

External User Guide for
JHURA Agreement Workflow System
(JAWS)



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1 PURPOSE

The JHURA Agreement Workflow System (JAWS) is the Johns Hopkins University Research Administration's (JHURA's) centralized, on-line database for tracking and managing all sponsored agreements, including negotiation, workflow and document storage.

This *JHURA Agreement Workflow System User Guide* provides an overview of the basic functions and usage of the JHURA Agreement Workflow System.

2 SYSTEM FUNCTIONS

The JHURA Agreement Workflow System provides the ability to enter and submit sponsored agreements to JHURA, and to log and report on the stages of the agreement creation and modification process.

All users with a valid JHED account can log on to JAWS. The user's role in the system determines which records can be viewed. Only JHURA personnel and the JHSPH Office of Financial Operations can modify records.

3 LOGGING ON TO JAWS

To use the JHURA Agreement Workflow System, go to the JHURA Systems site at <https://jhurasystems.jhu.edu>. The *JHURA Systems* page will be displayed.

Note: You may need to login to your JHED account to proceed. The JHED login page will be displayed, and after successful login, the JHURA Systems page will appear.

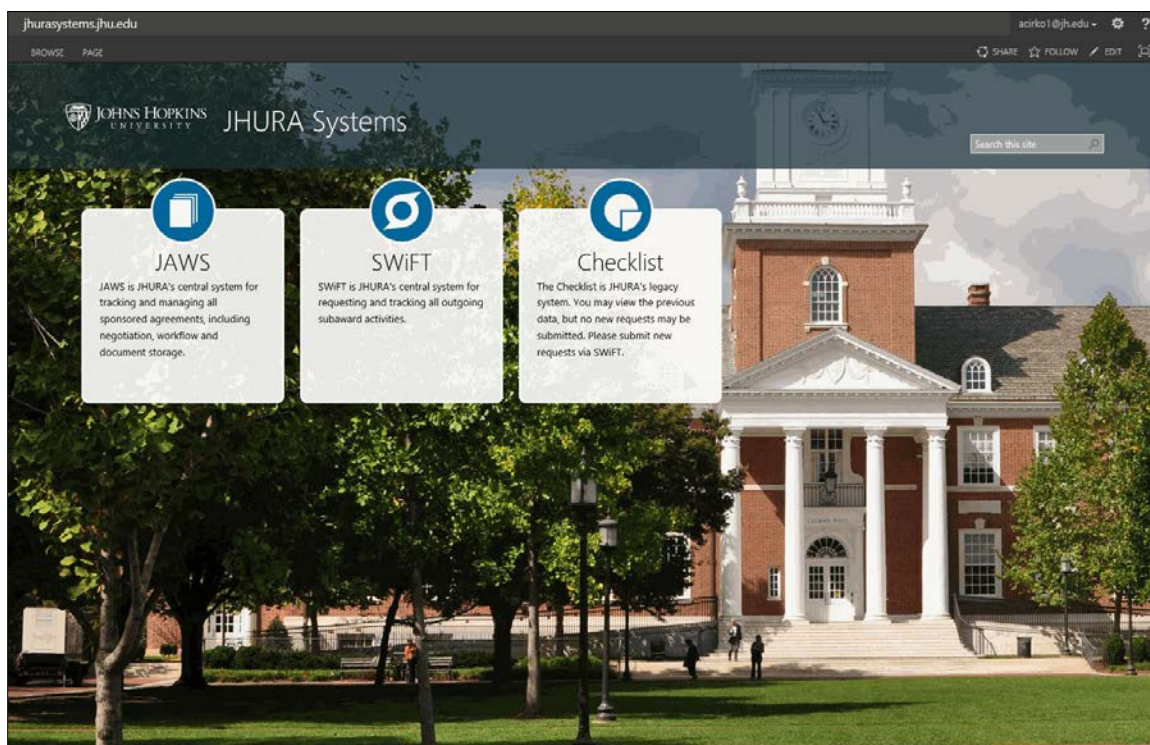


Figure 1: JHURA Systems

Click on the JAWS graphic. The JAWS *Search* page will be displayed, as shown in Section 4, *Searching for Records*.

4 SEARCHING FOR RECORDS

The Search page, displayed below, is used to search for existing records in JAWS. This is also the initial page displayed upon login.

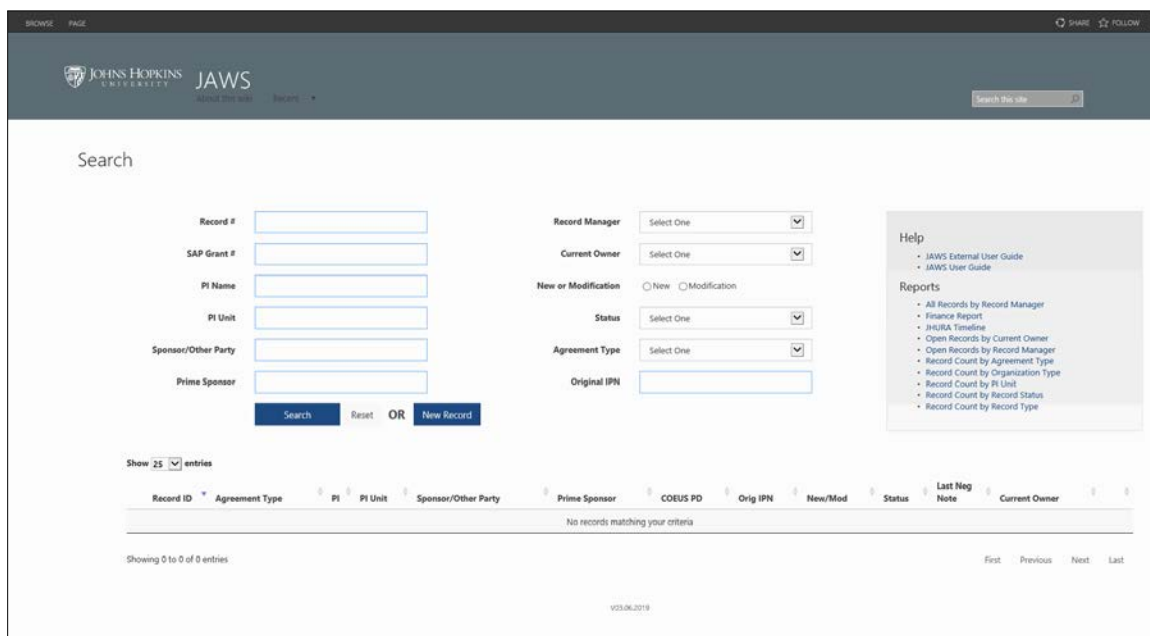


Figure 2: Search

The fields are listed and described in the table below.

