# JAWS Intake Form Guide

<table>
<thead>
<tr>
<th>Category</th>
<th>JAWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version and Effective Date:</td>
<td>Version 2 Effective October 16, 2020</td>
</tr>
<tr>
<td>Responsible Office:</td>
<td>Johns Hopkins University Research Administration</td>
</tr>
<tr>
<td>References/Additional Info</td>
<td>JAWS Intake Form: <a href="https://research.jhu.edu/jhura/agreement-intake/">https://research.jhu.edu/jhura/agreement-intake/</a></td>
</tr>
<tr>
<td></td>
<td>JHURA Award Management webpage: <a href="https://research.jhu.edu/jhura/award-management/">https://research.jhu.edu/jhura/award-management/</a></td>
</tr>
<tr>
<td></td>
<td>JHURA Award Review and Negotiation webpage: <a href="https://research.jhu.edu/jhura/award-management/award-negotiation/">https://research.jhu.edu/jhura/award-management/award-negotiation/</a></td>
</tr>
</tbody>
</table>

## I. PURPOSE

This document provides guidance on how to complete the JHURA Agreement Workflow System (JAWS) Intake Form, which is required for submitting agreements for review and negotiation to JHURA. Agreements (especially contracts) may require negotiation by JHURA to ensure compliance with University policies and procedures.

All agreements should be submitted by the department for intake via the JAWS Intake Form. Even in instances where JHURA has approved the Coeus record, JHURA will still ask the department to submit the agreement via intake after reviewing the agreement for programmatic and budget accuracy.

Agreements will fall into two categories:

**Funded**

A funded agreement (also known as a sponsored agreement) is an agreement that has funding attached to it (a budget.) Select “Funded” if you are submitting a change to a funded agreement (there is already an SAP Grant Number) even if the change does not impact the budget.
• A modification (mod) to an agreement that is funded is considered Funded even if this particular mod does not increase or decrease the funding.

• A No-Cost Extension falls under the funded category if it is an extension to a funded project.

Unfunded
An unfunded agreement is an agreement that does not have any funding support. These agreements will not have a budget but can contain a scope of work or description of services to be provided by JHU. Execution of these agreements will not prompt the creation of an SAP Grant Number or revision of an existing Grant in SAP.

• An unfunded agreement, such as a Data Use Agreement ("DUA"), Confidentiality Agreement or Non-Disclosure Agreement ("CDA" or "NDA") should not have any COEUS IPN listed on the JAWS intake form.

• There will be instances where the funded and unfunded agreements are working in tandem with one another. It’s important to make sure each agreement is assigned the correct Agreement Type. Here is an example where an agreement may be associated with a funded project/Coeus record, but should be marked as Unfunded:

Your PI is teaming with another organization to submit a proposal, and the organization asks JHU to sign an NDA and teaming agreement. Although these agreements are related to a funded contract we hope to receive, they do not involve exchange of money and therefore should be submitted through JAWS as Unfunded agreements.
## USEFUL TIP

If you list a COEUS IPN on the JAWS intake form, such as the COEUS IPN for the funded award that is related to this unfunded agreement, then the JAWS record will be populated with the wrong info, because JAWS will pull the info from the funded award as opposed to the agreement you want JHURA to now sign.

### II. PROCEDURE

#### AGREEMENT TYPE

Please select one agreement type from the dropdown list. Use this chart to identify the type of agreement:

<table>
<thead>
<tr>
<th>AGREEMENT TYPE</th>
<th>DESCRIPTION</th>
<th>FUNDED OR UNFUNDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Agreement</td>
<td>An agreement to share or allocate IP rights between parties.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>CDA/NDA</td>
<td>An agreement that ensures that discussions (between JHU and Entity) are kept confidential while interested parties determine if they should pursue future sponsored activity.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Clinical Trial Agreement</td>
<td>An agreement that governs the conduct of a Clinical Trial research study and sets forth the obligations of each party to the agreement.</td>
<td>Funded</td>
</tr>
<tr>
<td>Closeout</td>
<td>Documents signifying the end of the award. Commonly known as Final Invention Statement, Final Technical Report, Final Equipment Report. Request for a Final Invoice or Final</td>
<td>Funded</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Description</td>
<td>Funded</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Finanical Report</td>
<td>Financial Report can be sent directly to SPSS.</td>
<td></td>
</tr>
<tr>
<td>Cooperative Agreement</td>
<td>An agreement that is similar to a grant, but where the Government expects to be much more involved in project planning and implementation. This participation is referred to as “substantial involvement.”</td>
<td>Funded</td>
</tr>
<tr>
<td>CRADA</td>
<td>A contract between a federal agency and a nonfederal entity. CRADAs are intended to allow the federal government and non-Federal partners to optimize their resources, share technical expertise in a protected environment, share intellectual property emerging from the effort, and speed the commercialization of federally developed technology.</td>
<td>Funded</td>
</tr>
<tr>
<td>Data Use Agreement</td>
<td>An agreement for the transfer or use of data where the data is nonpublic or is otherwise subject to some restrictions on its use.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Equipment Loan Agreement (Bailment)</td>
<td>An agreement where one party agrees to take physical possession of another's property for stated purpose, but does not take ownership of it/will return it.</td>
<td>Funded</td>
</tr>
<tr>
<td>Grant</td>
<td>An agreement that provides financial</td>
<td>Funded</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Description</td>
<td>Funded/Uncarded</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Incoming Professional Services Agreement</td>
<td>A contract where JHU providing a service/consulting to sponsor. Other Sponsored Activity. Analyzing someone else's data, trainings etc.</td>
<td>Funded</td>
</tr>
<tr>
<td>Incoming Subcontract</td>
<td>A contract under another entity's prime award that transfers a substantive portion of a scope of work and associated funding to JHU.</td>
<td>Funded</td>
</tr>
<tr>
<td>Incoming Subgrant</td>
<td>A grant under another entity's prime award that transfers a substantive portion of a scope of work and associated funding to JHU.</td>
<td>Funded</td>
</tr>
<tr>
<td>Intellectual Property Agreement</td>
<td>A contract that sets out specifically the intellectual property rights between two parties. Sometimes these are required at the proposal stage for federal sponsored activity.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Internal Work Agreement</td>
<td>An agreement when one JHU entity is looking to engage another JHU entity. There are funds attached to this agreement, but they are done by internal cost transfer, not SAP Grant update, so this is considered an unfunded agreement.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Description</td>
<td>Funded</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Letter of Authorization</td>
<td>A letter authorizing spending for a specific period of time prior to issuance of an agreement.</td>
<td>Funded</td>
</tr>
<tr>
<td>License Agreement</td>
<td>A contract that grants the licensee the right to produce and sell goods, apply a brand name or trademark, or use patented technology/copyright/other intellectual property owned by the licensor.</td>
<td></td>
</tr>
<tr>
<td>Master Agreement</td>
<td>A contract where the activity is anticipated to be multiple projects under one umbrella agreement. Useful when working frequently with the same funder on similar technical services or consulting projects. Eliminates need to negotiate individual agreements.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Membership Agreement</td>
<td>A contract where the parties involved in the agreement agree to join together in a cooperative effort to support an initiative.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Memorandum of Understanding</td>
<td>A form of agreement between two or more parties to establish relationship/partnership.</td>
<td>Could be either</td>
</tr>
<tr>
<td>Notice of Award</td>
<td>A standard federal grant award to recipient to accomplish public purpose. Commonly issued by NIH, NSF, NASA.</td>
<td>Funded</td>
</tr>
<tr>
<td>Other Transaction Authority Agreement</td>
<td>OTAs are another agreement mechanism that may be used by the US.</td>
<td>Funded</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Description</td>
<td>Funded</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Pre-award (used for JHSPH only)</td>
<td>Document that allows for the creation of an SAP grant number on an award that has not been fully executed.</td>
<td>Funded</td>
</tr>
<tr>
<td>Pre-Teaming Agreement</td>
<td>An agreement where JHU and other institution may collaborate on a proposal and wish to document exclusivity in the event such collaboration goes forward. Not frequently used by most academic areas, as a teaming agreement usually is sufficient.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Program Income Agreement</td>
<td>An agreement that allows JHU to keep funds received from SOW to use for other agreed upon not for profit purposes.</td>
<td>Funded</td>
</tr>
<tr>
<td>Publication Authorship Agreement</td>
<td>An agreement used when faculty is going to publish or assign rights to another entity.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Secondment Agreement/IPA</td>
<td>An agreement used when an employee is assigned on a temporary basis to work for another organization (listed in JAWS as the &quot;sponsor&quot;).</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Service Center Agreement</td>
<td>A standard agreement used for Service Centers that will not be set up as a sponsored account.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Standard Research Agreement</td>
<td>An agreement most commonly used for</td>
<td>Funded</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Description</td>
<td>Funded/Unfunded</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Student Agreement</td>
<td>An agreement where JHU student activity is the primary focus.</td>
<td>Unfunded</td>
</tr>
<tr>
<td>Task Order Agreement</td>
<td>An agreement or performance of a project taking place under and governed by a Master Agreement. Each project is a &quot;Task&quot; under a separate Task Order, separate Coeus record.</td>
<td>Funded</td>
</tr>
<tr>
<td>Teaming Agreement</td>
<td>An agreement for JHU and other institution(s) when collaborating on preparation and submission of a proposal, with one institution as prime recipient (team lead) and other institution as subrecipient (team member).</td>
<td>Unfunded</td>
</tr>
</tbody>
</table>

