

# Subagreement Checklist System

Training

# LOGGING IN

- Go to the Office of Research Administration page on the MyJHSPH portal at [my.jhsph.edu](http://my.jhsph.edu) and click on **Subagreements** in the navigation pane on the left side of the page.

The screenshot displays the MyJHSPH portal interface. At the top, there is a navigation bar with a blue header containing the text "my.jhsph.edu® Subagreements > Home". Below this, a secondary navigation bar includes menu items: Home, Academics, Committees, Departments, Offices (highlighted), Research & Centers, and Resources. A search bar is located on the right side of this bar.

The main content area is divided into three columns. The left column is a navigation pane titled "Sites" with a tree view showing "Office of Research Administration" expanded to include "External Funding Sources", "Forms", "Proposals", "Subagreements" (highlighted), "Training", and "Useful Links". Below this are sections for "Libraries", "Documents", "Lists", and "Reports".

The middle column is titled "Subaward Checklist" and contains the following text:  
**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 every 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**  
There are currently no active announcements. To add a new announcement, click "Add new announcement".  
[+ Add new announcement](#)

The right column is titled "Contact Information" and contains the following text:  
**Contact Information**  
For questions or problems contact:  

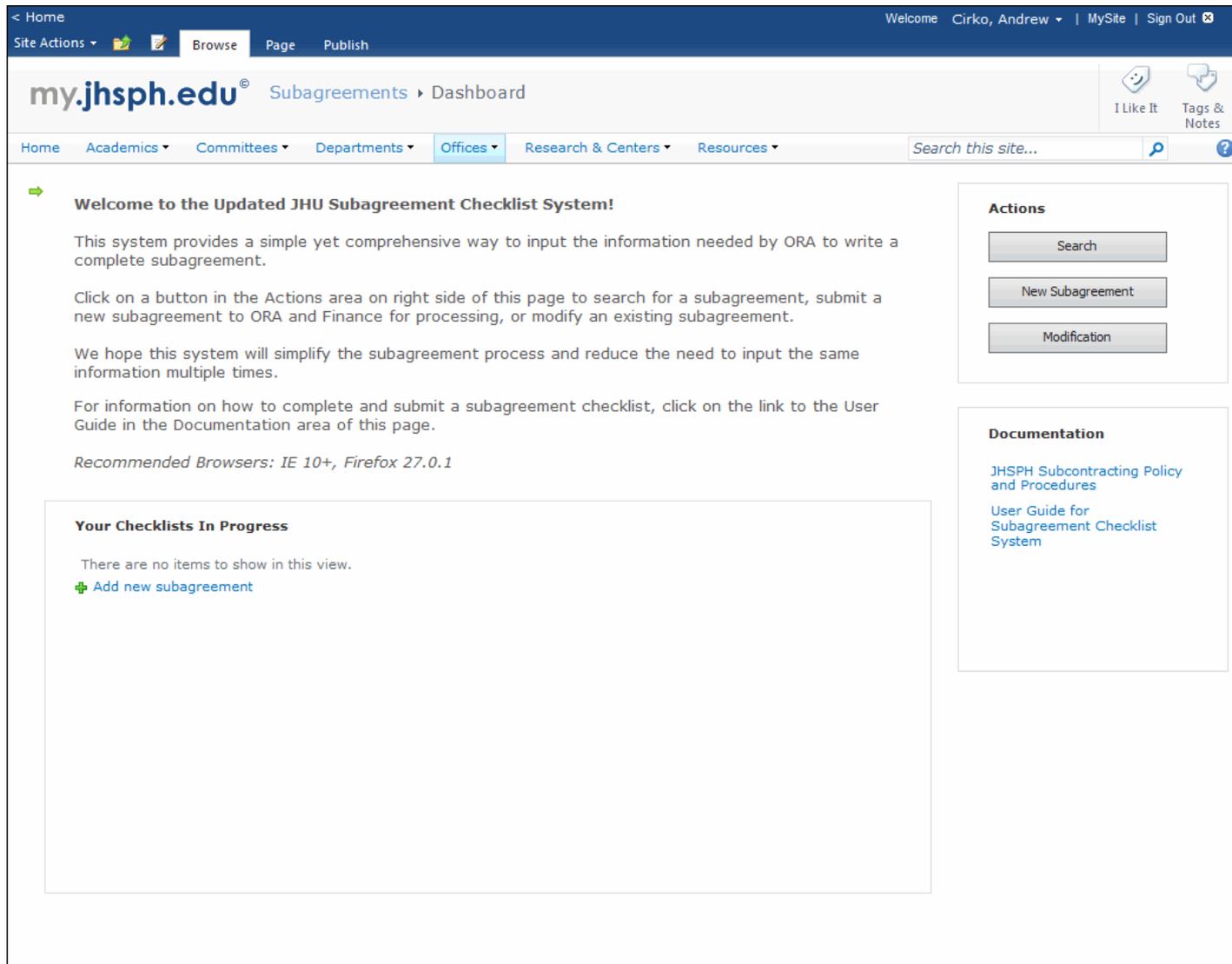
- Debra Brodrie - [dbrodrie@jhsph.edu](mailto:dbrodrie@jhsph.edu)
- Jasmine Powell - [jpowell@jhsph.edu](mailto:jpowell@jhsph.edu)