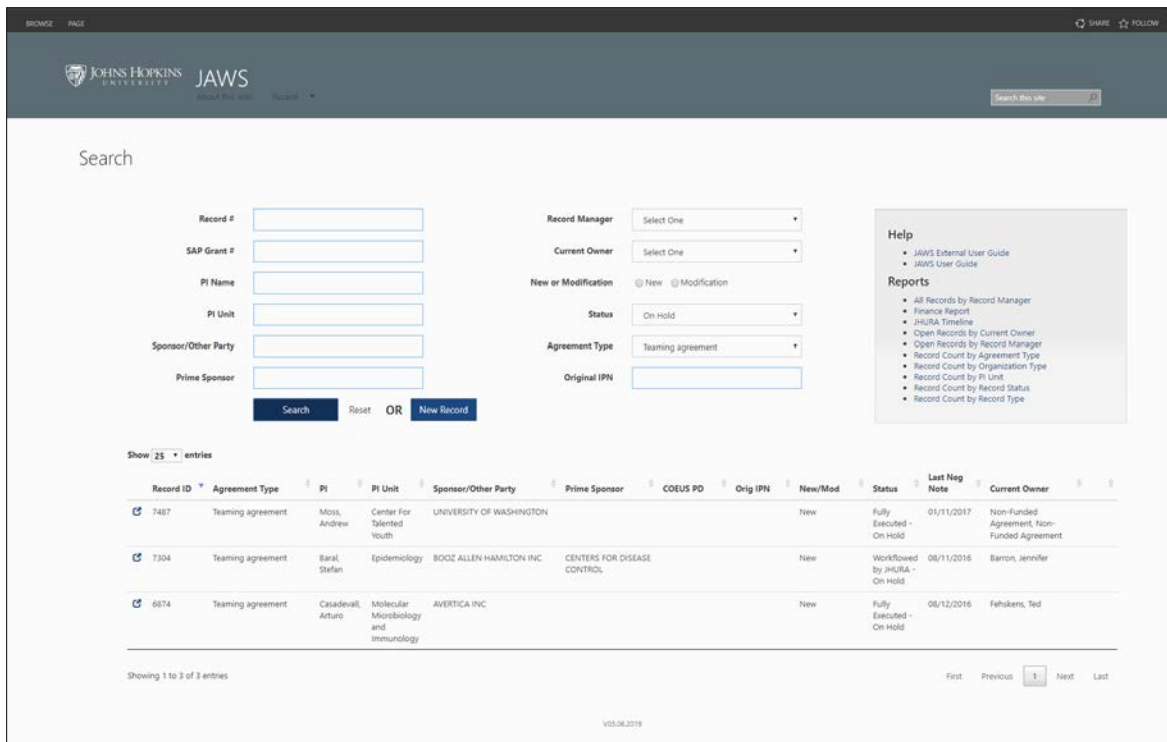
Search Field	Description	Dropdown Choices
Record #	Unique JAWS Identifier for a record.	All record numbers in submitted agreements
SAP Grant #	Unique JHU Identifier for award accounts.	<enter number>
PI Name	The first and last name of the Principal Investigator.	All PIs in JAWS system
PI Unit	The department/center/institute/school in which the Principal Investigator has chosen to perform the project.	All departments and other PI units
Sponsor/Other Party	The organization that funds a research project.	Available sponsors from SAP
Prime Sponsor	The organization that funds the Sponsor of the research project.	Available sponsors from SAP
Record Manager	The person who is overall responsible for the record.	All owner names in submitted agreements
Current Owner	The person who is currently in possession of the record.	All owner names in submitted agreements
New or Modification	Record type denoting whether this is a new action or a modification to an existing action.	Select one

Search Field	Description	Dropdown Choices
Status	The category that explains where the record is in process.	Pending Save In Progress Owner Assigned On Hold Withdrawn Initiated Review and Negotiation PEA Fully Executed Initiated Processing Workflowed by JHURA At SPSS SAP Setup/Update Complete Closed
Agreement Type (Refer to Appendix C, JAWS Agreement Type Guide).	The category of the award mechanism.	Allocation agreement CDA/NDA Cooperative agreement CRADA Data use agreement Equipment loan agreement (Bailment) Grant Incoming professional services agreement Incoming subcontract Incoming subgrant Letter of authorization License agreement Master agreement Material transfer agreement Membership agreement Memorandum of understanding Notice of Award Pre-Award Pre-teaming agreement Program income agreement Publication authorship agreement Secondment agreement/IPA Service center agreement Standard research agreement Student placement agreement Task order agreement Teaming agreement
Original IPN	The Institute Proposal Number used to workflow a record. It is the number linked to the SAP Grant number.	< enter number >

Initially, any agreements that you have permission to access will be listed in the lower portion of the page.

Select the search criteria (at least one item) and click on **Search**. The search results will appear in the lower part of the page, as shown below. The example below is a search for all agreements where the Status is *On Hold* and the Agreement Type is *Teaming agreement*.

Note: If you do not enter any search criteria, the search results will list all agreements in JAWS that you have permission to access.



Search

Record #

SAP Grant #

PI Name

PI Unit

Sponsor/Other Party

Prime Sponsor

Record Manager: Select One

Current Owner: Select One

New or Modification: New Modification

Status: On Hold

Agreement Type: Teaming agreement

Original IPN:

Search Reset OR New Record

Show 25 entries

Record ID	Agreement Type	PI	PI Unit	Sponsor/Other Party	Prime Sponsor	COEUS PD	Orig IPN	New/Mod	Status	Last Neg Note	Current Owner
7487	Teaming agreement	Mois, Andrew	Center For Talented Youth	UNIVERSITY OF WASHINGTON				New	Fully Executed - On Hold	01/11/2017	Non-Funded Agreement, Non-Funded Agreement
7304	Teaming agreement	Baral, Stefan	Epidemiology	BOOZ ALLEN HAMILTON INC	CENTERS FOR DISEASE CONTROL			New	Workflowed by JHURA - On Hold	08/11/2016	Barron, Jennifer
6874	Teaming agreement	Casadevall, Arturo	Molecular Microbiology and Immunology	AVERTICA INC				New	Fully Executed - On Hold	08/12/2016	Fehskens, Ted

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

V03.04.2019

Figure 3: Search Results

To display the information for a record in the search results, click anywhere in that row. The default view for records in JAWS is the *Basic Information* tab.

Record ID: 7304 ⚙️ 🔍

Basic Information

New or Modification? New Modification

Related Record Unknown

Funded? Funded Unfunded Clear

Agreement Type

Fast Track

Keywords

IPN

Original IPN

Sponsor

Sponsor Code

Prime Sponsor

Prime Sponsor Code

PI Name Add PI if not in list

PI Unit

Project Title

Organization Type

COEUS PD

SAP Grant #

Sponsor Award Number

Proposal Type

International Activity? Yes No Clear

Outgoing subawards? Yes No Clear

JHURA Template? Yes No Clear

Publication Restriction? Yes No Clear

IP Ownership

Data/FISMA Plan Required? Yes No Clear

Business Ethics Yes No Clear

252.204-7012 Yes No Clear

Royalty Sharing Terms Yes No Clear

Comments

(Limit 1000 characters)

Sponsor Contact

JHU Contacts

Use semi-colons (;) to separate email addresses

Save Basic Information

Record Status
Workflowed by JHURA - On Hold

Record Manager

Current Owner

Set reminder for Current Owner
of days
 OFF

Assigned To Current Owner

First in JHURA

All Docs Received

PEA Date

FEA Date

Ready for Processing

Processed by JHURA

Oculus Workflow

SPSS Notification

Closed

Related Record(s)

Created on 07/21/2016 by Nevea, Deborah
Modified on 01/19/2017 by Talur, Megha

Record Access

Adams, Alissa - aadams46	<input type="button" value="🔒"/>
Alston, Chavon - calston6	<input type="button" value="🔒"/>
Baral, Stefan - SBARAL1	<input type="button" value="🔒"/>
Bonacorsi, Steven - sbonacc1	<input type="button" value="🔒"/>
Gorsuch, Kristi - kgorsuc2	<input type="button" value="🔒"/>
Hawkins, April - ahawkin7	<input type="button" value="🔒"/>
Maier, Gabriel - gmaier1	<input type="button" value="🔒"/>
Miller, Matthew - mmille16	<input type="button" value="🔒"/>
Supan, Ben - vsupan1	<input type="button" value="🔒"/>
Swisher, Shari - sswishe1	<input type="button" value="🔒"/>
Testing, sptbstatetf - sptbstatet	<input type="button" value="🔒"/>
Toma, Joanna - jbizub1	<input type="button" value="🔒"/>
Waller, Caleb - cwaller1	<input type="button" value="🔒"/>
Worsley, Dwain - dworsle2	<input type="button" value="🔒"/>

