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.

< Home	Welcom	e Campbell, Michelle 🗸 MySite Sign Out 🛛
Site Actions 👻 📝 🛛	Browse Page Publish	
my.jhsph.e	du [©] Subagreements → Home	I Like It Tags & Notes
Home Academics •	Committees Departments Offices Research & Centers Resources	Search this site 👂 😮
Sites Office of Research Adminis External Funding Sourc Forms Proposals Training Useful Links Libraries Documents Lists	Subaward Checklist Welcome to the new Subaward Checklist Form Page! Many people have worked very hard to bring this new form to its present state and we know that you will find it much more comprehensive and easier to use. There are spaces for you to input all the information JHSPH ORA needs to write a complete Subagreement! To enter a new Subagreement request or a modification request click this link. If you click here you will be able to see all of the checklists you have submitted previously under the old system. If you are submitting a new checklist, you will need to fill out the top part of the form in order to request a "96" number (unless this is a Sub off of a discretionary account). Please note, the checklist will not be saved unless all required fields are filled out! Be sure to save the form ervy 15-20 minutes in order to save your inputted data. We sincerely hope this form will make the Subagreement process smoother. For detailed information about how to complete the form, check out the link to the quick guide in the right menu, which can assist you as you get used to this new form. Announcements	Contact Information For questions or problems contact: • Debra Brodlie - dbrodlie@jhsph.edu • Jasmine Powell - jpowell@jhsph.edu Related Links • Add/Edit Subagreement Request • JHSPH Subcontracting Policy and Procedures • Jhrs Hopkins University Office of the Controller • Subagreement Checklist Quick Guide
Reports	There are currently no active announcements. To add a new announcement, click "Add new announcement".	🕈 Add new link
Recycle Bin	Add new announcement	

Welcome

< Home							Welcome	Cirko, Andrew 👻	MySite Sigr	n Out 🗵
Site Actio	ons 🕶 过 📝	Browse Page	Publish							
1001	(ihenh	odu [®] Sub	agreements N	Dashboa	rd				Ì	~~
	y.Jushu.		agreements v	Dashboa	i d				I Like It	Tags &
Home	Academics •	Committees •	Departments •	Offices -	Research & Centers •	Resources •	Sear	ch this site	Q	()
-	Welcome to	the Updated JI	HU Subagreem	ent Check	dist System!			Actions		
	This system p complete sub:	orovides a simple agreement.	e yet compreher	isive way t	to input the informatio	n needed by ORA to writ	e a	Sea	arch	
	Click on a but new subagree	ton in the Actio ment to ORA ar	ons area on right nd Finance for p	side of th rocessing,	is page to search for or modify an existing	a subagreement, submit a subagreement.	Э	New Suba	agreement	
	We hope this information m	system will simp ultiple times.	olify the subagre	ement pro	cess and reduce the r	need to input the same		Modif	ication	
	For informatio Guide in the D	n on how to co ocumentation a	mplete and subr area of this page	nit a subaç a.	greement checklist, cli	ck on the link to the Use	r	Documenta	tion	
	Recommende	d Browsers: IE	10+, Firefox 27.	0.1				JHSPH Subco and Procedu	ontracting Poli res	cy
	Your Checklis	ts In Progress						User Guide f Subagreeme System	or ent Checklist	
	There are no it	ems to show in thi	is view.							
	🖶 Add new sub	agreement								

Search

< Home					Welcome	Cirko, Andrew 👻	MySite Sign	Out 🗵
Site Actions 👻 📝 🛛 Browse	Page Publish							
my.ihsph.edu [®]	Subagreements >	Dashboa	rd				Ì	P
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Home Academics - Committe	ees • Departments •	Offices 🕶	Research & Centers 🕶	Resources •	Seal	rch this site	P	?
⇔ Subagreement > Search							Action	s V
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.								