**Related Links**  

- [Add/Edit Subagreement Request](#)
- [JHSPH Subcontracting Policy and Procedures](#)
- [Johns Hopkins University Office of the Controller](#)
- [Subagreement Checklist Quick Guide](#)

[+ Add new link](#)

# Welcome



< Home Welcome Cirko, Andrew | MySite | Sign Out

Site Actions Browse Page Publish

**my.jhsph.edu** Subagreements ▶ Dashboard I Like It Tags & Notes

Home Academics Committees Departments **Offices** Research & Centers Resources Search this site... ?

➔ **Welcome to the Updated JHU Subagreement Checklist System!**

This system provides a simple yet comprehensive way to input the information needed by ORA to write a complete subagreement.

Click on a button in the Actions area on right side of this page to search for a subagreement, submit a new subagreement to ORA and Finance for processing, or modify an existing subagreement.

We hope this system will simplify the subagreement process and reduce the need to input the same information multiple times.

For information on how to complete and submit a subagreement checklist, click on the link to the User Guide in the Documentation area of this page.

*Recommended Browsers: IE 10+, Firefox 27.0.1*

**Your Checklists In Progress**

There are no items to show in this view.

➔ [Add new subagreement](#)

**Actions**

Search

New Subagreement

Modification

**Documentation**

[JHSPH Subcontracting Policy and Procedures](#)

[User Guide for Subagreement Checklist System](#)

# Search

< Home Welcome Cirko, Andrew | MySite | Sign Out

Site Actions Browse Page Publish

**my.jhsph.edu** Subagreements ▶ Dashboard I Like It Tags & Notes

Home Academics Committees Departments **Offices** Research & Centers Resources  ?

Subagreement > Search Actions

**SEARCH FOR CHECKLISTS**

Checklist #:

SAP Grant #:

JHSPH PI:

JHSPH PI Department:

Full Subrecipient Legal Name:

Checklist Type:

Checklist Status:

**SEARCH LIST**

No checklists to review.

# Search Results

< Home Welcome Cirko, Andrew | MySite | Sign Out

Site Actions Browse Page Publish

**my.jhsph.edu** Subagreements ▶ Dashboard I Like It Tags & Notes

Home Academics Committees Departments **Offices** Research & Centers Resources

Subagreement > Search Actions

### SEARCH FOR CHECKLISTS

Checklist #:

SAP Grant #:

JHSPH PI:

JHSPH PI Department:

Full Subrecipient Legal Name:

Checklist Type:

Checklist Status:

### SEARCH LIST

Checklist	Related Subs	SAP	Primary Investigator	PI Dept	Subrecipient	Type	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

# Highlighted Search Result

Checklist	Related Subs	SAP	Primary Investigator	PI Dept	Subrecipient	Type	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 Actions

<b>Basic Information</b>	<b>Basic Information</b>
Finance	Requestor's Name: <input type="text" value="Cirko, Andrew ;"/>
JHSPH Details	Requestor's Department: <input type="text" value="Biochemistry and Molecular Bic"/>
Subrecipient Details	Requestor's Email: <input type="text" value="acirko@jhsp.edu"/>
Banking Information	Requestor's Phone: <input type="text" value="443-287-0000"/>
Subagreement Details	Is this a Vendor Services Agreement? <input checked="" type="radio"/> Yes <input type="radio"/> No
Compliance	SAP Grant #: <input type="text" value="123-456"/>
Attachments	Discretionary Acct #: <input type="text"/>
Verify & Submit	Full Subrecipient Legal Name: <input type="text" value="Subs R Us"/>
	JHSPH Principal Investigator: <input type="text" value="Alfriend, Amy S."/>
	JHSPH PI Department: <input type="text" value="Biochemistry and Molecular Bic"/>
	<b>Biochemistry and Molecular Biology personnel who will receive email notifications:</b> Hamann, Ray
	List any additional people to receive email notifications (enter email addresses separated by semicolons) <input type="text"/>