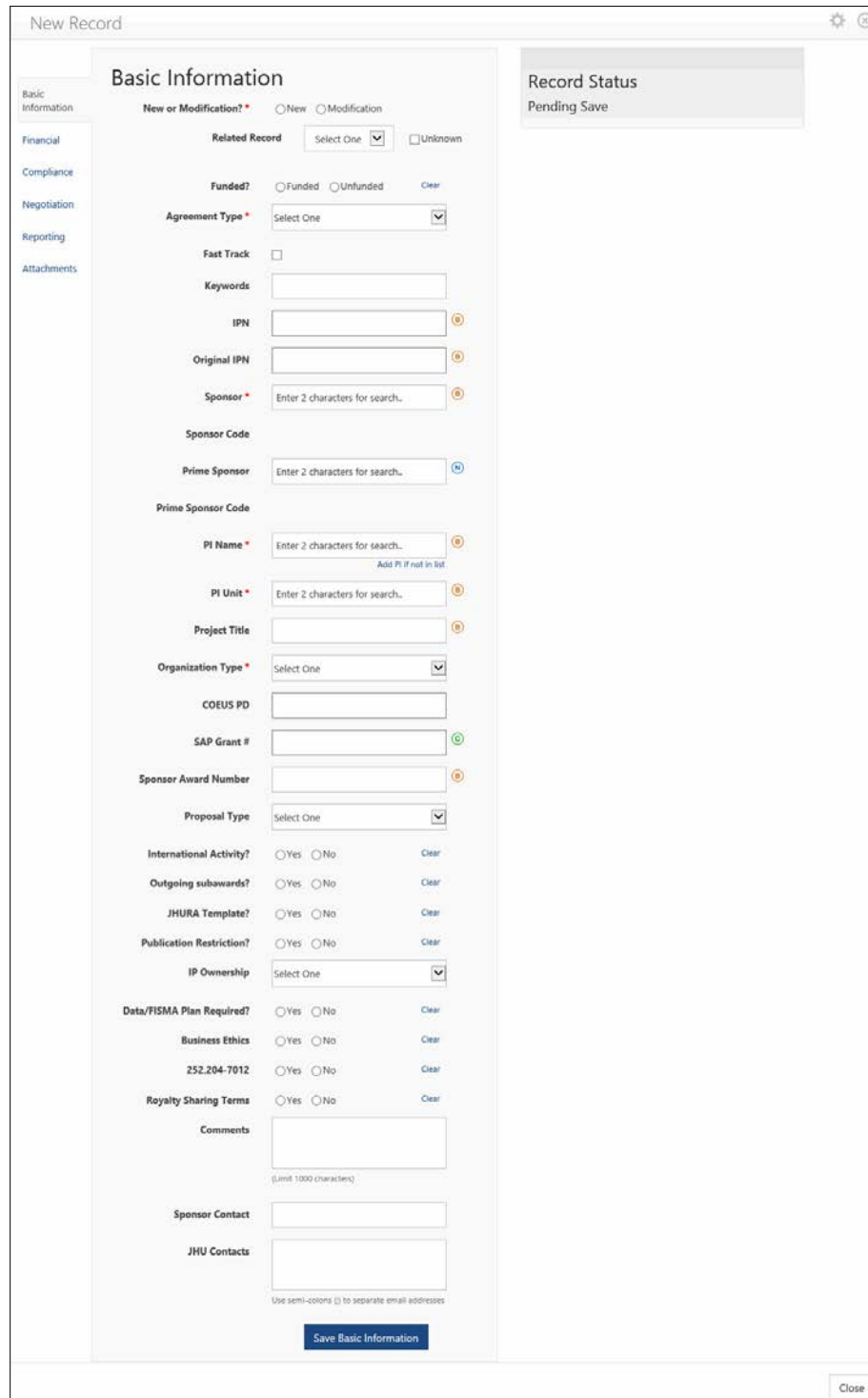
Add person

SPSS Checklist Package

Figure 4: Agreement Record from Search Results

4.1 Basic Information Tab

The **Basic Information** tab is the default starting page when viewing a record.



The screenshot shows a web form titled "New Record" with a "Basic Information" tab selected. The form is divided into several sections:

- Record Status:** Pending Save
- New or Modification? ***: Radio buttons for "New" (selected) and "Modification".
- Related Record:** A dropdown menu set to "Select One" and a checkbox for "Unknown".
- Funded?:** Radio buttons for "Funded" (selected) and "Unfunded", with a "Clear" link.
- Agreement Type *:** A dropdown menu set to "Select One".
- Fast Track:** A checkbox.
- Keywords:** A text input field.
- IPN:** A text input field with a magnifying glass icon.
- Original IPN:** A text input field with a magnifying glass icon.
- Sponsor *:** A text input field with a placeholder "Enter 2 characters for search..." and a magnifying glass icon.
- Sponsor Code:** A text input field.
- Prime Sponsor:** A text input field with a placeholder "Enter 2 characters for search..." and a magnifying glass icon.
- Prime Sponsor Code:** A text input field.
- PI Name *:** A text input field with a placeholder "Enter 2 characters for search..." and a magnifying glass icon. Below it is a link "Add PI if not in list".
- PI Unit *:** A text input field with a placeholder "Enter 2 characters for search..." and a magnifying glass icon.
- Project Title:** A text input field with a magnifying glass icon.
- Organization Type *:** A dropdown menu set to "Select One".
- COEUS PD:** A text input field.
- SAP Grant #:** A text input field with a magnifying glass icon.
- Sponsor Award Number:** A text input field with a magnifying glass icon.
- Proposal Type:** A dropdown menu set to "Select One".
- International Activity?:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- Outgoing subawards?:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- JHURA Template?:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- Publication Restriction?:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- IP Ownership:** A dropdown menu set to "Select One".
- Data/FISMA Plan Required?:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- Business Ethics:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- 252.204-7012:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- Royalty Sharing Terms:** Radio buttons for "Yes" and "No" (selected), with a "Clear" link.
- Comments:** A text area with a "(Limit: 1000 characters)" note below it.
- Sponsor Contact:** A text input field.
- JHU Contacts:** A text input field with a note "Use semi-colons (;) to separate email addresses" below it.

At the bottom of the form is a blue button labeled "Save Basic Information" and a "Close" button in the bottom right corner.

