrecipient Legal Name: 
Checklist Type: 
Checklist Status: 

Search
Clear

SEARCH LIST

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Related Subs</th>
<th>SAP</th>
<th>Primary Investigator</th>
<th>PI Dept</th>
<th>Subrecipient</th>
<th>Type</th>
<th>ORA Status</th>
<th>Finance Status</th>
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<td>Submitted for Processing</td>
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### SEARCH LIST

<table>
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<th>Checklist</th>
<th>Related Subs</th>
<th>SAP</th>
<th>Primary Investigator</th>
<th>PI Dept</th>
<th>Subrecipient</th>
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<td>Bill Subrecipient</td>
<td>Sub</td>
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</tbody>
</table>
# Checklist in Search Results

## Basic Information

- **Requestor's Name:** Cirko, Andrew
- **Requestor's Department:** Biochemistry and Molecular Biology
- **Requestor's Email:** acirko@jhsph.edu
- **Requestor's Phone:** 443-287-0000
- **SAP Grant #:** 123-456
- **Discretionary Act #:** Subs R Us
- **Full Subrecipient Legal Name:** Subs R Us
- **JHSPH PI Department:** Biochemistry and Molecular Biology

- **Biochemistry and Molecular Biology personnel who will receive email notifications:**
  - Hamann, Ray

## Progress

- **ORA Status:** Review in Progress
- **Finance Status:** Checklist Complete
- **Requestor:** Cirko, Andrew
  - Email: acirko@jhsph.edu
  - Phone: 443-287-0000
  - Created: 3/1/2014
  - Submitted for Processing: 3/1/2014
- **Finance Review**
  - In Process: 3/1/2014
  - In Process By: SP Test - EPI Staff
  - 96 IO# Workflown to SPSS: 3/1/2014
  - 96 IO# Workflown to SPSS by: SP Test - EPI Staff
  - 96 IO# Entered: 3/2/2014
- **ORA Review**
  - Assigned to Subwriter: Hemann, Ray
  - Subwriter Name: Hemann, Ray
  - All Documents Received: 3/1/2014
  - Sent to Subrecipient:
  - PEA Received: 3/1/2014
  - FEA Completed: 3/1/2014
  - FEA Sent to Subrecipient: 3/1/2014

## Additional Information

List any additional people to receive email notifications (enter email addresses separated by semicolons):

Created on 3/1/2014 by Cirko, Andrew
Last modified on 3/2/2014 by SP Test - EPI Staff
# Progress Tracking

<table>
<thead>
<tr>
<th>ORA Status:</th>
<th>Review in Progress</th>
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<tbody>
<tr>
<td>Finance Status:</td>
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<tr>
<td>Requestor</td>
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<td>Biochemistry and Molecular Biology</td>
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<td><a href="mailto:acirko@jhsph.edu">acirko@jhsph.edu</a></td>
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<td>FEA Completed:</td>
<td></td>
</tr>
<tr>
<td>FEA Sent to Subrecipient:</td>
<td></td>
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</tbody>
</table>

**Previous Checklist(s):**

Created on 3/1/2014 by Cirko, Andrew
Last modified on 3/2/2014 by SP Test - EPI Staff
1. ORA Subwriter Assigned
2. Checklist has been sent to Subrecipient
3. Partially executed subagreement received
4. Subagreement has been fully executed and will be workflowed for processing
5. Checklist has been returned for editing
6. Subagreement on hold
7. Subagreement off hold
8. Your subaward IO request has been sent
9. 96 # has been entered
10. Fully executed Subagreement has been sent to the Subrecipient
Basic Information (New Sub)

- Requestor's Name: Cirko, Andrew
- Requestor's Email: acirko@jhsph.edu
- SAP Grant #: 
- Discionary Acct #: 
- Full Subrecipient Legal Name: 
- JHSPH Principal Investigator: Select one
- JHSPH PI Department: Select one

**Progress**

**ORA Status:**
- New Subagreement

**Finance Review**
- 9610# Workflowd to SPSS by: 
- 9610# Entered:

**ORA Review**
- Assigned to Subwriter:
- Subwriter Name:
- All Documents Received:
- Sent to Subrecipient:
- FEA Received:
- FEA Completed:
- FEA Sent to Subrecipient:

Created on by
Last modified on by
## Required Fields

### Basic Information

- **Requestor's Name:** Cirko, Andrew
- **Requestor's Department:** Select one
- **Requestor's Email:** acirko@jhaph.edu
- **Requestor's Phone:**
- **Is this a Vendor Services Agreement?**
  - Yes
  - No
- **SAP Grant #:**
- **Discretionary Acct #:**
- **Full Subrecipient Legal Name:**
- **JHSPH Principal Investigator:** Select one
- **JHSPH PI Department:** Select one

**Department personnel who will receive email notifications:**

List any additional people to receive email notifications (enter email addresses separated by semicolons)

---

### Progress

**ORA Status:**

**Finance Status:**

**Requestor**

- Created:
- Submitted for Processing:

**Finance Review**

- In Process:
- In Process By:
- 96 IO# Workfowled to SPSS:
- 96 IO# Workflowed to SPSS by:
- 96 IO# Entered:

**ORA Review**

- Assigned to Subwriter:
- Subwriter Name:
- All Documents Received:
- Sent to Subrecipient:
- PEA Received:
- FEA Completed:
- FEA Sent to Subrecipient:

**Created on** by
**Last modified on** by
## Finance

**Subagreement**

### Finance

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<td>Responsible Cost Center</td>
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<td>Principal Investigator for IO</td>
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<td>Principal Investigator for IO:</td>
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<tr>
<td>Location</td>
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<td>On Campus</td>
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<td>Off Campus</td>
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### Progress

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<td><a href="mailto:adiko@jhsph.edu">adiko@jhsph.edu</a></td>
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<td>96 IO# Workflow to SPSS; 96 IO# Workflow to SPSS by; 96 IO# Entered:</td>
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<td>All Documents Received:</td>
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<td>Sent to Subrecipient:</td>
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<td>PFA Sent to Subrecipient:</td>
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</tbody>
</table>

Created on 2/4/2014 by Cirko, Andrew
Last modified on 2/4/2014 by SPMOjadiko
### Subrecipient Details

**Basic Information**

- **Full Subrecipient Legal Name:** Teresa Cloud

**Finance**

- **Has Subrecipient been screened?** Yes

**JHSPH Details**

- **Domestic/Foreign:** Domestic

**Subrecipient Details**

- **If Prime is Federal, Subrecipient DUNS:** Yes
- **Has JHU ever done business with this Subrecipient?** Yes

**Banking Information**

- **Subrecipient Organization Type:** Select One

**Compliance**

- **Subrecipient's Country:** Select One

**Attachments**

- **Subrecipient's Address:**
  - Select One

- **Subrecipient's City:**
  - Select One

- **Subrecipient's State:**
  - Select One

- **Subrecipient's Zip:**
  - Select One

- **Subrecipient's Phone:**
  - Select One

- **Subrecipient's Fax:**
  - Select One

- **Subrecipient's Email:**
  - Select One

**Subrecipient Project Director/PI**

- **Admin Contact Name at Subrecipient Site:**
  - Select One

- **Address/contact information and Admin Contact Info in the same?**
  - Yes

- **Admin Contact Country:**
  - Select One

- **Admin Contact Address:**
  - Select One

- **Admin Contact City:**
  - Select One

- **Admin Contact State:**
  - Select One

- **Admin Contact Zip:**
  - Select One

- **Admin Contact Phone:**
  - Select One

- **Admin Contact Emails:**
  - Select One

**Save**

### Progress

- **ORA Status:** Draft
- **Finance Status:** Draft
- **Requestor:** Cirko, Andrew
- **Email:** scirko@jhsph.edu
- **Phone:** 443-287-9000
- **Created:** 2/4/2014
- **Submitted for Processing:**
  - **In Process:**
    - 96 10# Worked to SPSS by:
      - 96 10# Entered:
  - **ORA Review:**
    - Assigned to Submitter
    - Submitter Name:
      - All Documents Received
      - Sent to Subrecipient
    - PEA Received:
      - FRA Completed:
      - FEA Sent to Subrecipient:

- **Created on 2/4/2014 by Cirko, Andrew**
- **Last modified on 2/4/2014 by SPHAD/cirko**
Banking Information

Basic Information
Finance
JHSPH Details
Subrecipient Details
Banking Information
Subagreement Details
Compliance
Attachments
Verify & Submit

Banking Information
(Only for foreign subrecipients)