**Progress**

**ORA Status:** Review in Progress  
**Finance Status:** Checklist Complete  
**Requestor**

Cirko, Andrew	Biochemistry and Molecular Biology
acirko@jhsp.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

# Progress Tracking

## Progress

**ORA Status:** Review in Progress

**Finance Status:** Checklist Complete

### Requestor

Cirko, Andrew Biochemistry and  
Molecular Biology

acirko@jhsp.h.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 ▾

#### Basic Information

Finance

JHSPH Details

Subrecipient Details

Banking Information

Subagreement Details

Compliance

Attachments

Verify & Submit

#### Basic Information

Requestor's Name:   

Requestor's Department:  ▾

Requestor's Email:

Requestor's Phone:

Is this a Vendor Services Agreement?  Yes  No

SAP Grant #:

Discretionary Acct #:

Full Subrecipient Legal Name:

JHSPH Principal Investigator:  ▾

JHSPH PI Department:  ▾

**Department personnel who will receive email notifications:**

List any additional people to receive email notifications (enter email addresses separated by semicolons)

#### Progress

**ORA Status:** [New Subagreement](#)

**Finance Status:** [New Subagreement](#)

**Requestor**

Created:

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:

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Created on by

Last modified on by

# Required Fields

### Subagreement

Subagreement Actions ▾

- Basic Information
- Finance
- JHSPH Details
- Subrecipient Details
- Banking Information
- Subagreement Details
- Compliance
- Attachments
- Verify & Submit

#### Basic Information

Requestor's Name:   

Requestor's Department:  ▾

Requestor's Email:

Requestor's Phone:

Is this a Vendor Services Agreement?  
 Yes  
 No

SAP Grant #:

Discretionary Acct #:

Full Subrecipient Legal Name:

JHSPH Principal Investigator:  ▾

JHSPH PI Department:  ▾

**Department personnel who will receive email notifications:**

List any additional people to receive email notifications (enter email addresses separated by semicolons)

#### Progress

**ORA Status:** [New Subagreement](#)

**Finance Status:** [New Subagreement](#)

**Requestor**

Created:  
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:

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Created on by  
Last modified on by

# Basic Information - Saved

Subagreement x

Subagreement Actions ▾

<b>Basic Information</b>	<b>Basic Information</b>
Finance	Requestor's Name: <input type="text" value="Cirko, Andrew ;"/>  
JHSPH Details	Requestor's Department: <input type="text" value="Biostatistics"/> ▾
Subrecipient Details	Requestor's Email: <input type="text" value="acirko@jhsp.edu"/>
Banking Information	Requestor's Phone: <input type="text" value="443-287-0000"/>
Subagreement Details	Is this a Vendor Services Agreement? <input type="radio"/> Yes <input checked="" type="radio"/> No
Compliance	SAP Grant #: <input type="text" value="123-456"/>
Attachments	Discretionary Acct #: <input type="text"/>
Verify & Submit	Full Subrecipient Legal Name: <input type="text" value="Teresa Crowd"/>
	JHSPH Principal Investigator: <input type="text" value="Alexandre, Pierre K."/> ▾
	JHSPH PI Department: <input type="text" value="Biostatistics"/> ▾
	<b>Biostatistics personnel who will receive email notifications:</b> Laltoo, Roger Cirko, Andrew Hamann, Ray
	List any additional people to receive email notifications (enter email addresses separated by semicolons) <input type="text"/>
	<input type="button" value="Save"/>

### Progress

<b>ORA Status:</b>	Draft
<b>Finance Status:</b>	Draft
<b>Requestor</b>	
Cirko, Andrew	Biostatistics
acirko@jhsp.edu	443-287-0000
Created:	2/4/2014
Submitted for Processing:	
<b>Finance Review</b>	
In Process:	
In Process By:	
96 IO# Workflowed to SPSS:	
96 IO# Workflowed to SPSS by:	
96 IO# Entered:	
<b>ORA Review</b>	
Assigned to Subwriter:	
Subwriter Name:	
All Documents Received:	
Sent to Subrecipient:	
PEA Received:	
FEA Completed:	
FEA Sent to Subrecipient:	

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Created on 2/4/2014 by Cirko, Andrew  
Last modified on 2/4/2014 by SPHAD\acirko