Search Results

< Home						We	lcome Cirko, A	ndrew 👻 MySite	Sign Out D	×
Site Actions 👻 🐋	Browse	Page Publish								
my.jhs	oh.edu°	Subagreem	ents → Dashboa	ard				C Tu	ke It Tags	s & tes
Home Acader	nics • Committe	ees 🔹 Departn	nents • Offices •	Research & Center	rs ▼ Resources ▼		Search this si	te	P	?
⇔ Subagreemer	nt > Search							Į	Actions	~
SEARCH FOR C	ECKLISTS									
Checklist #: SAP Grant #: JHSPH PI: JHSPH PI Depart Full Subrecipient Checklist Type: Checklist Status	ment: Legal Name: : Search	Select one Select one BIOST Select one Select One Submitted for P Clear	✓ ✓ ✓ ✓ ✓ ✓							
Checklist	Related Subs	SAP	Primary Investi	gator PI Dep	t Subrecipient	Туре	ORA Status	Finance Statu	5	
4006		SAP908	Agree, Emily	BIOST	Jane Subrecipient	Sub	Submitted for Processing	Submitted for Pr	ocessing	
4004		DEVTEST	Alexander, Miriam	H. BIOST	Roger Dodger	Sub	Submitted for Processing	Submitted for Pr	ocessing	
4002		DEVTest2	Abt, Eileen N.	BIOST	Roger Laltoo	Sub	Submitted for Processing	Review in Progre	SS	
4001		SAP87356	Abello, Jordi Carbo	onell BIOST	Bill Subrecipient	Sub	Submitted for Processing	Submitted for Pr	ocessing	

Highlighted Search Result

SEARCH LIST	Jearch	Cical						
Checklist	Related Subs	SAP	Primary Investigator	PI Dept	Subrecipient	Туре	ORA Status	Finance Status
4006		SAP908	Agree, Emily	BIOST	Jane Subrecipient	Sub	Submitted for Processing	Submitted for Processing
4004		DEVTEST	Alexander, Miriam H.	BIOST	Roger Dodger	Sub	Submitted for Processing	Submitted for Processing
4002		DEVTest2	Abt, Eileen N.	BIOST	Roger Laltoo	Sub	Submitted for Processing	Review in Progress
4001		SAP87356	Abello, Jordi Carbonell	BIOST	Bill Subrecipient	Sub	Submitted for Processing	Submitted for Processing

Checklist in Search Results

Subagreement

Subagreement > Search > Checklist 4008

Basic Information **Basic Information** Requestor's Name: Cirko, Andrew ; Finance Requestor's Department: Biochemistry and Molecular Bic 🗸 JHSPH Details Requestor's Email: acirko@jhsph.edu Subrecipient Details Requestor's Phone: 443-287-0000 Is this a Vendor Services Banking Information Yes Agreement? ⊖ No Subagreement Details SAP Grant #: 123-456 Compliance Discretionary Acct #: Attachments Full Subrecipient Legal Name: Subs R Us JHSPH Principal Investigator: Alfriend, Amy S. Verify & Submit JHSPH PI Department: Biochemistry and Molecular Bic 🗸 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)

Progress	
ORA Status	Review in Progress
Finance Status:	Checklist Complete
Requestor	Checking Complete
Cirko, Andrew	Biochemistry and Molecular Biology
acirko@jhsph.edu	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# Workflowed to SPSS:	3/1/2014
96 IO# Workflowed to SPSS by:	SP Test - EPI Staff
96 IO# Entered:	3/2/2014
DRA Review	
Assigned to Subwriter:	3/1/2014
Subwriter Name:	Hamann, Ray
All Documents Received:	
Sent to Subrecipient:	
PEA Received:	
FEA Completed:	
FEA Sent to Subrecipient:	
Previous Checklist(s):	

Actions

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

Progress Tracking

Progress

ORA Status:	Review in Progress
Finance Status:	Checklist Complete
Requestor	
Cirko, Andrew	Biochemistry and Molecular Biology
acirko@jhsph.edu	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# Workflowed to SPSS:	3/1/2014
96 IO# Workflowed to SPSS by:	SP Test - EPI Staff
96 IO# Entered:	3/2/2014
ORA Review	
Assigned to Subwriter:	3/1/2014
Subwriter Name:	Hamann, Ray
All Documents Received:	
Sent to Subrecipient:	
PEA Received:	
FEA Completed:	
FEA Sent to Subrecipient:	
Previous Checklist(s):	