**IS THIS AGREEMENT FUNDED OR UNFUNDED?**

Consult the Agreement Type chart above to help you determine if your agreement is funded or unfunded. Direct any questions to your Contracts and Grants Associates.

**Funded:**

- Often known as a grant, contract, cooperative agreement or sponsored agreement.
- Always involves some kind of funding, with two exceptions: Modifications to existing sponsored agreements, and No-Cost Extensions.
- These agreements are considered funded because they result in changes to the Grant Record in SAP, such as an extension to the Period of Performance.
Unfunded:

- Does not involve funding. Execution of the agreement will not result in the creation or revision of an existing SAP Grant Record.
- Common unfunded agreement types are CDA/NDA, DUA, and Teaming Agreements.

A NOTE ON NO-COST EXTENSIONS

Requests for a No Cost Extension do not go through the JAWS intake process. Only No-Cost Extension approvals are sent through JAWS. Please consult the JHURA No-Cost Extension for Departments Standard Operating Procedure for the complete process.
Funded
(This request will require a new SAP grant number to be set up or update to an SAP grant number. This includes all Coeus record types, and No-Cost Extensions.)
Choose the "funded" radio button.

Coeus Institute Proposal Number Required
Enter the 8 digit Coeus IPN identifier here.

Has the Coeus information been modified since approval of the record?
This includes changes in budget, scope of work, PI, key persons, compliance questions updates, etc.

Yes
Choose if any Coeus record information has changed since submission of the proposal.

Enter a description of what has changed from the proposal stage to the award stage in the text box.

No
Choose if any Coeus record information has not changed since submission of the proposal.

Move on to next question.

Please attached any relevant documents. May include modified budget, scope of work, and budget justification.
Unfunded
Agreements that have no funding attached and will not necessitate an update to SAP. If this is a mod and the underlying agreement is funded, then the mod should be considered funded even if this particular mod does not include any funding changes.

Choose the "unfunded" radio button.

Move on to next question.
IS THIS A

NEW AGREEMENT

Choose if a new agreement.

UPLOAD NEW AGREEMENT

Choose the "Browse" button and choose the file for upload.

What type of New Agreement?

The agreement came from the Sponsor.

Choose if the agreement was sent to JHU by the Sponsor.

Need JHURA to create a new agreement from JHURA template.

Choose if JHURA needs to create an agreement.

Enter any relevant comments.

Type comments in the text box.

Comments

Type details of the agreement specifications in the text box.
MODIFICATION (INCLUDING NO-COST EXTENSION)

Modification
Choose if a modification.