# Finance

Subagreement

Subagreement Actions

**Basic Information**

**Finance**

SAP Grant #: 123-456

Full Subrecipient Legal Name: Teresa Crowd

Responsible Cost Center:

Principal Investigator for IO: Select one

Principal Investigator PERNR for IO:

Location:

On Campus

Off Campus

Please include justification below:

990 Country Code: Select one

IO # to Reduce:

Sponsored Class to Reduce:

Subaward IO Budget Class 642400:

Subaward IO Budget Class 699998:

Subaward Total Budget:

JHU F&A Base \$ Amount:

If Federal, enter \$25,000

JHU F&A Rate:

Enter as 62%, 36%, etc. (Less than 100%)

JHU F&A Cap:

IO Request Comments/Notes

Contact Information:

Internal Order (96 IO #):

**Progress**

**ORA Status:** Draft

**Finance Status:** Draft

**Requestor**

Cirko, Andrew Biostatistics  
acirko@jhspsh.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:

Created on 2/4/2014 by Cirko, Andrew  
Last modified on 2/4/2014 by SPHAD\acirko

# JHSPH Details

Subagreement Actions ▾

Subagreement

Basic Information	<b>JHSPH Details</b>
Finance	SAP Grant: <input type="text" value="123-456"/>
JHSPH Details	Discretionary Account #: <input type="text"/>
Subrecipient Details	Purchase Order #: <input type="text"/>
Banking Information	<b>JHSPH Principal Investigator</b>
Subagreement Details	Project Title: <input type="text"/>
Compliance	Principal Investigator: <input type="text" value="Alexandre, Pierre K."/> ▾
Attachments	PI Country: <input type="text" value="Select one"/> ▾
Verify & Submit	PI Department: <input type="text" value="Biostatistics"/> ▾
	PI Phone: <input type="text"/>
	PI Email Address: <input type="text"/>
	PI Address: <input type="text"/>
	PI Address 2: <input type="text"/>
	PI City: <input type="text"/>
	PI State: <input type="text"/> ▾
	PI Zip: <input type="text"/>
	<b>JHSPH Person to Receive Invoices</b>
	Invoice To: <input type="text"/>
	Invoice To Address: <input type="text"/>
	Invoice To Address 2: <input type="text"/>
	Invoice To Phone: <input type="text"/>
	Invoice To Fax: <input type="text"/>
	Invoice To Email Address: <input type="text"/>
	Comments: <input type="text"/>
	<input type="button" value="Save"/>

**Progress**

**ORA Status:** Draft  
**Finance Status:** Draft

**Requestor**

Cirko, Andrew	Biostatistics
acirko@jhspsh.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:

Created on 2/4/2014 by Cirko, Andrew  
Last modified on 2/4/2014 by SPHAD\acirko

# Subrecipient Details

Subagreement

Subagreement Actions

Basic Information	<b>Subrecipient Details</b>
Finance	Full Subrecipient Legal Name: <input type="text" value="Teresa Crowd"/>
JHSPH Details	Has Subrecipient been screened? <input type="radio"/> Yes <input type="radio"/> No
Subrecipient Details	Domestic/Foreign: <input type="radio"/> Domestic <input type="radio"/> Foreign
Banking Information	If Prime is Federal, Subrecipient DUNS#: <input type="text"/>
Subagreement Details	Has JHU ever done business with this Subrecipient? <input type="radio"/> Yes <input type="radio"/> No
Compliance	Subrecipient Organization Type: <input type="text" value="Select One"/>
Attachments	Subrecipient's Country: <input type="text" value="Select one"/>
Verify & Submit	Subrecipient's Address: <input type="text"/>
	Subrecipient's Address 2: <input type="text"/>
	Subrecipient's City: <input type="text"/>
	Subrecipient's State: <input type="text" value="Select One"/>
	Subrecipient's Zip: <input type="text"/>
	Subrecipient's Phone: <input type="text"/>
	Subrecipient's Fax: <input type="text"/>
	Subrecipient's Email: <input type="text"/>
	Full Title (e.g. Dr/PhD) of Subrecipient Project Director/PI: <input type="text"/>
	Admin Contact name at Subrecipient Site: <input type="text"/>
	Address/contact information and Admin Contact info the same? <input type="checkbox"/>
	Admin Contact Country: <input type="text" value="Select one"/>
	Admin Contact Address: <input type="text"/>
	Admin Contact Address 2: <input type="text"/>
	Admin Contact City: <input type="text"/>
	Admin Contact State: <input type="text" value="Select One"/>
	Admin Contact Zip: <input type="text"/>
	Admin Contact Phone: <input type="text"/>
	Admin Contact Email: <input type="text"/>

