External User Guide for
JHURA Agreement Workflow System
(JAWS)

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1 PURPOSE
The JHURA Agreement Workflow System (JAWS) is the Johns Hopkins University Research Administration's (JHURA's) centralized, on-line database for tracking and managing all sponsored agreements, including negotiation, workflow and document storage. This JHURA Agreement Workflow System User Guide provides an overview of the basic functions and usage of the JHURA Agreement Workflow System.

2 SYSTEM FUNCTIONS
The JHURA Agreement Workflow System provides departments the ability to view and monitor the stages of agreement creation, negotiation and processing of sponsored agreements managed by JHURA.

3 LOGGING ON TO JAWS
To use the JHURA Agreement Workflow System, go to the JHURA Systems site at https://jhurasystems.jhu.edu. The JHURA Systems page will be displayed.

Note: You may need to log in to your JHED account to proceed. The JHED login page will be displayed, and, after successful login, the JHURA Systems page will appear.

All users with a valid JHED account will be able to access JAWS on a read-only level for their assigned department.

Click on the JAWS graphic on the left side of the page. The JAWS page will be displayed.
This page contains a list of the recommended browsers and the email addresses of points of contact for questions or problems with JAWS.

4 SEARCHING FOR RECORDS

To search for an existing record in JAWS, click on **Search Records** in the center of the Welcome page. The Search page will be displayed, as shown below.

<table>
<thead>
<tr>
<th>Search Field</th>
<th>Dropdown Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Number #</td>
<td>All record numbers</td>
</tr>
<tr>
<td>SAP Grant #</td>
<td><code>&lt;enter number&gt;</code></td>
</tr>
<tr>
<td>PI Name</td>
<td>All Principal Investigators</td>
</tr>
<tr>
<td>PI Unit</td>
<td>All departments and other PI units</td>
</tr>
<tr>
<td>Sponsor/Other Party</td>
<td>All sponsor names</td>
</tr>
</tbody>
</table>
### Prime Sponsor
- All sponsor names

### Record Manager
- All manager names

### Current Owner
- All owner names

### New or Modification
- Select one

### Status
- In Progress
- Owner Assigned
- Initiated
- Review and Negotiation
- PEA
- Fully Executed
- Initiated Processing
- Workflowed by JHURA
- At SPSS
- SAP Setup/Update
- Closed
- On Hold
- Withdrawn

### Agreement Type
- Allocation agreement
- CDA/NDA
- Cooperative agreement
- Data Use agreement
- Equipment loan agreement (Bailment)
- Grant
- Incoming professional services agreement
- Incoming subcontract
- License agreement
- Master agreement
- Material transfer agreement
- Memorandum of understanding
- Pre-teaming agreement
- Program Income agreement
- Publication authorship agreement
- Secondment agreement/IPA
- Service center agreement
- Standard research agreement
- Student placement agreement
- Task order agreement
- Teaming agreement

### Original IPN
- <enter number>

Select the search criteria (at least one item) and click on Search. The search results will appear in the lower part of the page, as shown below.

**Note:** If you do not enter any search criteria, the search results will include all agreements in JAWS.

![Figure 4: Search Results](image-url)
The following table contains the different Status types that are visible in the Status column upon completing a successful search.

<table>
<thead>
<tr>
<th>SEARCH RESULTS STATUS COLUMN</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Initiated</td>
<td>Record has been assigned to a manager but has not been reviewed or all documentation has not yet been received.</td>
</tr>
<tr>
<td></td>
<td>Review and Negotiation</td>
<td>All documents have been received, and document is with the GA or CA for review/negotiation.</td>
</tr>
<tr>
<td></td>
<td>PEA</td>
<td>Document has been partially executed (i.e. signed by one party, but not all).</td>
</tr>
<tr>
<td></td>
<td>Fully Executed</td>
<td>Document has been fully executed (i.e. signed by all parties).</td>
</tr>
<tr>
<td></td>
<td>Initiated Processing</td>
<td>Agreement packet is ready to be processed to DBO/SPSS.</td>
</tr>
<tr>
<td></td>
<td>Workflowed by JHURA</td>
<td>Agreement packet has been sent to DBO (JHSPH) or SPSS for processing.</td>
</tr>
<tr>
<td></td>
<td>At SPSS</td>
<td>Agreement packet has been uploaded to Oculus and is with SPSS for account creation/update.</td>
</tr>
<tr>
<td></td>
<td>SAP Setup/Update Complete</td>
<td>SPSS has completed account set up/update and department/JHURA have been notified via email.</td>
</tr>
<tr>
<td></td>
<td>On-Hold</td>
<td>Any status may also have an “On Hold” designation. JHURA may put records in “On-Hold” status for a variety of reasons, including waiting for additional information, negotiation responses, compliance approvals, or signatures. Once the information is received, the record is taken off hold. Check Negotiation tab for detailed information.</td>
</tr>
</tbody>
</table>

Click on ☰ to the left of an agreement in the results to display the record’s information. The default view for records in JAWS is the Basic Information tab. The Basic Information tab includes the most frequently needed information for each record.
Figure 5: Agreement Record from Search Results
4.1 Financial Tab

Click on the **Financial** tab to display the *Financial* page. This tab contains most of the information required for SAP account setup.