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

Emails

- 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 work flowed 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)

Subagreement

Subagreement

Actions 🗸

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Basic Information	Basic Information			Progress	
Finance	Requestor's Name:	Cirko, Andrew ;	8,/ 🗓	ODA Status	New Cuberreemen
JHSPH Details	Requestor's Department: Requestor's Email:	Select one acirko@ihsph.edu	~	Finance Status: Requestor	New Subagreemer
Subrecipient Details	Requestor's Phone:			Created:	
Banking Information	Is this a Vendor Services Agreement?	_ Yes		Submitted for Processing: Finance Review	
Subagreement Details	SAP Grant #:	○ No		In Process By: 96 IO# Workflowed to SPSS:	
Compliance	Discretionary Acct #:			96 IO# Workflowed to SPSS by:	
Attachments	Full Subrecipient Legal Name:			96 IO# Entered:	
Verify & Submit	JHSPH Principal Investigator:	Select one	~	Assigned to Subwriter:	
	List any additional people to rec (enter email addresses separate	Select one will receive email no eive email notifications ed by semicolons)	tifications:	Subwriter Name: All Documents Received: Sent to Subrecipient: PEA Received: FEA Completed: FEA Sent to Subrecipient:	
			\sim	Created on by Last modified on by	
		Save			

Required Fields

Subagreement

Subagreement

Actions 🗸

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uestor's Name: Juestor's Department: Juestor's Email: Juestor's Phone: his a Vendor Services eement?	Cirko, Andrew ; Select one acirko@jhsph.edu		ORA Status: Finance Status: Requestor Created:	New Subagreeme New Subagreeme
uestor's Department: uestor's Email: uestor's Phone: his a Vendor Services eement?	Select one acirko@jhsph.edu		ORA Status: Finance Status: Requestor Created:	New Subagreeme
uestor's Phone: his a Vendor Services eement?			Created:	
his a Vendor Services eement?	Ves			
	Ules		Submitted for Processing: Finance Review	
Creat #	○ No		In Process By: 96 IO# Workflowed to SPSS:	
cretionary Acct #:			96 IO# Workflowed to SPSS. by:	
Subrecipient Legal Name:			96 IO# Entered: ORA Review	
PH Principal Investigator: PH PI Department:	Select one Select one	~	Assigned to Subwriter: Subwriter Name:	
partment personnel who	will receive email notific	ations:	Sent to Subrecipient:	
any additional people to rece ter email addresses separate	eive email notifications d by semicolons)		FEA Completed: FEA Sent to Subrecipient:	
		$\langle \rangle$	Created on by Last modified on by	
	seretionary Acct #: Subrecipient Legal Name: PH Principal Investigator: PH PI Department: partment personnel who any additional people to reco ter email addresses separate	Cretionary Acct #: Subrecipient Legal Name: PH Principal Investigator: Select one PH PI Department: Select one partment personnel who will receive email notifications any additional people to receive email notifications ter email addresses separated by semicolons)	Cretionary Acct #: Subrecipient Legal Name: PH Principal Investigator: Select one PH PI Department: Select one partment personnel who will receive email notifications: any additional people to receive email notifications ter email addresses separated by semicolons)	Subrecipient Legal Name: PH Principal Investigator: Select one PH PI Department: Select one Partment personnel who will receive email notifications: any additional people to receive email notifications ter email addresses separated by semicolons) Created on by Last modified on by