- Bank Name:
- Bank Address:
- Name on Account:
- Bank Account #:
- Bank Routing Code:
- SWIFT Code:
- Bank US Correspondent:

Save

Progress

ORA Status: Draft
Finance Status: Draft
Requestor:
Cirko, Andrew
acirko@jhsph.edu
443-287-0000
Created:
2/4/2014
Submitted for Processing:
Finance Review
In Process:
In Process By:
96 IO# Workflowed to SPSS:
96 IO# Workflowed to SPSS by:
96 IO# Entered:
ORA Review
Assigned to Subwriter:
Subwriter Name:
All Documents Received:
Sent to Subrecipient:
PEA Received:
FEA Completed:
FEA Sent to Subrecipient:

Created on 2/4/2014 by Cirko, Andrew
Last modified on 2/4/2014 by Cirko, Andrew
Subagreement Details

Basic Information
Finance
MSPH Details
Subrecipient Details
Banking Information
Verify & Submit

Subagreement Details
Prime Sponsor Name:
Prime Sponsor Award #: 
If Prime is federal government, is current Subagreement amount obligated $25,000 or more? 
If Prime is federal government, is cumulative amount for $25,000 or more? 

Subagreement Period of Performance
Current POP Start:
Current POP End:
Total POP Start:
Total POP End:

Subagreement Budget
Total Award:
Obligated Amount this Action:
Total Obligated to Date:
Award Types: Select One
Invoice Frequency:
First Payment/Advance Payment Justification and approval if over 20% of total project cost?

Progress Reports
Progress Report Frequency:
Is approval for Subrecipient required from Sponsor?
Does Sponsor require a copy of the Subagreement?

Save
Compliance

**Intellectual Property:**
Which party will own the intellectual property and/or data created by Subrecipient?
- [ ] Subrecipient and JHU
- [ ] Please explain:

**Publication Restrictions:**
Can Subrecipient freely publish results of the work performed on this subagreement?
- [ ] Yes
- [ ] No

**Actual/Potential Conflict:**
Are there any actual or potential conflict of interest issues (real or perceived) regarding this subagreement?
- [ ] Yes
- [ ] No

**Confidential or Proprietary Information:**
Will JHU or Subrecipient share any confidential information?
- [ ] Yes
- [ ] No

**Property/Equipment:**
Will Subrecipient be purchasing any equipment?
- [ ] Yes
- [ ] No

**Use of Animals:**
Will Subrecipient be using animal subjects on this project?
- [ ] Yes
- [ ] No

**Use of Human Subjects:**
Will Subrecipient be using human subjects on this project?
- [ ] Yes
- [ ] No

**Foreign National Restriction:**
Is there any restriction in your Prime Award on sharing project information with nationals of a country other than the United States? If unsure, contact ORA.
- [ ] Yes
- [ ] No

**Why Subrecipient Selected?**
- Collaborative Project as indicated on the proposal to JHU
- Only one responsible source and no other entity available to do the specialized work. Please submit joint source justification.
- Competitive Bid. Please provide the name and address of each potential subcontractor, as well as the amount and whether or not the bidder certifies it as small, minority and/or women-owned business.

**Project Cost/Price Basis:**
**NOTE:** Please ensure that all appropriate documentation concerning the negotiation of the cost or price of this work is kept on file for audit purposes.

By clicking the certification button at the end of this form, you certify that the costs and or price of this subaward have been analyzed and determined to be fair and reasonable in accordance with applicable cost principles and federal regulations.

**Progress**
**ORA Status:** Checklist Complete
**Finance Status:** Review in Progress
**Requestor:**
- Name: [Redacted]
- Email: [Redacted]
- Created: 3/2/2014
- Submitted for Processing: 3/2/2014

**ORA Review**
- Assigned to Subawardee: 3/3/2014
- Subawardee name: [Redacted]
- All Documents Received: 3/13/2014
- Sent to Subrecipient: 3/18/2014
- FSA Received: 3/11/2014
- FSA Complete: 3/11/2014
- FSA Sent to Subrecipient: 3/20/2014

**Previous Checkoffs:**
- 1988, 142 (SUB)

Created on 3/2/2014 by Roger Laffin
Last modified on 3/2/2014 by Roger Laffin
Verify & Submit

**Verify & Submit**

Comments

- I certify that, to the best of my knowledge, all information furnished is accurate and complete, that I have completed a cost or pricing analysis and all cost/prices appear to be reasonable and that no actual or potential conflict of interest exists related to this Subagreement.