**Progress**

**ORA Status:** Draft  
**Finance Status:** Draft

**Requestor**  
Cirko, Andrew Biostatistics  
acirko@jhspsh.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:

Created on 2/4/2014 by Cirko, Andrew  
Last modified on 2/4/2014 by SPHAD\acirko

# Banking Information

Subagreement

Subagreement > Edit > Checklist D20 Actions

Basic Information	<b>Banking Information</b> <b>(Only for foreign subrecipients)</b>
Finance	Bank Name: <input type="text"/>
JHSPH Details	Bank Address: <input type="text"/>
Subrecipient Details	Name on Account: <input type="text"/>
<b>Banking Information</b>	Bank Account #: <input type="text"/>
Subagreement Details	Bank Routing Code: <input type="text"/>
Compliance	SWIFT Code: <input type="text"/>
Attachments	Bank US Correspondent: <input type="text"/>
Verify & Submit	<input type="button" value="Save"/>

**Progress**

**ORA Status:** Draft

**Finance Status:** Draft

**Requestor**

Cirko, Andrew	Biostatistics
acirko@jhspsh.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:

Created on 2/4/2014 by Cirko, Andrew  
Last modified on 2/4/2014 by Cirko, Andrew

# Subagreement Details

Subagreement x

Subagreement > Edit > Checklist D20 Actions ▾

<b>Basic Information</b>	<b>Subagreement Details</b>
Finance	Prime Sponsor Name: <input type="text"/>
JHSPH Details	Prime Sponsor Award#: <input type="text"/>
Subrecipient Details	If Prime is federal government, is current Subagreement amount obligated \$25,000 or more? <input type="radio"/> Yes <input type="radio"/> No
Banking Information	If Prime is federal government, is cumulative amount for \$25,000 or more? <input type="radio"/> Yes <input type="radio"/> No
<b>Subagreement Details</b>	<b>Subagreement Period of Performance</b>
Compliance	Current PoP Start: <input type="text"/>
Attachments	Current PoP End: <input type="text"/>
Verify & Submit	Total PoP Start: <input type="text"/>
	Total PoP End: <input type="text"/>
	<b>Subagreement Budget</b>
	Total Award Amount (\$): <input type="text"/>
	Total Award: <input type="text"/>
	Obligated Amount This Action: <input type="text"/>
	Total Obligated to Date (\$): <input type="text"/>
	Total Amount Obligated to Date: <input type="text"/>
	Award Type: <input type="text" value="Select One"/> Fixed Price with Milestones/Deliverables. 1st payment over 20% require approval from Department Chair
	Invoice Frequency: <input type="text" value="Select One"/>
	First Payment/Advance Payment Justification and approval if over 20% of total project cost? <input type="radio"/> Yes <input type="radio"/> No
	<b>Progress Reports</b>
	Progress Report Frequency: <input type="text" value="Select One"/>
	Is approval for Subrecipient required from Sponsor? <input type="radio"/> Yes <input type="radio"/> No
	Does Sponsor require a copy of the Subagreement? <input type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Save"/>

**Progress**

**ORA Status:** Draft

**Finance Status:** Draft

**Requestor**

Cirko, Andrew	Biostatistics
acirko@jhspsh.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:

Created on 2/4/2014 by Cirko, Andrew  
Last modified on 2/4/2014 by Cirko, Andrew