Basic Information - Saved

Subagreement

Subagreement

Basic Information	Basic Information		
Finance	Requestor's Name:	Cirko, Andrew ;	8,/ 🗓
1HSPH Details	Requestor's Department:	Biostatistics	~
	Requestor's Email:	acirko@jhsph.edu	
Subrecipient Details	Requestor's Phone:	443-287-0000	
Banking Information	Is this a Vendor Services Agreement?	⊖ Yes	
Subagreement Details		No	
	SAP Grant #:	123-456	
Compliance	Discretionary Acct #:		
Attachments	Full Subrecipient Legal Name:	Teresa Crowd	
Verify & Submit	JHSPH Principal Investigator:	Alexandre, Pierre K.	~
Venity & Submit	JHSPH PI Department:	Biostatistics	~
	Biostatistics personnel who Laltoo, Roger Cirko, Andrew Hamann, Ray List any additional people to reco (enter email addresses separate	will receive email notific eive email notifications ed by semicolons)	ations:
		Save	

Drograce		
Progress		
ORA Status:	Draft	
Finance Status:	Draft	
Requestor		
Cirko, Andrew	Biostatistics	
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:		

Last modified on 2/4/2014 by SPHAD\acirko

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Actions 🗸

Finance

ubagreement					Actions
asic Information	Finance			Progress	
Finance	SAP Grant #:	123-456			
	Full Subrecipient Legal	Teresa Crowd		ORA Status:	Draft
JHSPH Details	Name: Responsible Cost Center:			Finance Status: Requestor	Draft
Subrecipient Details	Bringinal Investigator for			Cirko, Andrew	Biostatistics
	IO:	Select one	~	acirko@jhsph.edu Created:	443-287-0000 2/4/2014
Banking Information	Principal Investigator PERNR for IO:			Submitted for Processing:	_, ,,
Subagreement Details	Location:	On Campus		Finance Review	
Compliance		Off Campus		In Process By:	
Compliance		Please include justification b	elow:	96 IO# Workflowed to SPSS	3: -
Attachments				96 IO# Workflowed to SPSS by:	;
Varify & Submit				96 IO# Entered:	
Verify & Submic			~	Assigned to Subwriter:	
	990 Country Code:	Select one	~	Subwriter Name:	
	IO # to Reduce:			All Documents Received: Sent to Subrecipient:	
	Sponsored Class to			PEA Received:	
	Subaward IO Budget Class			FEA Completed:	
	642400: Subaward IO Budget Class			FEA Sent to Subrecipient:	
	699998:			Created on 2/4/2014 by Cirke	o, Andrew
	Subaward Total Budget: JHU F&A Base \$ Amount:			Last modified on 2/4/2014 by	SPHAD\acirko
		If Federal, enter \$25,000			
	1HILES A Date:				
	Sho row Rate.	Enter as 62%, 36%,etc. (Les	s than		
		100%)			
	JHU F&A Cap:				
	IO Request				
	Comments/Notes		\sim		
			\sim		
	Contact Information:				
			\sim		
			\sim		
	Internal Order (96 IO #):				
		Save			

JHSPH Details

Basic Information	JHSPH Details			Progress		
Finance	SAP Grant:	123-456				
HSPH Details	Discretionary Account #:			ORA Status: Finance Status:	Draft Draft	
Subrecipient Details	JHSPH Principal Investigat	tor		Cirko, Andrew acirko@ihsph.edu	Biostatistics 443-287-0000	
Banking Information	Project Title: Principal Investigator:	Alexandre, Pierre K.	~	Created: Submitted for Processing:	2/4/2014	
Subagreement Details	PI Country: PI Department:	Select one Biostatistics	~	Finance Review In Process:		
Compliance	PI Phone:	Diostatistics		In Process By: 96 IO# Workflowed to SPSS:		
Attachments	PI Email Address:			by:		
/erify & Submit	PI Address: PI Address 2:			96 IO# Entered: ORA Review Assigned to Subwriter:		
	PI City:			Subwriter Name:		
	PI State: PI Zin:		~	All Documents Received: Sent to Subrecipient:		
	JHSPH Person to Receive I Invoice To:	nvoices		FEA Completed: FEA Sent to Subrecipient:		
	Invoice To Address:			Created on 2/4/2014 by Cirko.	, Andrew	
	Invoice To Address 2:			Last modified on 2/4/2014 by S	, SPHAD\acirko	
	Invoice To Phone:					
	Invoice To Fax:					
	Invoice To Email Address:					
	Comments:		$\hat{}$			