- I certify that this checklist is complete and ready for ORA to process.

**Progress**

**ORA Status:** Draft

**Finance Status:** Draft

**Requestor**

Cirko, Andrew
acirko@jhsph.edu

Created: 2/4/2014

Submitted for Processing:

**Finance Review**

In Process:
In Process By:
95 IO# Workflown to SPSS:
95 IO# Workflown to SPSS by:
95 IO# Entered:

**ORA Review**

Assigned to Subwriter:
Subwriter Name:
All Documents Received:
Sent to Subrecipient:
FEA Received:
FEA Completed:
FEA Sent to Subrecipient:

Created on 2/4/2014 by Cirko, Andrew
Last modified on 2/4/2014 by SPHAD\acirko
Required Fields

Verify & Submit

Comments

- I certify that, to the best of my knowledge, all information furnished is accurate and complete, that I have completed a cost or pricing analysis and all cost/prices appear to be reasonable and that no actual or potential conflict of interest exists related to this Subagreement.

- I certify that this checklist is complete and ready for ORA to process.
Checklist Returned for Edit

Basic Information
- Requestor's Name: Cirko, Andrew
- Requestor's Department: Biochemistry and Molecular Biology
- Requestor's Email: acirkol@jhsph.edu
- Requestor's Phone: 443-287-0000
- Is this a Vendor Services Agreement?: No

- SAP Grant #: 123456
- Discretionary Acct #: 
- Full Subrecipient Legal Name: Subs R Us
- JHSPH Principal Investigator: Alfriend, Amy S.
- JHSPH PI Department: Biochemistry and Molecular Biology

Biochemistry and Molecular Biology personnel who will receive email notifications:
- Hamann, Ray

List any additional people to receive email notifications (enter email addresses separated by semicolons):
acirkol@jhsph.edu

Save

Your Attention is Required
ORA has returned your checklist for editing
Need more details in Compliance - Property/Equipment

Finished Editing

Progress
- ORA Status: Returned for Edit
- Finance Status: Submitted for Processing
- Requestor: Cirko, Andrew
- JHSPH: Biochemistry and Molecular Biology
- acirkol@jhsph.edu
- Created: 2/28/2014
- Submitted for Processing: 2/28/2014
- ORA Review
- Assigned to Subrecipient: Hamann, Ray
- Subrecipient Name: 
- All Documents Received: 
- Sent to Subrecipient:
- FEA Received:
- FEA Completed:
- FEA Sent to Subrecipient:

Previous Checklist(s):
Created on 2/29/2014 by Cirko, Andrew
Last modified on 2/28/2014 by SP Test - EPI Faculty
Search Modifications

SEARCH FOR CHECKLISTS

- Checklist #: Select one
- SAP Grant #: Select one
- JHSPH PI: Select one
- JHSPH PI Department: Select one
- Full Subrecipient Legal Name: Select one
- Checklist Type: Select One
- Checklist Status: Select one

Search
Clear

SEARCH LIST

No checklists to review.
Modifications Already in Process

A modification form is already in process by Michelle Campbell so another one cannot be created at this time.
### Status History

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<th>Change On</th>
<th>Change By</th>
<th>Comments</th>
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<td>New Subrecipient Request</td>
<td>2/28/2014</td>
<td>Cirko, Andrew</td>
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View Subagreement – Full Checklist

<table>
<thead>
<tr>
<th>Basic Information</th>
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<tbody>
<tr>
<td>Requestor’s Name:</td>
<td>Cirko, Andrew</td>
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<tr>
<td>Requestor’s Department:</td>
<td>Biochemistry and Molecular Biology</td>
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<td>Requestor’s Email:</td>
<td><a href="mailto:aoriko@jhsph.edu">aoriko@jhsph.edu</a></td>
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<td>Requestor’s Phone:</td>
<td>443-287-0006</td>
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<td>Is this a Vendor Services Agreement?</td>
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<td>Discretionary Acc #:</td>
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<td>Full Subrecipient Legal Name:</td>
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<td>Alfrand, Amy S.</td>
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<td>3-HSPH PE Department:</td>
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Questions?

• ORA – Debra Brodlie, dbrodli1@jhu.edu
• Finance – Kate Calvin, kcalvin1@jhu.edu
• Information Technology – please complete an IT help call
Thank you!