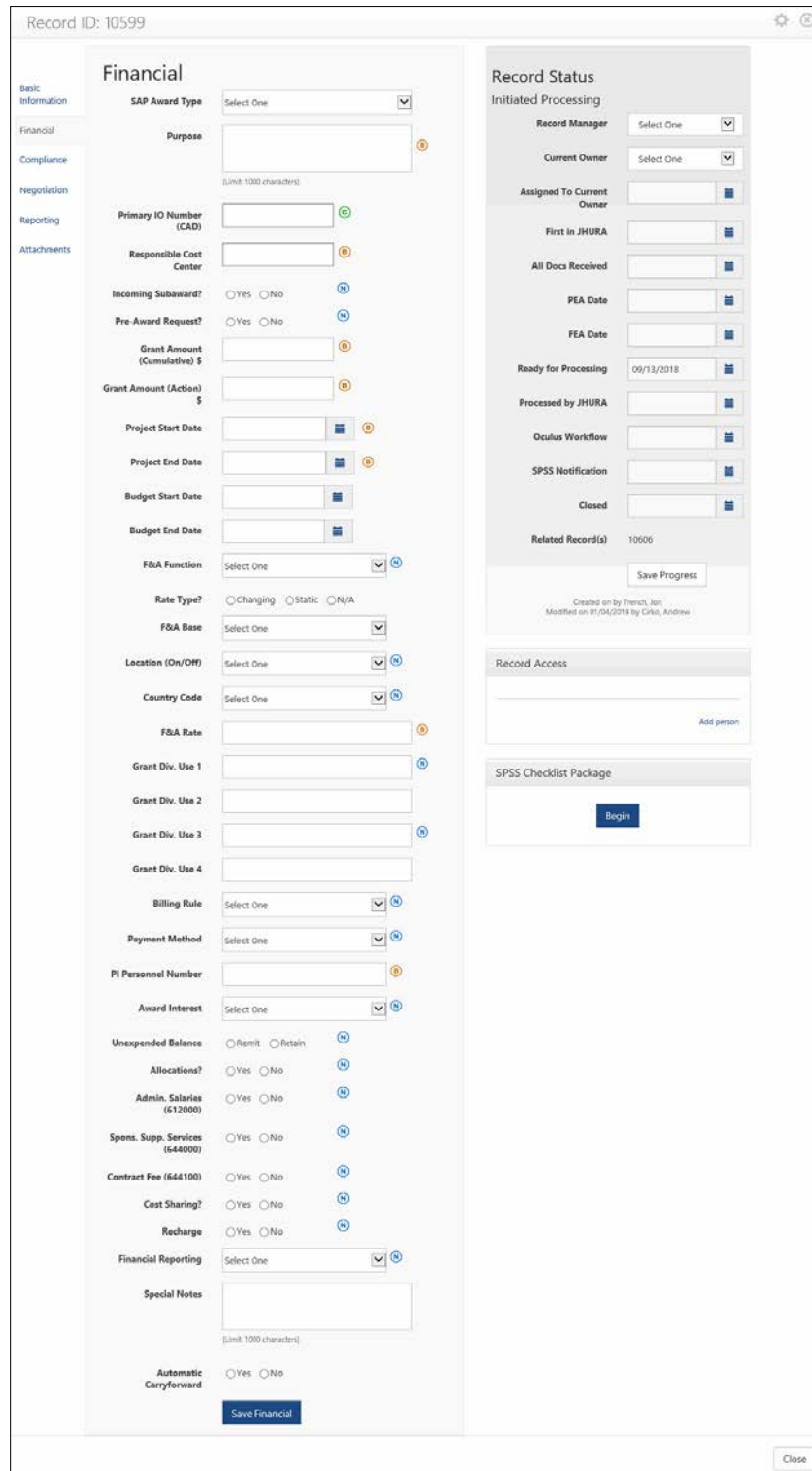
Figure 5: Basic Information Page

Field	Description
New or Modification?*	Original agreement or amendment to the original agreement.
Related Record	The most recent JAWS record that related to the current record.
Funded?	Funded=there is money attached to the project; Unfunded=there is no money involved.
Agreement Type*	The category of the award mechanism.
Fast Track	
Keywords	Any words or phrases that are useful in describing the record. For example, NCE, preaward, etc.
IPN	The Institute Proposal Number that corresponds to the Coeus record being used for this action. Typically, anything other than New, Renewal, or Resubmission.
Original IPN	The Institute Proposal Number used to workflow a record. It is the number linked to the SAP Grant number.
Sponsor*	The organization that funds a research project.
Sponsor Code	The Coeus code of the organization that funds a research project.
Prime Sponsor	The organization that funds the Sponsor of the research project.
Prime Sponsor Code	The Coeus code of the organization that funds the Sponsor of the research project.
PI Name*	The first and last name of the Principal Investigator.
PI Unit*	The department/center/institute/school in which the Principal Investigator has chosen to perform the project.
Project Title	Descriptive name of the project.
Organization Type*	The type of entity that describes the Sponsor.
COEUS PD	The identifying number of the Coeus Proposal Development record.
SAP Grant #	Unique JHU Identifier for award accounts.
Sponsor Award Number	Unique Sponsor Identifier for the award document.
Proposal Type	The type of proposal listed in the Coeus PD record.
International Activity?	Any foreign involvement by the personnel listed on the proposal; within the Scope of Work; and by any subrecipients.
If Yes,	
• Which country(ies)?	
• Selected country(ies)	
• Was the JHU Export Control Office Notified?	The ECO is notified by Coeus if the certification questions mention international activity. If the agreement involved work with Sanctioned Countries, you should notify the ECO.
Outgoing subawards?	The recipient of a subaward awarded to a foreign or domestic organization (either a non-profit, educational institution, state or local government, or private industry) for the performance of a portion of the work statement covered by a prime agreement that is funded either directly or indirectly with sponsored funds. It does not include agreements with individuals for consulting services or purchase orders for equipment, materials or other services. Also referred to as subawardee, subgrantee or lower-tier institution. Click YES if there are subawards, NO if they are not.
If Yes,	
• List subrecipient organization name(s)	The name of the subrecipient organization.
JHURA Template?	Click YES if we are writing the agreement using a JHURA agreement template, NO if we are not.

Field	Description
Publication Restriction?	Click YES if there are any terms regarding restrictions on publishing in the agreement, NO if there are not.
IP Ownership	Patents, trademarks, copyrights, and trade secrets. Select the appropriate dropdown that corresponds to the agreement if there are Intellectual Property rights in the agreement, NO if there are not.
Data/FISMA Plan Required?	Click YES if there is a DATA/Federal Information Security Management Act (FISMA), NO if there is not.
Business Ethics	FAR 52.203-13 Contractor Code of Business Ethics and Conduct; mandates that contractors adopt a code of business ethics and conduct and incorporate an internal control system in their operations.
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting. (https://www.acq.osd.mil/dpap/dars/dfars/html/current/252204.htm#252.204-7012) Click YES if applicable, NO if not applicable.
Royalty Sharing Terms	Royalties are funds received for the sales or licensing of a product. If the agreement has Royalty Sharing terms, click YES, NO if there are not.
Comments	Add any relevant notes or comments in this field.
Sponsor Contact	The name and email address of the Sponsor contact.
JHU Contacts	The email address(es) of the department contact(s).

4.2 Financial Tab

Click on the **Financial** tab to display the *Financial* page.



The screenshot shows the 'Financial' page for Record ID: 10599. The page is divided into two main sections: 'Financial' and 'Record Status'.

Financial Section:

- SAP Award Type:** Select One (dropdown)
- Purpose:** Text input field (Limit 1000 characters)
- Primary IO Number (CAD):** Text input field
- Responsible Cost Center:** Text input field
- Incoming Subaward?:** Radio buttons: Yes, No
- Pre-Award Request?:** Radio buttons: Yes, No
- Grant Amount (Cumulative) \$:** Text input field
- Grant Amount (Action) \$:** Text input field
- Project Start Date:** Date picker
- Project End Date:** Date picker
- Budget Start Date:** Date picker
- Budget End Date:** Date picker
- F&A Function:** Select One (dropdown)
- Rate Type?:** Radio buttons: Changing, Static, N/A
- F&A Base:** Select One (dropdown)
- Location (On/Off):** Select One (dropdown)
- Country Code:** Select One (dropdown)
- F&A Rate:** Text input field
- Grant Div. Use 1-4:** Four text input fields
- Billing Rule:** Select One (dropdown)
- Payment Method:** Select One (dropdown)
- PI Personnel Number:** Text input field
- Award Interest:** Select One (dropdown)
- Unexpended Balance:** Radio buttons: Remit, Retain
- Allocations?:** Radio buttons: Yes, No
- Admin. Salaries (\$12000):** Radio buttons: Yes, No
- Spons. Supp. Services (\$44000):** Radio buttons: Yes, No
- Contract Fee (\$44100):** Radio buttons: Yes, No
- Cost Sharing?:** Radio buttons: Yes, No
- Recharge:** Radio buttons: Yes, No
- Financial Reporting:** Select One (dropdown)
- Special Notes:** Text input field (Limit 1000 characters)
- Automatic Carryforward:** Radio buttons: Yes, No
- Save Financial:** Button

Record Status Section:

- Record Status:** Initiated Processing
- Record Manager:** Select One (dropdown)
- Current Owner:** Select One (dropdown)
- Assigned To Current Owner:** Text input field
- First in JHURA:** Text input field
- All Docs Received:** Text input field
- PEA Date:** Date picker
- FEA Date:** Date picker
- Ready for Processing:** 09/13/2018 (date)
- Processed by JHURA:** Text input field
- Oculus Workflow:** Text input field
- SPSS Notification:** Text input field
- Closed:** Text input field
- Related Record(s):** 10606
- Save Progress:** Button

Record Access Section:

- Record Access:** Text input field
- Add person:** Button

SPSS Checklist Package Section:

- SPSS Checklist Package:** Text input field
- Begin:** Button

Close: Button

Figure 6: Financial Page

The fields are listed and described in the table below.

Field	Description
SAP Award Type	The type of award.
Purpose	A brief description of the action being taken in this record.
Primary IO Number (CAD)	The 9-digit SAP Internal Order Number. This only applies to Mod records.
Responsible Cost Center	The 10-digit number selected by the department that corresponds to where the funds will be set up in SAP.
Incoming Subaward?	If the award is an Incoming Subaward, Click YES. If not, click NO.
Pre-Award Request?	If the document to be workflowed is a BSPH Pre-Award Form, click YES. If not, click NO. This will only apply to new records.
Grant Amount (Cumulative) \$	The total amount of funds issued for the award, includes previous amounts.
Grant Amount (Action) \$	The amount of funds being added for this record action.
Project Start Date	The beginning date of the project.
Project End Date	The ending date of the project.
Budget Start Date	n/a
Budget End Date	n/a
F&A Function	The Activity Type that determines which F&A Rate to use.
Rate Type?	n/a
F&A Base	n/a
Location (On/Off)	The on-campus F&A rate is applied to sponsored projects that require utilization of space owned or leased by the University. The off-campus rate is lower because it includes only the administrative components of the F&A rate. Choose from On Campus, Off Campus, or Split budget (for both).
Country Code	Choose the country code for where the work will take place.
F&A Rate	The rate of indirect costs charged to an award based on Activity Type or Sponsor regulations.
Grant Div. Use 1	n/a
Grant Div. Use 2	n/a
Grant Div. Use 3	n/a
Grant Div. Use 4	n/a
Billing Rule	n/a
Payment Method	n/a
PI Personnel Number	Unique Payroll Identifier for the Principle Investigator.
Award Interest	n/a
Unexpended Balance	n/a
Allocations?	n/a
Admin. Salaries (612000)	n/a
Spons. Supp. Services (644000)	n/a
Contract Fee (644100)	n/a
Cost Sharing?	The commitment of the University's resources to a sponsored project. Cost sharing may be included in the proposal only when required by the sponsor in writing, and must be approved by a divisional business office. If applicable click YES, if not, click NO.
Recharge	n/a
Financial Reporting	n/a
Special Notes	Add any relevant notes or comments in this field.
Automatic Carryforward	n/a

4.3 Compliance Tab

Click on the **Compliance** tab to display the *Compliance* page.