Subrecipient Details

Basic Information	Subrecipient Details			Progress	
inance	Full Subrecipient Legal Name:	Teresa Crowd			
HSPH Details	Has Subrecipient been screened?	⊖ Yes		ORA Status: Finance Status:	Draft Draft
Subrecipient Details	Domestic/Foreign:	⊖ No		Cirko, Andrew	Biostatistics
anking Information		 Domestic Foreign 		Created:	2/4/2014
Subagreement Details	If Prime is Federal, Subrecipient DUNS#:			Finance Review In Process:	
Compliance	Has JHU ever done business with this Subrecipient?	Ves		In Process By: 96 IO# Workflowed to SPSS:	
Attachments	Subrecipient Organization Type:	O No	×	96 IO# Workflowed to SPSS by:	
/erify & Submit	Subrecipient's Country:	Select one	~	96 IO# Entered: ORA Review	
	Subrecipient's Address 2:			Assigned to Subwriter: Subwriter Name:	
	Subrecipient's City:			All Documents Received: Sent to Subrecipient:	
	Subrecipient's State:	Select One	~	PEA Received:	
	Subrecipient's Zip:			FEA Sent to Subrecipient:	
	Subrecipient's Phone:				
	Subrecipient's Fax:			Created on 2/4/2014 by Cirko, Last modified on 2/4/2014 by 3	, Andrew SPHAD\acirko
	Subrecipient's Email:				
	Full Title (e.g. Dr/PhD) of Subrecipient Project Director/PI:				
	Admin Contact name at Subrecipient Site:				
	Address/contact information and Admin Contact info the same?				
	Admin Contact Country:	Select one	~		
	Admin Contact Address:				
	Admin Contact Address 2:				
	Admin Contact City:				
	Admin Contact State:	Select One	~		
	Admin Contact Zip:				
	Admin Contact Phone: Admin Contact Email:				

Banking Information

Subagreement

Subagreement > Edit > Checklist D20

Actions

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Basic Information	Banking Information	Progress
Finance	(Only for foreign subrecipients)	
JHSPH Details	Bank Name: Bank Address:	Finance Status: Draft Requestor
Subrecipient Details	Name on Account:	Cirko, Andrew Biostatistics acirko@jhsph.edu 443-287-0000
Banking Information	Bank Account #:	Created: 2/4/2014 Submitted for Processing:
Subagreement Details	SWIFT Code:	Finance Review In Process:
Compliance	Bank US Correspondent:	In Process By: 96 IO# Workflowed to SPSS:
Attachments		96 IO# Workflowed to SPSS by:
Verify & Submit	Save	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

asic Information				
asic miormation	Subagreement Details		Progress	
inance	Prime Sponsor Name:			
	Prime Sponsor Award#:		ORA Status:	Draft Draft
HSPH Details	If Prime is federal government, is	∩Yes	Requestor	Drait
ubrecipient Details	obligated \$25,000 or more?	⊖ Ng	Cirko, Andrew	Biostatistics
		0	acirko@jhsph.edu	443-287-0000
anking Information	If Prime is federal government, is cumulative amount for \$25,000 or	⊖ Yes	Created:	2/4/2014
	more?	○ No	Finance Review	
ubagreement Details	Subagreement Period of Perfor	mance	In Process:	
`ompliance	Current PoP Start:		In Process By:	
in plance	Current PoP End:		96 IO# Workflowed to SPSS	:
ttachments	Total PoP Start:		96 IO# Workflowed to SPSS by:	
	Total BoB End		96 IO# Entered:	
erify & Submit	Total POP End.		ORA Review	
	Subagreement Budget	Total Aurord Amount (*)	Assigned to Subwriter:	
	Total Award:	Total Award Amount (\$)	All Documents Received:	
		Obligated Amount this Action(\$)	Sent to Subrecipient:	
	Obligated Amount This Action:	Congated Amount this Action(\$)	PEA Received:	
		Total Obligated to Date (\$)	FEA Completed:	
	Total Amount Obligated to Date:		FEA Sent to Subrecipient:	
			Cooperation of Alasta has Cicles	Andrew
	Award Type:	Select One	Last modified on 2/4/2014 by Cirko	, Anarew Cirko, Andrew
		Milestones/Deliverables. 1st		
		payment over 20% require		
		Chair		
	Eirst Payment/Advance Payment	Select One		
	Justification and approval if over	⊖ Yes		
	20% of total project cost?	⊖ No		
	Progress Reports			
	Progress Report Frequency:	Select One		
	Is approval for Subrecipient required from Sponsor?	⊖ Yes		
		○ No		
	Does Sponsor require a copy of the	-		
	Subagreement?	Ves		
		○ No		

