Who We Are

• Johns Hopkins University Research Administration (JHURA)
  1101 E. 33rd Street, Suite B001
  Baltimore, Maryland 21218
  Phone: 443-997-1922
  Email: JHURA@jhu.edu
Our Responsibilities

• JHURA identifies opportunities and partnerships, facilitates the submission of sponsored project proposals on behalf of JHU, negotiates and executes agreements, provides coordinated advice and guidance regarding applicable rules and regulations, and assists faculty, staff, and students in proper stewardship of the University’s sponsored projects.

  o Funding Opportunities/Limited Submissions
  o Proposal Facilitation and Submission
  o Award Negotiations and Acceptance
  o Subawards Drafting, Negotiation and Execution
  o Collaborations (MOUs, Educational Agreements, etc.)
  o Communication and Outreach
  o Coeus System Administration
  o Data Monitoring and Reporting
  o Training and Education
  o Compliance
  o Student-Held Fellowships
Divisions covered by JHURA

• Responsible for:
  – JHSPH
  – WSE
  – Jhpiego
  – SOE
  – SON
  – SAIS
  – Carey
  – Peabody
  – Centers and Institutes
Recent Initiatives

• VPR and JHURA Website
  – Complete overhaul of VPR and JHURA websites into one location
• Improvements to Award Workflow System
  – Fast-tracking for signatures
  – Intake form
  – Utilization of internal resources
• Updated ‘Guide to Research Administration’
• Upgrades to JHURA systems
  – JAWS
  – Subawards ‘checklist’
• Recent Hires
Who’s Who

Alexandra M. Albinak
Associate Vice Provost, Research Administration

Jennifer Barron
Executive Director

Grants
Anthony Jenkins
Associate Director

Jennifer Hopkins
Gail Cusimano
Denise Sparks
Tom Mattern

Contracts
John Evermann
Assistant Director

Marcy DeSantis
Ted Fehskens
Jessica George
Ashley Hoover
Donald Panda
Sara Bohlayer
Lacey Douthat

Subawards
Mora Harris
Assistant Director

Gene Rutherford
Sandy Fink
Caleb Waller
Zack Tolley

Specialists &
Coordinators

Taylor Mouring
Tiffaney Cline
William Pearce
Eva Lenoir
Michael Ebelugwu
Rachel Hoffman
Hershea Watson

Office of
Research Engagement
Charles Bartunek
Associate Director

Brittany McMahon
Megha Talur

Office of
Research Information
Systems
Bob Taylor
IT Manager

Ron Schultz
Ellen Morthole
Emily Yuan
Tynekuwa Smith
A Centralized Function

A centralized research administration function creates an umbrella over research activities.

- Compliance
- Subawards
- Limited Submissions
- IT Resources
- Grants
- Contracts
Life Cycle of Award By Office

1. Finding Funding (PI)
2. Proposal Development (Dept, JHURA approves)
3. Award Negotiation (JHURA)
4. Account Setup (SPSS)
5. Award Management (Dept, JHURA, SPSS)
6. Award Closeout (Various)

Post-Award

Pre-Award
FY16 Sponsored Projects – Total Award Dollars Received by Sponsor Type

- Federal, $938,612,585
- Foundation/Private Non-Profit, $281,004,016
- Private Profit, $150,122,633
- Other (SAIS included), $144,005,000

Excluding APL
Coeus

- A Coeus record is required for all sponsored funds for the university.
- Proposals are entered as grants, cooperative agreements, or contracts.
- JHURA gives each record a thorough review to meet with university and sponsor compliance standards.
- JHURA has a three day turnaround time for proposal approval.
- An RFA/RFP, Statement of Work, Budget, Budget Justification, and Compliance documents are required.
- The accuracy of Coeus records is critical for running reports for President Daniels and other University officials.
- ORIS is a team specifically dedicated to the maintenance and operation of Coeus. They handle all technical issues – and COEUS HELP.
Process Flowchart