![Financial Page](image)

**Figure 6: Financial Page**
4.2 Compliance Tab

Click on the Compliance tab to display the Compliance page. Effort and FCOI training information, and IRB and IACUC data, are included on this page. If an award is on a compliance hold, a note will be included here.

![Compliance Tab Screen](image)

**Figure 7: Compliance Page**

4.3 Negotiation Tab

Click on the Negotiation tab to display the Negotiation page. Notes from JHURA staff are included here to provide detailed status updates on negotiations, requests from the department or sponsor, and signature collection.
Figure 8: Negotiation Page

See Figure 9 showing details of the Negotiation page after a negotiation note has been added by JHURA.

Figure 9: Negotiation Added
4.4 Attachments Tab

Click on the Attachments tab to display the Attachments page. All associated attachments for the record are included here, including drafts, related agreements, exhibits and other documentation, and partially and fully executed agreements. The SPSS Checklist packet, which is uploaded to Oculus for account setup/modification, is included here once workflowed.

Figure 10: Attachments Page

5 PROGRESS PANEL

The right portion of the JAWS record pages contains the Progress Panel. This area displays the following information about the record:

- Record status
- Owner
- Dates on which key events were completed
- Creation and modification history of the record
The following table contains the JAWS events as listed in the Progress Panel, the corresponding Record Status for each, and whether or not the addition of a date to the Progress Panel causes JAWS to send an email about the record.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Manager</td>
<td>This is the JHURA staff person responsible for seeing this record through the JAWS system, including intake, negotiation, gathering necessary signatures, and processing. The Record Manager will usually not change during the JAWS record routing.</td>
</tr>
<tr>
<td>Current Owner</td>
<td>This is the JHURA staff person with whom the record currently resides. This could be the GA or CA, during review and negotiation; senior management, for review or signature; or DBO or SPSS, for final processing. <strong>Email sent to dept. contact when record is first assigned.</strong></td>
</tr>
<tr>
<td>Assigned to Current Owner</td>
<td>This date identifies when the record was sent / assigned in JAWS to the Current Owner.</td>
</tr>
<tr>
<td>All Docs Received</td>
<td>This date identifies when all necessary information (e.g. Coeus record is submitted to JHURA, MTA request form, compliance docs, SOW, budget, etc.) has been received by JHURA to begin negotiating and moving an agreement or modification toward signatures.</td>
</tr>
<tr>
<td>PEA Date</td>
<td>Partially Executed Agreement (PEA) Date – This is the date of first signature on an agreement or modification.</td>
</tr>
<tr>
<td>FEA Date</td>
<td>Fully Executed Agreement (FEA) Date – The last date the agreement has been signed by all parties.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ready for Processing</td>
<td>This field identifies when negotiation has been completed and all signatures and any necessary documentation have been received, and the record is ready to be processed to DBO (for JHSPH) or SPSS.</td>
</tr>
<tr>
<td>Processed by JHURA</td>
<td>This is the date the record leaves JHURA and is workflowed to DBO (for JHSPH) or SPSS for creation or update of an SAP grant account. <strong>Email is sent to dept. contact.</strong></td>
</tr>
<tr>
<td>Oculus Workflow</td>
<td>This is the date the record has been uploaded into Oculus either by DBO (JHSPH) or JHURA for SPSS review. For non-JHSPH, Processed by JHURA and Oculus Workflow dates should be the same.</td>
</tr>
<tr>
<td>SPSS Notification</td>
<td>This is the date an email is sent to the Department and JHURA directly by SPSS indicating that SAP grant number has been created or updated by SPSS. At this point, the record should be considered complete.</td>
</tr>
<tr>
<td>Closed</td>
<td>This is the date the agreement in this record has been terminated and all requirements, including any final reports, have been submitted. See Reporting tab for information on reports due.</td>
</tr>
<tr>
<td>On-Hold</td>
<td>Any status may also have an “On Hold” designation. JHURA may put records in “On-Hold” status for a variety of reasons, including waiting for additional information, negotiation responses, compliance approvals, or signatures. Once the information is received, the record is taken off hold. Check Negotiation tab for detailed information.</td>
</tr>
</tbody>
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