**JHURA PROPOSAL REVIEW SERVICES**

**JHU DOCUMENTS**
- FCOI Declaration
- Coeus Representations and Certifications
- Internal Budget
- Subrecipient/Vendor Determination Form

**FULL REVIEW**
- Agency Announcement
- Scope of Work
- Budget
- Budget Justification
- Other documents
- Subrecipient Documents

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**ESTIMATED RISK FOR SUCCESSFUL SUBMISSION**

- **3+ DAYS**
  - Validations
  - Endorsed Documents
  - Confirm Submission

- **2 DAYS**
  - FCOI Declaration
  - Coeus Representations and Certifications
  - Internal Budget
  - Subrecipient/Vendor Determination Form

- **1 DAY**
  - Agency Announcement
  - Scope of Work
  - Budget
  - Budget Justification
  - Other documents
  - Subrecipient Documents

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**JOHNS HOPKINS UNIVERSITY**
### JHURA GLOSSARY

#### AGENCY SUBMISSION

**Validations**
The eRA Commons system checks all electronic grant applications against application guide instructions and instructions found in the funding opportunity announcements (FOAs). These system checks are called validations. When an application fails to pass a validation (i.e., is found to be non-compliant with the instructions found in the application guide and the FOA), the eRA system can generate errors and/or warnings.

**Endorsed Documents**
Many agencies require signatures, and JHURA is the institutional official (also referred to as Authorized Organizational Representative (AOR)) for JHU sponsored projects. In this capacity, JHURA endorses proposals, including cover sheets, federal forms (SF424), letters of intent, and certifications and representations.

**Confirm Submission**
When JHURA submits through agency portals (e.g., FastLane, Assist, WorkSpace), we may receive the following notifications, depending on the agency/system: submission, validation, receipt, and retrieval confirmations. We save these with the proposal and provide them to the department to confirm the proposal has been submitted.

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#### JHU DOCUMENTS

**FCOI Declaration**
Financial Conflict of Interest (FCOI) are part of Public Health Service (PHS) regulations (42 CFR Part 50 Subpart F) that increase accountability, add transparency, enhance regulatory compliance and effective Institutional management of Investigator’s financial conflicts of interest, and strengthen the National Institute of Health’s (NIH) compliance oversight. At the proposal stage, JHURA confirms that the Principal Investigator (PI) has completed the declaration.

**Coeus Representations**
Coeus is JHU’s proposal software system, and includes several representations, including Financial Conflict of Interest (FCOI) (required by certain agencies), and notifications to compliance offices, such as Export Controls and the Institutional Review Board (IRB).

**Internal Budget**
This document demonstrates that salary, fringe, exclusions to indirect costs, and the appropriate Facilities & Administrative (F&A) rate have been applied to the project.

**Subrecipient/Vendor Determination Form**
Before entering into a relationship with another entity under a sponsored award in which the other entity will provide goods or services, or substantive programmatic work to JHU as the prime recipient of funding, a determination must be made as to the nature of the legal relationship of JHU and the other entity. This determination will identify the type of legal agreement required to document the relationship. Property classifying the relationship is essential because it determines the allocation of responsibilities and influences the appropriate application of indirect cost rates, and is critical to ensure proper accounting for costs and compliance requirements. The University follows the requirements in the UG to determine subrecipient or contractor status. See 2 CFR sec. 200.330 (definition from JHURA Subaward Policy and Procedures Manual).

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#### 3-2-1 PROPOSAL REVIEW SERVICES

**Scope of Work**
The description of the work to be performed and completed on a research project.

**Budget**
A financial plan for a defined period, including direct and indirect costs. Budgets should be reasonable, allowable, allocable, and necessary to carry out the proposed project. See BUDGET DEVELOPMENT on JHURA’s website at research.jhu.edu/jhura/proposaldevelopment/budgets/

**Budget Justification**
The narrative description and explanation of the proposed costs. The Budget Justification will demonstrate that the costs are reasonable, allowable, allocable, and necessary to carry out the proposed project.

**Other Documents**
As described in the solicitation. These could include, for example, Data Sharing Plans, Milestone schedules, Equipment and Facility descriptions.

**Subrecipient Documents**
If the proposal includes a subaward (outgoing from JHU), a letter of intent, scope of work, budget, budget justification, and Negotiated Indirect Cost Rate Agreement (NICRA) should be included.

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### FULL REVIEW

**Agency Announcement**
A request from an agency or sponsor to solicit proposals for certain research and development and other projects. This will include relevant submission information, including the due date and required documents. There are a variety of types of these, including Request For Application (RFA), Request for Proposal (RFP), Broad Agency Announcement (BAA), and other solicitations.

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For more information on research administration terms and definitions, visit research.jhu.edu/jhura/glossary.