JHURA PROPOSAL REVIEW SERVICES

PARTIAL REVIEW ⟹ COMPLIANCE

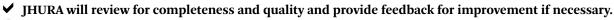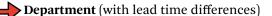|	3+ DAYS	2 DAYS	1 DAY
AGENCY SUBMISSION			
Validations	✔	✔	✔
Endorsed Documents	✔	✔	✔
Confirm Submission	✔	✔	✔
JHU DOCUMENTS			
FCOI Declaration	✔	✔	◑
Coeus Representations and Certifications	✔	✔	
Internal Budget	✔	✔	
Subrecipient/Vendor Determination Form	✔	✔	
FULL REVIEW			
Agency Announcement	✔	◑	◑
Scope of Work	✔		
Budget	✔		
Budget Justification	✔		
Other documents	✔		
Subrecipient Documents	✔		

JHURA will review proposal components with the depth of review based on the above timeline.

✔ JHURA will review for completeness and quality and provide feedback for improvement if necessary.

◑ JHURA will review for completeness but not accuracy/quality.

Risk of Proposal Success shifts from **JHURA** ⟶ **Department** (with lead time differences)

ESTIMATED RISK FOR SUCCESSFUL SUBMISSION

JOHNS HOPKINS UNIVERSITY

JHURA GLOSSARY

AGENCY SUBMISSION

Validations
eRA systems checks all electronic grant applications against application guide instructions and the funding opportunity announcements (FOAs). These system checks are called validations. When an application is found to be non-compliant with the instructions, the eRA system can generate errors and/or warnings. JHURA confirms that validations are complete and alerts the department if there are errors/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 submission, validation, receipt, and retrieval confirmations from the agency. JHURA saves these confirmations with the proposal and provides them to the department via email to confirm the proposal has been submitted.

JHU DOCUMENTS

FCOI Declaration
Financial Conflict of Interest (FCOI) is part of 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 NIH's compliance oversight. At the proposal stage, JHURA confirms that the Principal Investigator (PI) has completed the declaration. JHURA reviews for accuracy.

Coeus Representations
Coeus is JHU's proposal software system, and includes several representations, including Financial Conflict of Interest (FCOI) (required by certain agencies), various compliance representations such as notifications to Export Controls and the IRB. Documents included are the Investigator Certifications, MCQ, MIQ, and CCQ. JHURA reviews for completeness, signatures, and consistency.

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. JHURA checks for completeness and JHU compliance. Given a 3 day lead time, JHURA checks accuracy, and sponsor compliance.

JHU DOCUMENTS CONT.

Subrecipient/Vendor Determination Form
This mandatory form is used to document the characteristics of the relationship between an external entitiy and the University to determine that the entity is properly treated as a subrecipient as opposed to a vendor/contractor. Properly classifying the relationship is essential because it determines the allocation of indirect cost rates, and is critical to ensure proper accounting for costs and compliance requests. The University follows the requirements in the UG to determine subrecipient monitoring. JHURA confirms the determination agrees with the proposal, signs it, and uploads the signed document to Coeus.

FULL REVIEW

Agency Announcement
A request from an agency or sponsor to solicit proposals for certain research and development and other projects. It will include relevant submission information, including the due date and required documents. Given adequate time, JHURA thoroughly reviews the proposal and announcement for congruency and provides feedback for improvement. Types of announcements include:

RFA- **Requests for Applications** are typically one-time solicitations for grant applications addressing a defined research topic.

RFP-**Request for Proposal** is a document that describes a project's needs and asks for proposed solicitations from qualified vendors.

BAA- **The Broad Agency Announcement** is a technique for U.S. government agencies to solicit proposals from groups for certain research and development. (RFP), Broad Agency Announcement (BAA), and other solicitations. JHURA checks the following documents for inclusion, compliance, completeness and, accuracy if given adequate lead time.

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.

Budget Justification
The 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 sub-award (outgoing from JHU), a letter of intent, scope of work, budget, budget justification, and Negotiated Indirect Cost Rate Agreement (NICRA) should be included.