# Compliance

<ul style="list-style-type: none"> <li>Basic Information</li> <li>JHSPH Details</li> <li>Subrecipient Details</li> <li>Banking Information</li> <li>Subagreement Details</li> <li><b>Compliance</b></li> <li>Attachments</li> <li>Verify &amp; Submit</li> </ul>	<p><b>Compliance</b></p> <p><b>Intellectual Property:</b> Which party will own the deliverables and/or data created by Subrecipient?</p> <p>Subrecipient and JHU Please explain: ere</p> <p><b>Publication Restrictions:</b> Can Subrecipient freely publish results of the work performed on this subagreement?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Please list restrictions below: ere</p> <p><b>Actual/Potential Conflict:</b> Are there any actual or potential conflict of interest issues (real or perceived) regarding this Subagreement?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Has JHU reported, in accordance with the JHU COI policy, all financial interests and fiduciary relationships key personnel, spouses/domestic partners, and/or minor dependants have with this Subrecipient?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Confidential or Proprietary Information:</b> Will JHU and/or Subrecipient share any confidential information?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Property/ Equipment:</b> Will Subrecipient be purchasing any equipment?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Use of Animals:</b> Will Subrecipient be using animal subjects on this project?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Use of Human Subjects:</b> Will Subrecipient be using human subjects on this project?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Lower-tier Consultants or Subrecipients?</b> Will Subrecipient be using lower-tier subcontractors or outside consultants to perform the work on this project?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Foreign National Restriction:</b> Is there any restriction in your Prime Award on sharing project information with nationals of a country other than the United States? If unsure, contact ORA.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Why Subrecipient Selected?</b></p> <p><input checked="" type="radio"/> Collaborative Project as indicated on the proposal to sponsor,</p> <p><input type="radio"/> Only one responsible source and no other company available to do such specialized work. Please upload sole source justification,</p> <p><input type="radio"/> Competitive Bid, Please provide the name and addresses of each potential subawardee contacted, as well as an amount and whether or not the bidder was a small, disadvantaged, minority and/or women-owned business.</p> <p><b>Subaward Cost/Price Basis:</b> Detailed Cost Justification</p> <p><b>NOTE: Please ensure that all appropriate documentation concerning the negotiation of the cost or price of this work is kept on file for audit purposes.</b></p> <p><b>By clicking the certification button at the end of this form, you certify that the costs and/ or price of this subaward have been analyzed and determined to be fair and reasonable in accordance with applicable cost principles and federal regulations.</b></p>	<p><b>Progress</b></p> <p><b>ORA Status:</b> Checklist Complete</p> <p><b>Finance Status:</b> Review in Progress</p> <p><b>Requestor</b></p> <table border="0"> <tr> <td>Hamann, Ray</td> <td>Biostatistics</td> </tr> <tr> <td>rlaltoo@jhsp.edu</td> <td>x6779</td> </tr> <tr> <td>Created:</td> <td>3/2/2014</td> </tr> <tr> <td>Submitted for Processing:</td> <td>3/2/2014</td> </tr> </table> <p><b>ORA Review</b></p> <table border="0"> <tr> <td>Assigned to Subwriter:</td> <td>3/3/2014</td> </tr> <tr> <td>Subwriter Name:</td> <td>Campbell, Michelle</td> </tr> <tr> <td>All Documents Received:</td> <td>3/5/2014</td> </tr> <tr> <td>Sent to Subrecipient:</td> <td>3/18/2014</td> </tr> <tr> <td>PEA Received:</td> <td>3/13/2014</td> </tr> <tr> <td>FEA Completed:</td> <td>3/11/2014</td> </tr> <tr> <td>FEA Sent to Subrecipient:</td> <td>3/20/2014</td> </tr> </table> <p><b>Previous Checklist(s):</b> 1588, 142 (SUB)</p> <p>Created on 3/2/2014 by Roger Laltoo Last modified on 3/3/2014 by Roger Laltoo</p>	Hamann, Ray	Biostatistics	rlaltoo@jhsp.edu	x6779	Created:	3/2/2014	Submitted for Processing:	3/2/2014	Assigned to Subwriter:	3/3/2014	Subwriter Name:	Campbell, Michelle	All Documents Received:	3/5/2014	Sent to Subrecipient:	3/18/2014	PEA Received:	3/13/2014	FEA Completed:	3/11/2014	FEA Sent to Subrecipient:	3/20/2014
Hamann, Ray	Biostatistics																							
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FEA Completed:	3/11/2014																							
FEA Sent to Subrecipient:	3/20/2014																							