Department submits proposal to JHURA via COEUS → Grants or Contracts Associate (GA/CA) reviews proposal → GA/CA submits proposal electronically or dept sends paper copy

GA/CA reviews award terms and negotiates if necessary. → GA/CA is notified that proposal is awarded → Proposal file is recorded as pending

JHURA executes award and collects signature from sponsor → JHURA prepares award for processing for account setup → Award is workflowed to Sponsored Shared Services (SPSS) for account creation

Dept allocates budget, PI can spend → Award is recorded as active in both Coeus → SPSS sends email notification of account setup to JHURA and department admin
## Agreement Roles & Responsibilities

<table>
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<th>PI/DEPT</th>
<th>JHURA</th>
<th>FINANCE/SHARED SERVICES</th>
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| • Identify funding opportunity and develop proposal in Coeus.  
• Route proposal (or award if no proposal) to JHURA for review, approval and (if award) negotiation.  
• Send agreements to jhura_jaws@jhu.edu for review and negotiation.  
• Facilitate communication between faculty, JHURA, and sponsors.  
• Manage sponsored accounts.  | • Review and approve proposals routed through Coeus.  
• Submit electronic proposals.  
• Negotiate and accept awards.  
• Draft and negotiate funded and unfunded agreements.  
• Create and manage outgoing subawards.  
• Sign all agreements on behalf of University.  
• Workflow fully executed awards to SPSS or PH Finance.  | • Receive fully executed awards from JHURA.  
• Review and Identify SAP master data.  
• Workflow awards with master data coversheet to Sponsored Shared Services.  
• Verify that master data is setup correctly in SAP.  
• Process additional IO requests.  
• Maintain budget for program income & award interest.  
• Monitor accounts through reporting tools.  |
## Sponsored Award Issues Quick Guide for Faculty

This quick guide is intended to provide an overview of some of the most common issues requiring negotiation for sponsored awards. University policies and procedures inform our negotiations.

<table>
<thead>
<tr>
<th>Issue</th>
<th>What It Is</th>
<th>Policy</th>
<th>Preferred Language</th>
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<tr>
<td>Publication</td>
<td>The ability of the University to disseminate information—the products of research and scholarship—through publication and other public disclosures is required.</td>
<td>JHU Intellectual Property Policy: <a href="http://jhu.research.jhu.edu/JHU_Intellectual_Property_Policy.pdf">http://jhu.research.jhu.edu/JHU_Intellectual_Property_Policy.pdf</a></td>
<td>• JHU must retain the right to publish its research without prior approval of sponsor.</td>
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|                        |                                                                                                                                             | "The University shall only enter into a research contract or other binding commitment to perform work that can reasonably be expected to be publishable, provide educational opportunities, and/or be in the public interest. ... The University shall enter into contracts or other binding commitments to conduct research and training only if they permit the disclosure and publication of research."
| Background IP           | Includes knowledge, experience, and expertise obtained by JHU prior to the agreement                                                        | JHSPH Copyright Policy: [https://my.jhsph.edu/Resources/PoliciesProcedures/pspm/PolicyProcedureMemoranda/Faculty%20Ownership%20and%20Use%20Educational%20Materials.pdf](https://my.jhsph.edu/Resources/PoliciesProcedures/pspm/PolicyProcedureMemoranda/Faculty%20Ownership%20and%20Use%20Educational%20Materials.pdf) | Sponsor shall not have any right to acquire by assignment or licenses, exclusive ownership or use of JHU Background IP. |
| Copyright               | Protects tangible expression and communication of ideas—not the ideas. (e.g., books, articles, course syllabus, lectures, software.)                                                                        | JHU generally retains rights to copyrightable works, including the right to reproduce, distribute, make derivative works, perform, publicly display the work and to authorize others to do so. May agree to grant a license to sponsor |
| Data                   | Includes results of sponsored research                                                                                                         | JHU owns the data it generates under an agreement and may provide Sponsor a license to use it, generally for internal purposes. |                                                                                  |
| Inventions              | Includes patentable inventions and discoveries                                                                                                   | JHU cannot accept confidentiality terms that would restrict public disclosure of the research results. Sponsor confidential information must be identified as such. |                                                                                  |
| Confidentiality         | Designates specified sensitive or proprietary information as confidential and places restrictions on the sharing of that information                   | JHU Intellectual Property Policy: [http://jhu.research.jhu.edu/JHU_Intellectual_Property_Policy.pdf](http://jhu.research.jhu.edu/JHU_Intellectual_Property_Policy.pdf) |                                                                                  |
|                        |                                                                                                                                             | "The faculty shall not undertake research which prohibits the faculty member from disclosing the existence of the agreement or restricts the faculty member’s public disclosure of information developed." |                                                                                  |