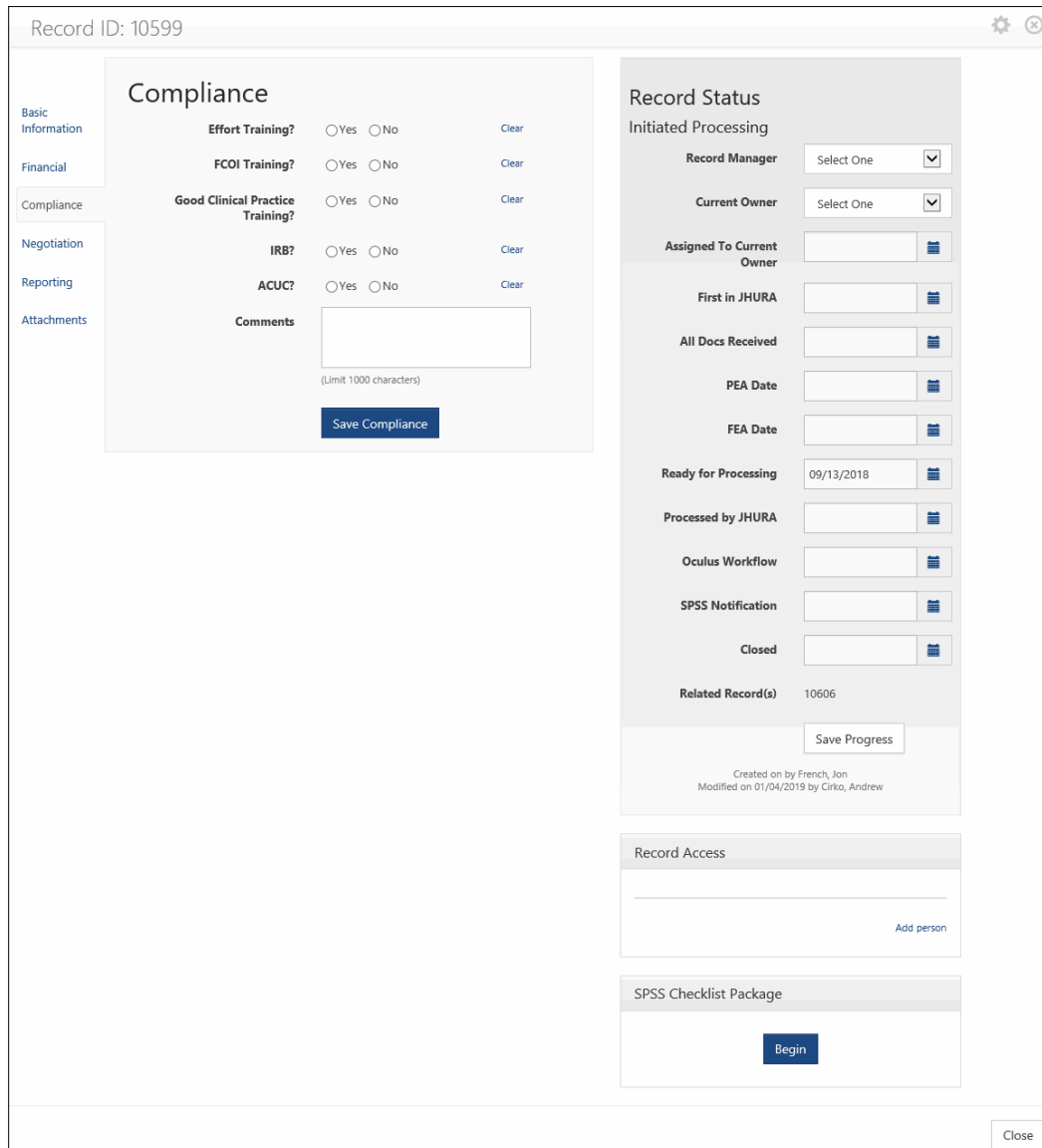


Figure 7: Compliance Page

Enter the compliance information in the provided fields, as described in the following table.

Field	Description
Effort Training?	Training must be completed prior to Principal and co-Investigators submitting sponsored projects proposals and/or certifying effort, unless the PI and Key Persons are exempt from the Effort Policy . The Effort Reporting System is the web-based interface that JHU uses to certify effort. All personnel who are required to certify their effort must use this system in order to do so, and training can be done through Talent Management and Development's myLearning system. The training dates for all co-PIs should be entered in the Comments section.

Field	Description
If Yes,	
<ul style="list-style-type: none"> • Effort Training Date* 	Date training was completed.
<ul style="list-style-type: none"> • Pending 	For use if training is in progress.
FCOI Training?	Institutional policies require that outside activity and financial and fiduciary interests be disclosed. In accordance with federal regulation, all faculty are required to receive training related to conflict of interest whenever the institution's policy changes and every four years thereafter.
If Yes,	
<ul style="list-style-type: none"> • FCOI Training Date* 	Date training was completed.
<ul style="list-style-type: none"> • Pending 	For use if training is in progress.
Good Clinical Practice Training?	The NIH has issued a policy requiring all NIH-funded investigators and their research staff who are involved in the conduct of clinical trials, as defined by the NIH, to complete Good Clinical Practice ("GCP") training. In order to comply with the NIH GCP training requirement, JHU investigators and their research staff who may be subject to this NIH requirement should complete the CITI GCP training module, which is available through myLearning , or may demonstrate compliance through providing a certificate of other acceptable GCP training to ORA and/or the JHM IRB.
If Yes,	
<ul style="list-style-type: none"> • GCP Training Date* 	Date training was completed.
<ul style="list-style-type: none"> • Pending 	For use if training is in progress.
IRB?	The term "human subjects research" is broadly defined to include any activity about or involving living humans that seeks to test a hypothesis, answer a scientific question, or otherwise contribute to generalizable knowledge. An IRB application must be submitted and approved before the research activity begins.
If Yes,	
<ul style="list-style-type: none"> • Is JHU the single IRB (sIRB) for this project? * 	"sIRB" refers to the use of one IRB as sole reviewer for a U.S. based, multi-site study. Institutions participating in multi-site studies must agree on a sIRB and then enter into a reliance agreement with the sIRB's institution deferring IRB review responsibilities to the sIRB.
<ul style="list-style-type: none"> • Pending 	For use if protocol application is in progress.
<ul style="list-style-type: none"> • IRB Protocol Number* 	Protocol identifier.
<ul style="list-style-type: none"> • IRB Expiration Date* 	Date Protocol expires.
<ul style="list-style-type: none"> • IRB Approval Date* 	Date Protocol was approved.
ACUC?	The JHU ACUC program is designed to assure that it is in compliance with the Animal Welfare Act regulations and Public Health Service (PHS) Policy. An IACUC application must be submitted and approved before the research activity begins.
If Yes,	
<ul style="list-style-type: none"> • Pending 	For use if protocol application is in progress.
<ul style="list-style-type: none"> • ACUC Protocol Number* 	Protocol identifier.
<ul style="list-style-type: none"> • ACUC Expiration Date* 	Date Protocol expires.
<ul style="list-style-type: none"> • ACUC Approval Date* 	Date Protocol was approved.
Comments	Any additional co-PI Effort Training dates should be entered here.