Compliance

Checklist Complete Review in Progress Biostatistics x6779 3/2/2014 3/2/2014

3/3/2014 Campbell, Michelle 3/5/2014 3/18/2014 3/13/2014 3/11/2014 3/20/2014

asic Information	Compliance			Progress
HSPH Details	Intellectual Property:			
Subrecipient Details	Which party will own the deliverables and/or data created	Subrecipient and JHU Please explain:	~	ORA Status: Finance Status: Requestor
anking Information	by Subrecipient?	ere	~	Hamann, Ray
Subagreement Details			\sim	Created: Submitted for Processing
Compliance	Publication Restrictions:			ORA Review
Attachments	Can Subrecipient freely publish re subagreement?	sults of the work performed	d on this	Subwriter Name:
/erify & Submit		⊖Yes ● No		Sent to Subrecipient:
		Please list restrictions believe	ow:	FEA Completed: FEA Completed: FEA Sent to Subrecipient: Previous Checklist(s): 1588, 142 (SUB)
	Actual/Potential Conflict: Are there any actual or potential or perceived) regarding this Subagre	onflict of interest issues (re ement?	al or	Last modified on 3/3/2014
		⊖Yes		
	Has JHU reported, in accordance v interests and fiduciary relationship spouses/domestic partners, and/o Subrecipient?	with the JHU COI policy, all s key personnel, r minor dependants have w	financial vith this	
		⊖Yes		
	Confidential or Proprietary Int Will JHU and/or Subrecipient share	formation: any confidential information	on?	
		⊖Yes		
	Property/Equipment: Will Subrecipient be purchasing an	v equipment?		
		⊖Yes ●No		
	Use of Animals:			
	Will Subrecipient be using animal s	• Yes ● No		
	lise of Human Subjects	0 0		
	Will Subrecipient be using human	subjects on this project?		
		() Yes ● No		
	Lower-tier Consultants or Sub Will Subrecipient be using lower-ti consultants to perform the work o	recipients? er subcontractors or outside n this project?	e	
		⊖Yes		
	Foreign National Restriction: Is there any restriction in your Pri information with nationals of a cou If unsure, contact ORA.	me Award on sharing proje intry other than the United :	ct States?	
		⊖Yes		
	Why Subrecipient Selected?	 Collaborative Project indicated on the propo sponsor, 	as osal to	
		 Only one responsible and no other company available to do such specialized work. Plea upload sole source 	source y ase	
		justification, Competitive Bid. Plea provide the name and	se	
		addresses of each pot subawardee contacted well as an amount an whether or not the bio was a small, disadvan minority and/or wome owned business.	tential d, as d dder ntaged, en-	
	Subaward Cost/Price Basis:	Detailed Cost Justification	n 🗸	
	NOTE: Please ensure that all concerning the negotiation o work is kept on file for audit	appropriate documenta f the cost or price of this purposes.	tion s	
	By clicking the certification by you certify that the costs and have been analyzed and dett reasonable in accordance wi and federal regulations.	outton at the end of this d/or price of this subaw ermined to be fair and th applicable cost princi	form, ard ples	