Where does the modification originate?

The modification came from the Sponsor.
Choose if the modification was sent to JHU from the Sponsor.

Need JHURA to create a new modification from JHURA template.
Choose if JHURA needs to create a modification.

Continue to next page.

Go to page 14 "NEED JHURA TO CREATE A NEW MODIFICATION FROM JHURA TEMPLATE."
THE MODIFICATION CAME FROM THE SPONSOR

If a modification or amendment received from Sponsor-PI confirms accuracy of the contents.

Yes
Choose if the PI confirms the modification is accurate.

No
Choose if the PI does not/cannot confirm the modification is accurate.

What type of modification?

Modification adds funds or changes terms.
Choose if the modification is adding money or changing the terms of the agreement.

No Cost Extension (only adds time with no other changes).
Choose if the modification is only extending the date of the agreement.

Upload Modification.
Choose the "Browse" button and choose the file for upload.

Upload Modification.
Choose the "Browse" button and choose the file for upload.

Enter any relevant comments.
Enter comments in the text box.

Enter any relevant comments.
Enter comments in the text box.
NEED JHURA TO CREATE A NEW MODIFICATION FROM JHURA TEMPLATE

If you need JHURA to create a new modification, please include details in the comment box below.

Enter comments in the text box. Include any additional funding amounts, date extension, or changes in terms and conditions of the original agreement.

What type of modification?

Modification adds funds of changes terms.

Upload the original agreement.
Choose the "Browse" button and choose the file for upload.

No Cost Extension (only adds time with no other changes).

Upload the original agreement.
Choose the "Browse" button and choose the file for upload.
JHU DEPARTMENT
Enter the department name of the Principal Investigator (PI).

JHU Department *

PRINCIPAL INVESTIGATOR
Enter the name of the person receiving the award.

Principal Investigator *

DEPARTMENT POINT(S) OF CONTACT
Enter the name of the staff member responsible for maintaining this award in JAWS.

Department Point(s) of Contact

EMAIL ADDRESS FOR CONFIRMATION OF SUBMISSION
Enter the email address of the person who should receive an email confirming the submission of this Intake Form. Only one email can be listed.

Email Address for Confirmation of Submission *

The person listed will receive an email confirming the submission of this intake form. Only one email can be listed.

DEPARTMENT POINT OF CONTACTS EMAILS
Enter the email addresses of anyone who should be listed in the JHU Contacts field in JAWS. They will receive emails related to the record.

Department Point of Contacts Emails *

The persons listed here will be listed in the JHU Contacts field in JAWS and will receive emails related to the record.
Does this agreement relate to COVID-19 work? *

- Yes
- No

SPONSOR

Sponsors are also known as Collaborators.
Enter the name of the Sponsor (the organization who is giving the award to JHU). The “Sponsor” for an Unfunded Agreement is the other party signing said agreement (not the sponsor of the funded award related to the agreement).

SPONSOR CONTACT PERSON

Enter the name(s) of the point(s) of contact for the Sponsor institution, separated by a semicolon.

Sponsor

SPONSOR CONTACT PERSON’S EMAIL

Enter the email address(es) of the Sponsor contact person(s), separated by a semicolon.

Sponsor Contact Person

ARE THERE OUTGOING SUBAWARDS ASSOCIATED WITH THIS ACTION?

If there are outgoing subawards attached to this agreement, choose “Yes.” An outgoing subaward (also known as a subagreement or subcontract) is an agreement issued by JHU under its Prime Award to another organization. If not, choose “No.”

Are there outgoing subawards associated with this action? *

- Yes
- No
If the answer is “Yes,” please list the subrecipient names in the text box.

**If 'Yes,' please list the subrecipient names below.**

![Text box for subrecipient names]

- **UPLOAD ATTACHMENTS BELOW**
  Upload Scope of Work, Budget, and Other Attachments by choosing “Drop files here or Select files”

![Upload files interface]

- **SUBMIT**
  Click the Submit button. You will receive an email confirmation.

![Submit button]