**FINAL 9.10.15**
**JHURA Subawards Process Chart**

**Subaward Documentation**
- Dept enters data into Checklist system for a new subagreement or modification to existing.
- Dept uploads all relevant documents to Checklist (i.e. budget, justification, payment schedule, scope of work).
- Dept. requests 96 IO number to set up a shopping cart (SC) if a new subagreement.

**Subaward Preparation**
- JHURA receives notice a Checklist was submitted. JHURA evaluates documents, and assigns the Checklist to a Sub Team Member (STM).
- STM reviews the Checklist, the attachments, and prime award.
- STM drafts a subagreement and submits the draft for internal review.

**Subaward Negotiation**
- STM sends the draft to the subsite for review and negotiation.
- Subsite returns revisions for STM approval.
- STM reviews and repeats negotiation process until terms are satisfactory to both parties.

**Subaward Execution**
- STM receives a signed copy from the subsite. STM provides to the Asst Director for final review and signature.
- Asst Director reviews, signs and dates the agreement. STM approves the shopping cart for the new PO; or STM updates PO for the modification by adding a line.
- STM sends fully executed documents to the dept and the subsite.
Subawards

• The Subawards Team in JHURA completes the following:
  – **Draft, Negotiate, Execute** outgoing subagreements and outgoing agreements for discretionary accounts
  – Screen sub sites for debarment, sanctions
  – Obtain the PO for new Subagreements from SPSS (included and forwarded as fully executed agreement)
  – Update Purchase Orders for Sub modifications
JHU Subaward Request Checklist System

• Requests for new subawards or modifications to existing subawards are submitted through the Checklist system.

https://my.jhsph.edu/Offices/ORA/Subagreements/Pages/Dashboard.aspx

• Requests for access to the Checklist system and to add a PI should be sent to Inash Pohkarel (inash@jhu.edu) with the following information:

  - Full Name
  - EMAIL Address
  - JHSPH ID and/or JHED ID
  - Hopkins ID (found on the JHED ID page)
  - School and Department

• Requests may take several days to complete.
JAWS: JHURA Agreement Workflow System

- jhurasytems.jhu.edu
- Centralized, on-line database for tracking and managing sponsored agreements.
- Negotiation, workflow, and document storage.
- Input performed by JHURA.
- Read access for faculty and staff for their relevant records only.
- Auto-generated e-mail notifications when agreements signed.
- Enhanced metric calculations.
JAWS: JHURA Agreement Workflow System
JAWS: JHURA Agreement Workflow System
Research Engagement

• Limited Submissions
  – Funding opportunities where the sponsor has placed a limit on the number of responses (or applicants) it will permit from an institution.
  – Internal application process managed by JHURA in concert with OVRP
  – Weekly newsletter announcing each opportunity, information & deadline
  – OVRP Website (research.jhu.edu) >> Funding Opportunities >> Limited Submissions

• New JHURA Website
  – http://research.jhu.edu/jhura
  – Temporary website: http://jhura.jhu.edu

• Information Dissemination
  – JHURANews
  – Social Media
Questions?

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- John Evermann jeverma1@jhu.edu
- Mora Harris mharr154@jhu.edu