4.4 Negotiation Tab

Click on the **Negotiation** tab to display the *Negotiation* page.

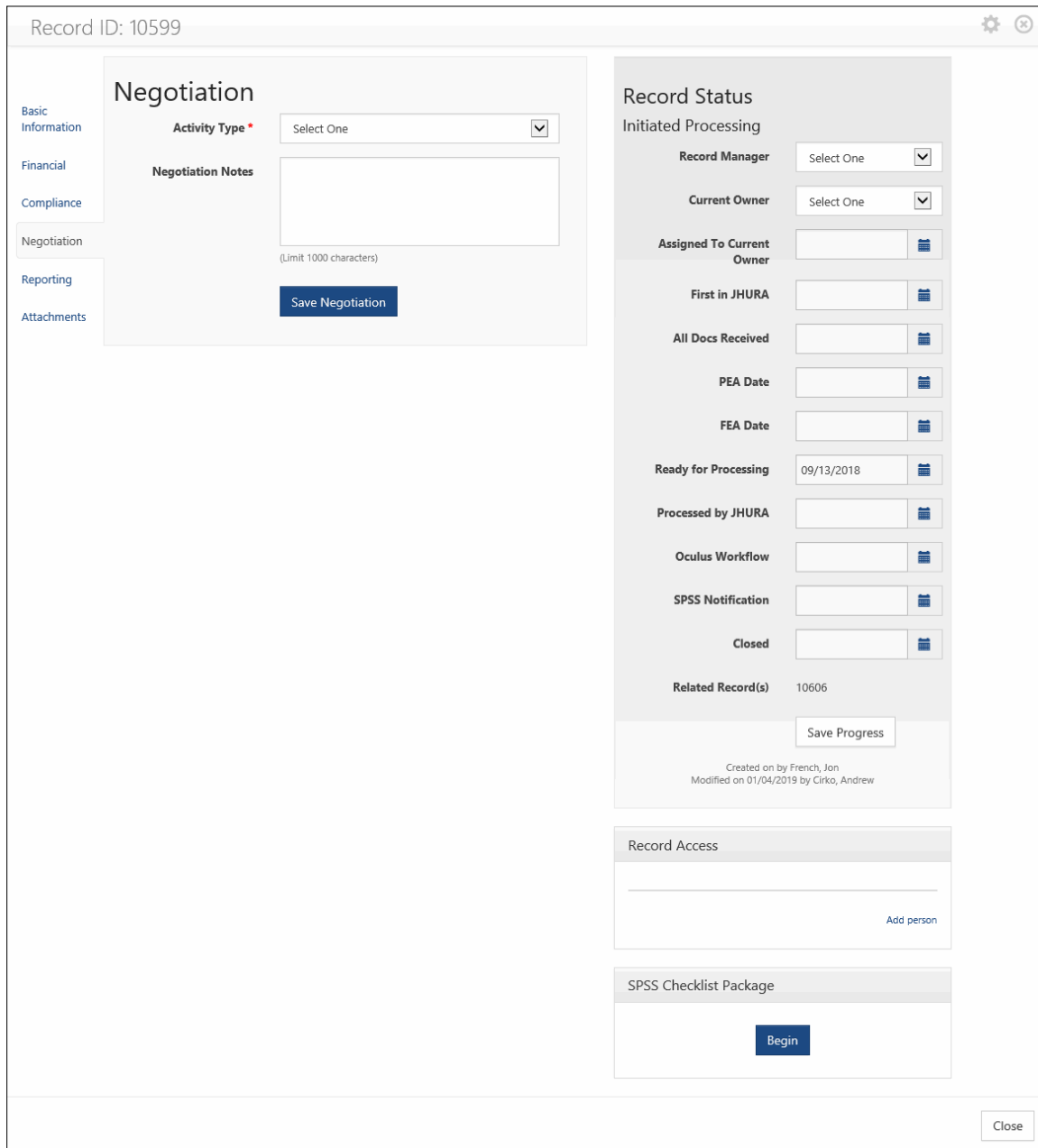


Figure 8: Negotiation Page

The fields are listed and described in the table below.

Field	Description
Activity Type*	The type of action being taken in the record.
Negotiation Notes	A detailed description that corresponds to the Activity Type above.

Note: The Activity Type field is required.

The information will appear on the page as shown below.

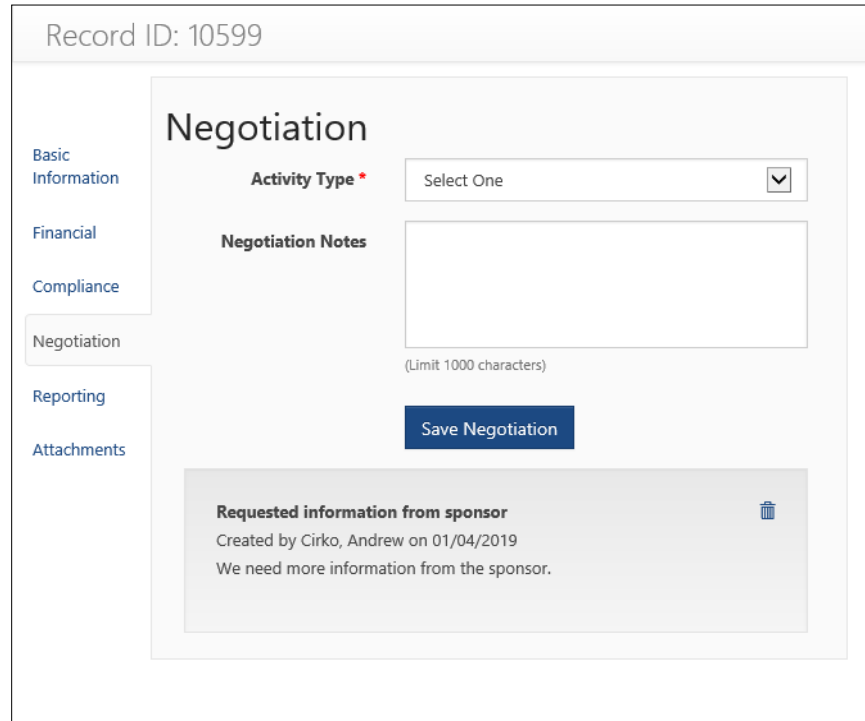
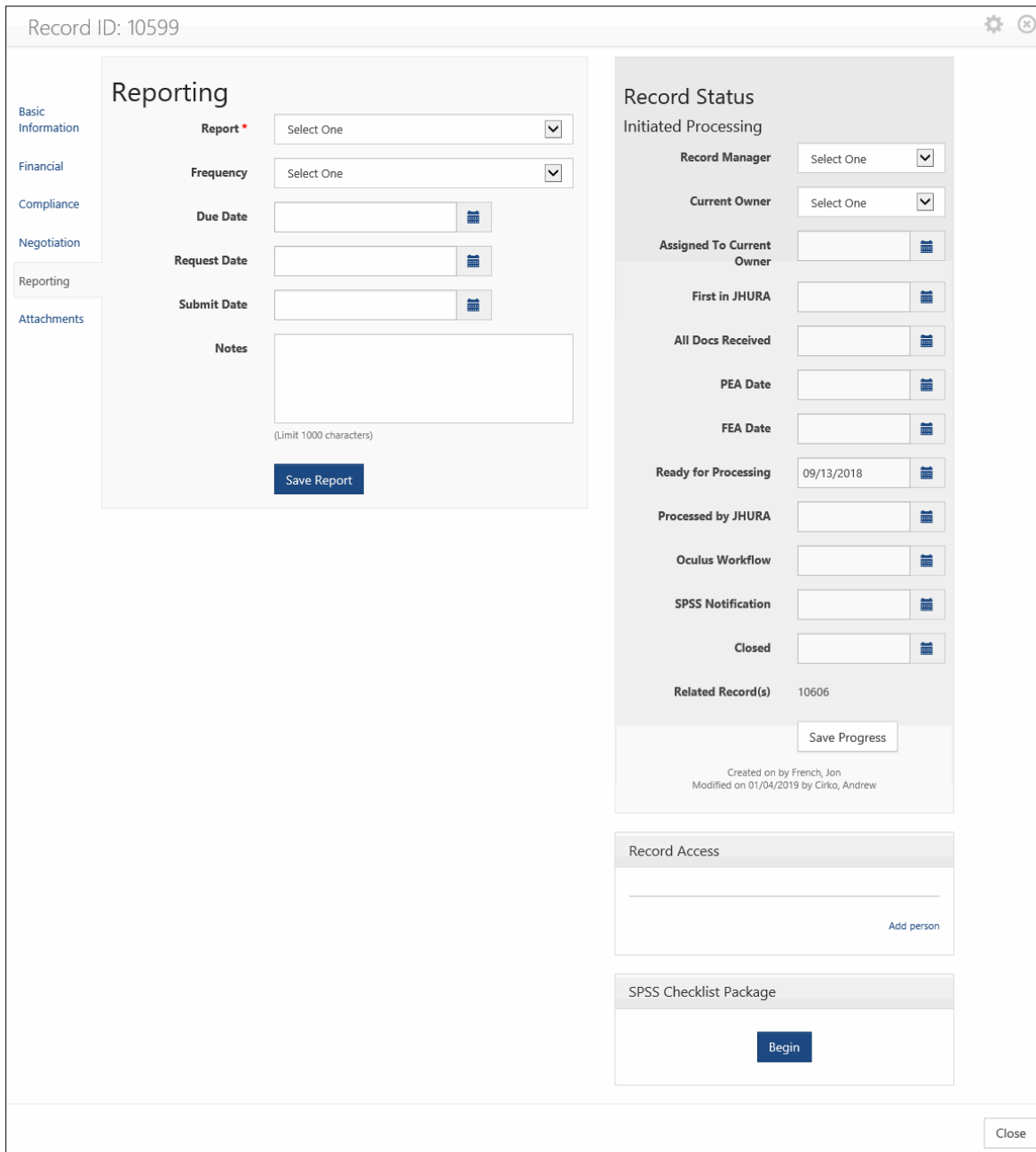