# Attachments

### Subagreement

Subagreement Actions

Basic Information	<h4>Attachments</h4> <p>Please ensure you have attached the following documents:</p> <ul style="list-style-type: none"><li>• Statement of Work with lists of deliverables</li><li>• Budget</li><li>• Budget Justification</li><li>• Advanced Payment Justification if over 20% over total project cost</li><li>• Cost or pricing analysis</li><li>• Sole Source justification</li><li>• Milestone/Payment Schedule (if fixed price)</li><li>• Current F&amp;A Rate Agreement (required)</li></ul> <p><input type="checkbox"/> I confirm that I have attached all required documents.</p> <h4>Attachments</h4> <p>No documents have been attached.</p> <p><a href="#">+ Add document</a></p> <p><input type="button" value="Save"/></p>	<h4>Progress</h4> <p><b>ORA Status:</b> Draft</p> <p><b>Finance Status:</b> Draft</p> <p><b>Requestor</b></p> <table><tr><td>Cirko, Andrew</td><td>Biostatistics</td></tr><tr><td>acirko@jhsph.edu</td><td>443-287-0000</td></tr><tr><td>Created:</td><td>2/4/2014</td></tr></table> <p>Submitted for Processing:</p> <p><b>Finance Review</b></p> <p>In Process:</p> <p>In Process By:</p> <p>96 IO# Workflowed to SPSS:</p> <p>96 IO# Workflowed to SPSS by:</p> <p>96 IO# Entered:</p> <p><b>ORA Review</b></p> <p>Assigned to Subwriter:</p> <p>Subwriter Name:</p> <p>All Documents Received:</p> <p>Sent to Subrecipient:</p> <p>PEA Received:</p> <p>FEA Completed:</p> <p>FEA Sent to Subrecipient:</p> <hr/> <p>Created on 2/4/2014 by Cirko, Andrew</p> <p>Last modified on 2/4/2014 by SPHAD\acirko</p>	Cirko, Andrew	Biostatistics	acirko@jhsph.edu	443-287-0000	Created:	2/4/2014
Cirko, Andrew			Biostatistics					
acirko@jhsph.edu			443-287-0000					
Created:			2/4/2014					
Finance								
JHSPH Details								
Subrecipient Details								
Banking Information								
Subagreement Details								
Compliance								
Attachments								
Verify & Submit								

# Verify & Submit

### Subagreement

Subagreement Actions ▾

- Basic Information
- Finance
- JHSPH Details
- Subrecipient Details
- Banking Information
- Subagreement Details
- Compliance
- Attachments
- Verify & Submit**

#### Verify & Submit

Comments

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 reasonable and that no actual or potential conflict of interest exists related to this Subagreement.

I certify that this checklist is complete and ready for ORA to process

#### Progress

**ORA Status:** Draft  
**Finance Status:** Draft  
**Requestor**  
Cirko, Andrew      Biostatistics  
acirko@jhspsh.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:

Created on 2/4/2014 by Cirko, Andrew  
Last modified on 2/4/2014 by SPHAD\acirko

# Required Fields

### Subagreement

Subagreement > Edit > Checklist D2088 Actions

- Basic Information
- Finance
- JHSPH Details
- Subrecipient Details**
- Banking Information
- Subagreement Details
- Compliance
- Attachments
- Verify & Submit**

#### Verify & Submit

Comments

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 reasonable and that no actual or potential conflict of interest exists related to this Subagreement.

I certify that this checklist is complete and ready for ORA to process

Save Submit for Processing

#### Progress

**ORA Status:** Draft  
**Finance Status:** Draft  
**Requestor**  
Hamann, Ray                      Mental Health  
rhamann@jhsph.edu              59607  
Created:                              3/1/2014  
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:

**Previous Checklist(s):**

Created on 3/1/2014 by Hamann, Ray  
Last modified on 3/1/2014 by Hamann, Ray

# Checklist Returned for Edit

Subagreement

Subagreement > Edit > Checklist 4005 Actions ▾

**Basic Information**

Requestor's Name:

Requestor's Department:

Requestor's Email:

Requestor's Phone:

Is this a Vendor Services Agreement?  Yes  No

SAP Grant #:

Discretionary Acct #:

Full Subrecipient Legal Name:

JHSPH Principal Investigator:

JHSPH PI Department:

**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)

**Your Attention is Required**

ORA has returned your checklist for editing

Need more details in Compliance - Property/Equipment

**Progress**

**ORA Status:** Returned for Edit

**Finance Status:** Submitted for Processing

**Requestor**

Cirko, Andrew	Biochemistry and Molecular Biology
acirko@jhsp.edu	443-287-0000
Created:	2/28/2014
Submitted for Processing:	2/28/2014

**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:	2/28/2014
Subwriter Name:	Hamann, Ray

All Documents Received:

Sent to Subrecipient:

PEA Received:

FEA Completed:

FEA Sent to Subrecipient:

**Previous Checklist(s):**

Created on 2/28/2014 by Cirko, Andrew  
Last modified on 2/28/2014 by SP Test - EPI Faculty

Basic Information

Finance

JHSPH Details

Subrecipient Details

Banking Information

Subagreement Details

Compliance

Attachments

Verify & Submit

# Search Modifications

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Home Academics Committees Departments **Offices** Research & Centers Resources Search this site... ?