Attachments

I

Subagreement

Subagreement

Actions V

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Basic Information	Attachments
Finance	Please ensure you have attached the following documents:
JHSPH Details	 Statement of Work with lists of deliverables Budget Budget Justification
Subrecipient Details	 Advanced Payment Justification if over 20% over total project cost Cost or pricing analysis
Banking Information	 Sole Source justification Milestone/Payment Schedule (if fixed price) Current F&A Bate Agreement (required)
Subagreement Details	
Compliance	I confirm that I have attached all required documents.
Attachments	Attachments No documents have been attached.
Verify & Submit	Save

Progress	
1091633	
ORA Status:	Draft
Finance Status:	Draft
Requestor	
Cirko, Andrew	Biostatistics
acirko@jhsph.edu	443-287-0000
Created:	2/4/2014
Submitted for Processing:	
Finance Review	
In Process:	
In Process By:	
96 IO# Workflowed to SP	SS:
96 IO# Workflowed to SP by:	SS
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 SPHAD\acirko

Verify & Submit

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Ju	uau		

Subagreement

Actions V

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Basic Information	Verify & Submit	Progress
Finance	Comments	
JHSPH Details	^	ORA Status: Draft Finance Status: Draft Requestor
Subrecipient Details	~ · · · · · · · · · · · · · · · · · · ·	Cirko, Andrew Biostatistics acirko@jhsph.edu 443-287-0000
Banking Information		Created: 2/4/2014 Submitted for Processing:
Subagreement Details	I certify that, to the best of my knowledge, all information furnished is accurate and complete, that I have completed a	Finance Review In Process:
Compliance	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.	In Process By: 96 IO# Workflowed to SPSS:
Attachments	□ I certify that this checklist is complete and ready for OPA to	96 IO# Workflowed to SPSS by:
Verify & Submit	process	ORA Review Assigned to Subwriter: Subwriter Name: All Documents Received:
	Save Submit for Processing	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 SPHAD\acirko

Required Fields

ıbagreement > Edit > (Checklist D2088		Actions
asic Information	Verify & Submit	Progress	
Finance	Comments	ORA Status: Finance Status:	Draft Draft
Subrecipient Details		Requestor Hamann, Ray rhamann@ibspb.edu	Mental Health
anking Information		Created: Submitted for Processing:	3/1/2014
Subagreement Details	☐ 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	In Process: In Process By:	
Attachments	exists related to this Subagreement.	96 IO# Workflowed to SPSS 96 IO# Workflowed to SPSS by:	5: 5
/erify & Submit	I certify that this checklist is complete and ready for ORA to process	96 IO# Entered: ORA Review Assigned to Subwriter:	
	Save Submit for Processing	Subwriter Name: All Documents Received: Sent to Subrecipient:	
		PEA Received: FEA Completed: FEA Sent to Subrecipient: Previous Checklist(s):	
		Created on 3/1/2014 by Ham Last modified on 3/1/2014 by	ann, Ray Hamann, Ray

Checklist Returned for Edit

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Actions	~

Basic Information	Basic Information		Your Attention is Require	ed
Finance	Requestor's Name:	Cirko, Andrew ;	ORA has returned your check	ist for editing
145PH Details	Requestor's Department:	Biochemistry and Molecular Bic \checkmark	Property/Equipment	nce - Finished Editing
JHSFH Details	Requestor's Email:	acirko@jhsph.edu		
Subrecipient Details	Requestor's Phone:	443-287-0000	Progress	
Banking Information	Is this a Vendor Services Agreement?	⊖Yes	ORA Status:	Returned for Edit
Subagreement Details		No	Finance Status:	Submitted for Processing
	SAP Grant #:	123456	Requestor	riocessing
Compliance	Discretionary Acct #:		Cirko, Andrew	Biochemistry and Molecular Biology
Attachments	Full Subrecipient Legal Name:	Subs R Us	acirko@jhsph.edu	443-287-0000
	JHSPH Principal Investigator:	Alfriend Amy S	Created:	2/28/2014
Verify & Submit	1HSPH PI Department:	Riochemistry and Molecular Ric M	Submitted for Processing:	2/28/2014
	Biochemistry and Molecular receive email notifications: Hamann, Ray List any additional people to rec (enter email addresses separate	Biology personnel who will eive email notifications ed by semicolons)	In Process: In Process By: 96 IO# Workflowed to SPSS 96 IO# Workflowed to SPSS by: 96 IO# Entered:	:
	acirko1@jhu.edu	Save	ORA Review Assigned to Subwriter: Subwriter Name: All Documents Received: Sent to Subrecipient: PEA Received: FEA Completed: FEA Sent to Subrecipient: Previous Checklist(s):	2/28/2014 Hamann, Ray