Figure 9: Negotiation Added

A negotiation note can be saved for each Activity Type. As negotiation notes are added, they are displayed from newest to oldest.

4.5 Reporting Tab

Click on the **Reporting** tab to display the *Reporting* page.



Record ID: 10599

Reporting

Report * Select One

Frequency Select One

Due Date

Request Date

Submit Date

Notes

(Limit 1000 characters)

Save Report

Record Status

Initiated Processing

Record Manager Select One

Current Owner Select One

Assigned To Current Owner

First in JHURA

All Docs Received

PEA Date

FEA Date

Ready for Processing 09/13/2018

Processed by JHURA

Oculus Workflow

SPSS Notification

Closed

Related Record(s) 10606

Save Progress

Created on by French, Jon
Modified on 01/04/2019 by Cirko, Andrew

Record Access

Add person

SPSS Checklist Package

Begin

Close

Figure 10: Reporting Page

The fields are listed and described in the table below.

Field	Description
Report*	Type of Closeout report.
Frequency	How often the report is being requested.
Due Date	The date the report is due back to the Sponsor.
Request Date	The date JHURA requested information from another department.
Submit Date	The date JHURA submitted the report to the Sponsor.
Notes	Add any relevant notes or comments in this field.

The following example shows the Reporting page with information for a report entered.

Record ID: 10599

Basic Information

Financial

Compliance

Negotiation

Reporting

Attachments

Reporting

Report * ▼

Frequency ▼

Due Date 📅

Request Date 📅

Submit Date 📅

Notes

A monthly Invention/Patent Report is needed for our scheduled project review meetings.

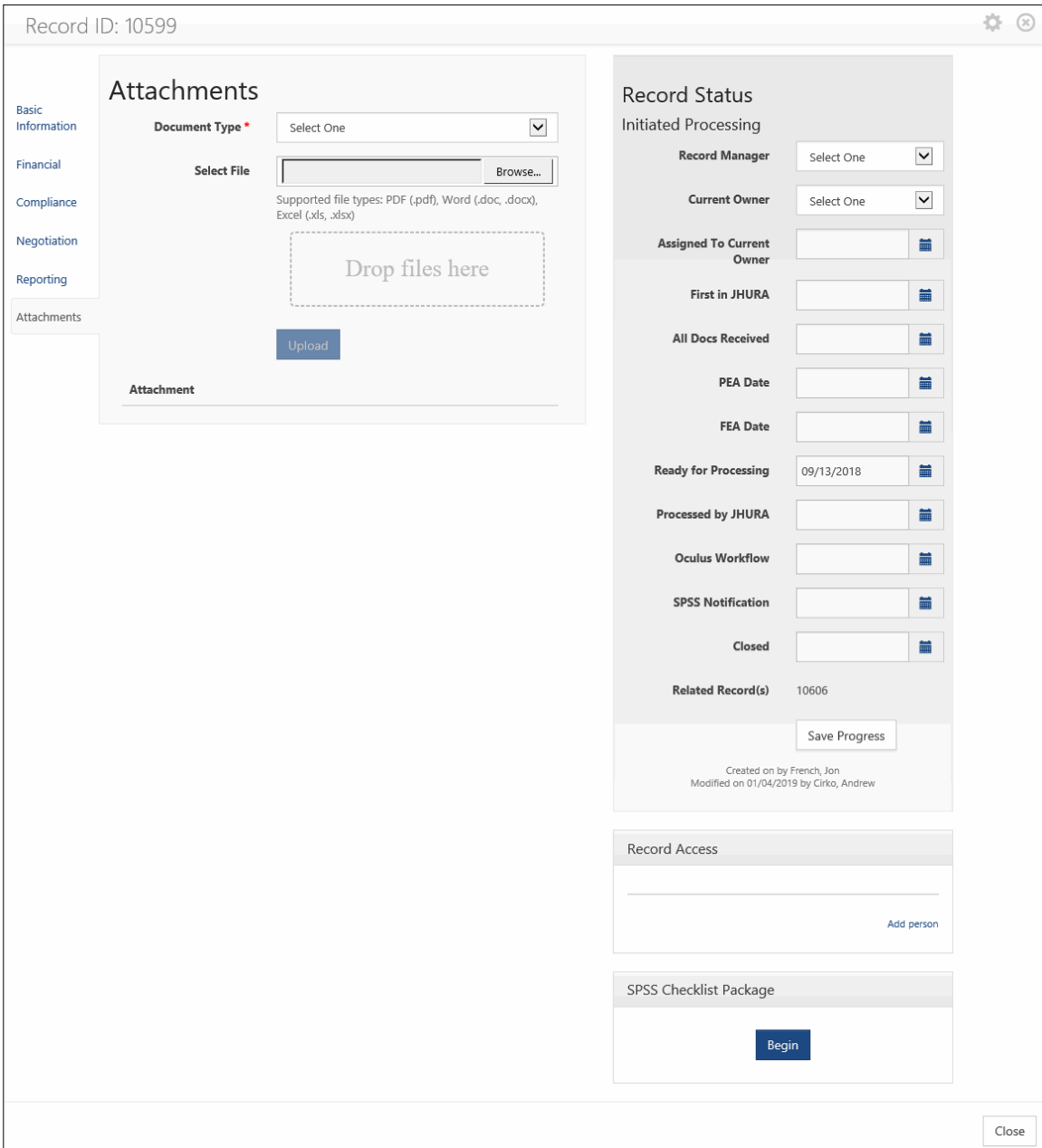
(Limit 1000 characters. Current Count: 86)

[Save Report](#)

Figure 11: Report Information Entered

4.6 Attachments Tab

Click on the **Attachments** tab to display the *Attachments* page.



Record ID: 10599

Attachments

Document Type * Select One

Select File [Browse...](#)

Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)

Drop files here

[Upload](#)

Attachment

Record Status

Initiated Processing

Record Manager Select One

Current Owner Select One

Assigned To Current Owner [Calendar](#)

First in JHURA [Calendar](#)

All Docs Received [Calendar](#)

PEA Date [Calendar](#)

FEA Date [Calendar](#)

Ready for Processing 09/13/2018 [Calendar](#)

Processed by JHURA [Calendar](#)

Oculus Workflow [Calendar](#)

SPSS Notification [Calendar](#)

Closed [Calendar](#)

Related Record(s) 10606

[Save Progress](#)

Created on by French, Jon
Modified on 01/04/2019 by Cirko, Andrew

Record Access

[Add person](#)

SPSS Checklist Package

[Begin](#)

[Close](#)

Figure 12: Attachments Page

The fields are listed and described in the table below.