Subagreement > Search Modifications Actions

**SEARCH FOR CHECKLISTS**

Checklist #:

SAP Grant #:

JHSPH PI:

JHSPH PI Department:

Full Subrecipient Legal Name:

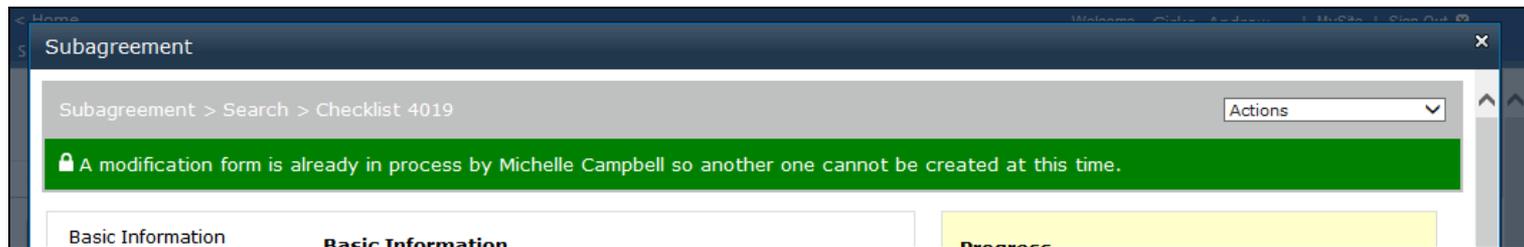
Checklist Type:

Checklist Status:

**SEARCH LIST**

No checklists to review.

# Modifications Already in Process



# Modification

Subagreement

Subagreement > Edit > Checklist D2105 Actions

**Basic Information**

JHSPH Details

Subrecipient Details

Banking Information

Subagreement Details

Compliance

Attachments

Verify & Submit

**Basic Information**

Requestor's Name:   

Requestor's Department:  

Requestor's Email:

Requestor's Phone:

Is this a Vendor Services Agreement?  Yes  No

SAP Grant #:

Discretionary Acct #:

Full Subrecipient Legal Name:

JHSPH Principal Investigator:  

JHSPH PI Department:  

**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:** Draft

**Finance Status:** N/A

**Requestor**

Cirko, Andrew	Biochemistry and Molecular Biology
acirko@jhsp.edu	443-287-0000
Created:	3/2/2014
Submitted for Processing:	

**ORA Review**

Assigned to Subwriter:

Subwriter Name:

All Documents Received:

Sent to Subrecipient:

PEA Received:

FEA Completed:

FEA Sent to Subrecipient:

**Previous Checklist(s):**  
4008

Created on 3/2/2014 by Cirko, Andrew  
Last modified on 3/2/2014 by Cirko, Andrew

# Status History

Status History			
Change	Change On	Change By	Comments
New Subrecipient Request	2/28/2014	Cirko, Andrew	

Print History

# View Subagreement – Full Checklist

View Subagreement	
<b>Basic Information</b>	
Requestor's Name:	Cirko, Andrew
Requestor's Department:	Biochemistry and Molecular Biology
Requestor's Email:	acirko@jhspsh.edu
Requestor's Phone:	443-287-0000
Is this a Vendor Services Agreement?	Yes
SAP Grant #:	123-456
Discretionary Acct #:	
Full Subrecipient Legal Name:	Subs R Us
JHSPH Principal Investigator:	Alfriend, Amy S.
JHSPH PI Department:	
Additional people to receive email notifications:	
Subagreement Type:	Subagreement
<b>Finance</b>	
CostCenter	1603456000
PrincipalInvestigatorforIO	Label
PIPernrforIO	A24567
<b>JHSPH Details</b>	
ShoppingCart_x0023_	
DateShoppingCartSubmitted	
PurchaseOrder_x0023_	
PIDepartment	Biochemistry and Molecular Biology
PIPhone	443-000-0000
PIEmailAddress	mynname@jhu.edu
PIAddress	615 N Wolfe Street
PIAddress2	
PICity	Baltimore
PIState	
PIZip	21205
PICountry	
InvoiceTo	Teresa Crowd
InvoiceToAddress	516 S Coyote Street
InvoiceToAddress2	
InvoiceToPhone	443-999-9999
InvoiceToFax	
InvoiceEmail	hername@jhu.edu
InvoiceComments	
JHUPrincipalInvestigator	
ProjectTitle	Project X

# Questions?

- ORA – Debra Brodli, [dbrodli1@jhu.edu](mailto:dbrodli1@jhu.edu)
- Finance – Kate Calvin, [kcalvin1@jhu.edu](mailto:kcalvin1@jhu.edu)
- Information Technology – please complete an IT help call

Thank you!