Search Modifications

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

Modification

Subagreement

Basic Information	Basic Information		Progress	
JHSPH Details	Requestor's Name:	Cirko, Andrew ;		
Subrecipient Details	Requestor's Department: Requestor's Email:	Biochemistry and Molecular Bic V	ORA Status: Finance Status: Requestor	Draft N/A
Banking Information	Requestor's Phone:	443-287-0000	Cirko, Andrew	Biochemis Molecular
Subagreement Details	Is this a Vendor Services	Yes	acirko@jhsph.edu	443-287-0
Compliance		⊖ No	Submitted for Processing:	0,2,2014
Attachments	- SAP Grant #:	123-456	Assigned to Subwriter: Subwriter Name:	
Verify & Submit	Full Subrecipient Legal Name:	Subs R Us	All Documents Received: Sent to Subrecipient:	
	JHSPH Principal Investigator:	Alfriend, Amy S. 🗸	PEA Received:	
	JHSPH PI Department:	Biochemistry and Molecular Bic \checkmark	FEA Completed: FEA Sent to Subrecipient:	
	Biochemistry and Molecular receive email notifications: Hamann, Ray	Biology personnel who will	Previous Checklist(s): 4008	
	List any additional people to rec (enter email addresses separate	eive email notifications ed by semicolons)	Created on 3/2/2014 by Cirk Last modified on 3/2/2014 by	o, Andrew Cirko, Andrev
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Actions

Biochemistry and Molecular Biology 443-287-0000 3/2/2014

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New Subrecipient Request	2/28/2014	Cirko, Andrew	

View Subagreement – Full Checklist

View Subagreement		×
Basic Information		~
basic finormation		
Requestor's Name: Requestor's Department: Requestor's Email:	Cirko, Andrew Biochemistry and Molecular Biology acirko@ihsph.edu	
Requestor's Phone:	443-287-0000	
Agreement?	Yes	
Discretionary Acct #:	125-450	
Full Subrecipient Legal Name: JHSPH Principal Investigator: JHSPH PI Department: Additional people to receive email	Subs R Us Alfriend, Amy S.	
Subagreement Type:	Subagreement	
Finance		
CostCenter	1603456000	
PrincipalInvestigatorforIO PIPernrforIO	Label A24567	
JHSPH Details	12.007	
ShoppingCart_x0023_ DateShoppingCartSubmitted PurchaseOrder_x0023		
PIDepartment	Biochemistry and Molecular Biology	
PIPhone	443-000-0000	
PIEmailAddress	myname@jnu.edu 615 N Wolfe Street	
PIAddress2		
PICity	Baltimore	
PIState		
PIZip	21205	
PICountry		
InvoiceTo	Teresa Crowd	
InvoiceToAddress	516 S Coyote Street	
InvoiceToAddress2	442-000-0000	
InvoiceToFax	443-333-3333	
InvoiceEmail	hername@ihu.edu	
InvoiceComments		
JHUPrincipalInvestigator		
ProjectTitle	Project X	~

Questions?

- ORA Debra Brodlie, <u>dbrodli1@jhu.edu</u>
- Finance Kate Calvin, <u>kcalvin1@jhu.edu</u>
- Information Technology please complete an IT help call

Thank you!