Field	Description
Document Type*	The type of document being uploaded to the record.
Select File	The file attachment being uploaded to the record.

Record ID: 10599

Basic Information

Financial

Compliance

Negotiation

Reporting

Attachments

Attachments

Document Type *

Select File

Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)

Drop files here

Attachment

XYZ Budget.xls ✎ 🗑

Uploaded on 03/19/2019

XYZ Budget Justification.doc ✎ 🗑

Uploaded on 03/19/2019

Agreement for XYZ.pdf ✎ 🗑

Uploaded on 03/19/2019

Figure 13: List of Attachments

5 RECORD STATUS AND RECORD ACCESS PANELS

The right portion of the JAWS record pages contains the *Record Status* panel and the *Record Access* panel.

5.1 Record Status Panel

The *Record Status* panel displays the following information about the record:

- Record status.
- Record Manager, the person who is responsible for the overall record.
- Current Owner, the person who is currently working the file.
- Dates on which key events were completed.
- Creation and modification history of the record (see Section **Error! Reference source not found.**).

Record Status

SAP Setup/Update Complete

Record Manager	Laltoo, Roger	▼
Current Owner	Cirko, Andrew	▼
Assigned To Current Owner	03/12/2019	📅
First in JHURA	03/12/2019	📅
All Docs Received	03/15/2019	📅
PEA Date	03/15/2019	📅
FEA Date	03/17/2019	📅
Ready for Processing	09/17/2018	📅
Processed by JHURA	03/19/2019	📅
Oculus Workflow	03/19/2019	📅
SPSS Notification	03/19/2019	📅
Closed		📅
Related Record(s)	10606	

Created on by French, Jon
Modified on 03/19/2019 by Cirko, Andrew

Figure 14: Record Status Panel

Select or enter a date to update the progress of the record and click on **Save Progress** to save the change.

The following table contains the JAWS events as listed in the *Record Status* panel, the corresponding *Record Status* for each, and whether or not the addition of a date to the *Record Status* panel causes JAWS to send an email about the record.

Event	Record Status	Email Sent
Working on record not saved	Pending Save	No
Record Saved	In Progress	No
Assign Owner	Owner Assigned	Yes

On hold	On Hold	No
Remove from hold	<i>Previous Status</i>	No
Withdrawn	Withdrawn	No
First in JHURA	Initiated	No
All Docs Received	Review and Negotiation	No
PEA date	PEA	No
FEA date	Fully Executed	Yes
Ready for Processing	Initiated Processing	No
Processed by JHURA	Workflowed by JHURA	No
Oculus Workflow	At SPSS	No
SPSS Notification	SAP Setup/Update Complete	No
Closed	Closed	No

5.2 Record Access Panel

The *Record Access* panel displays the names of all people who have been added to the access list for the JAWS record.

Note: Although the Principal Investigator (PI) and all members of the PI Unit have access to the record, they are not listed in the Record Access panel.

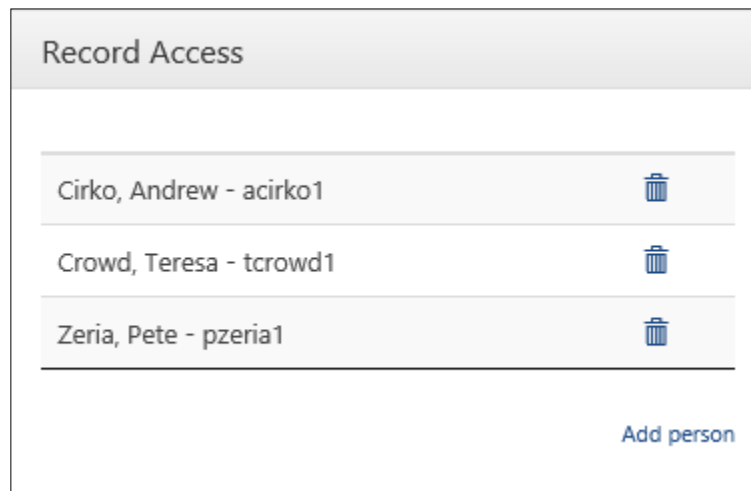


Figure 15: Record Access Panel

6 EMAILS SENT BY JAWS

Six different email messages are generated and sent by the JHURA Agreement Workflow System (JAWS).

1. The following email is sent when Owner has been assigned, and each time an owner is changed:

To: [*Current Owner*]

Subject: The Agreement with [*Sponsor*] for [*PI Name*] has been assigned # [*Record #*] - [*Record Status*]

The following agreement has been assigned to [*Current Owner*]:

Record ID.: [*Record #*]

PI: [*PI Name*]

SAP Grant #: [*SAP Grant #*]

Responsible Cost Center: [*Responsible Cost Center*]

Department: [*PI Unit*]

Sponsor: [*Sponsor*]

Type: [*Agreement Type*]

PD: [*COEUS PD*]

IP: [*Subsequent IPN*]

Original IP: [*Original IPN*]

2. The following email is sent when the Processed by JHURA date is entered:

To: [*JHU Contacts*]

Subject: Agreement # [*Record #*] for [*PI Name*] has been fully executed and sent to Finance (JHSPH) or SPSS (non-JHSPH) for processing.

The following agreement has been sent for processing:

Record ID.: [*Record #*]

PI: [*PI Name*]

SAP Grant #: [*SAP Grant #*]

Responsible Cost Center: [*Responsible Cost Center*]

Department: [*PI Unit*]

Sponsor: [*Sponsor*]

Type: [*Agreement Type*]

PD: [*COEUS PD*]

IP: [*Subsequent IPN*]

Original IP: [*Original IPN*]

3. The following email is sent when Yes is selected for *Outgoing Subawards?* On Basic Information tab:

To: mharr154@jhu.edu

Subject: The Agreement with [*Sponsor*] for [*PI Unit*] for Record No. [*Record #*] shall have an outgoing subaward.

Record ID.: [*Record #*]

Subrecipient(s): [Information from optional text box to be added]

Sponsor: [*Sponsor*]

PI: [*PI Name*]

Department: [*PI Unit*]

Responsible Cost Center: [*Responsible Cost Center*]
PD: [*COEUS PD*]
IP: [*IPN*]
Original IP: [*Original IPN*]
SAP Grant #: [*SAP Grant #*]
Type: [*Agreement Type*]

4. The following email is sent when *Fast Track* is selected in Basic Information tab and/or when *Prepared for JHURA signature* is selected in Negotiation tab:

To: [*Current Owner*]
Subject: Signature Ready
The following agreement has been assigned to [*Current Owner*]:
Record ID.: [*Record #*]
PI: [*PI Name*]
Department: [*PI Unit*]
Sponsor: [*Sponsor*]
Type: [*Agreement Type*]

5. The following email is sent when Record Manager has been assigned, and each time a Record Manager is changed:

To: [*Current Owner*]
Subject: The Agreement with [*title*] for [*PI Name*] has been assigned # [*Record #*] - ([*Record Status*])
You are currently now the Record Manager of:
Record ID.: [*Record #*]
PI: [*PI Name*]
SAP Grant #: [*SAP Grant #*]
Responsible Cost Center: [*Responsible Cost Center*]
Department: [*PI Unit*]
Sponsor: [*Sponsor*]
Type: [*Agreement Type*]
PD: [*COEUS PD*]
IP: [*Subsequent IPN*]
Original IP: [*Original IPN*]

6. The following is sent if a record has been on hold for the specified number of business days:

To: [*Current Owner*]
Subject: JAWS Record [*Record #*] On Hold Reminder
This record has been on hold since [*On Hold date*].
Please take appropriate action, if any.

7 JHURA JAWS SURVEY

When a date is entered and saved in the *Processed by JHURA* field in the *Record Status* panel, email messages will be sent to the PI and JHU Contacts asking them to complete a JHURA survey, accessible through a link in the email. The purpose of this brief survey is to receive feedback on the user's satisfaction with JHURA's service.

Individuals will only receive a survey request if they have not received one for any JAWS record in the last 90 days.