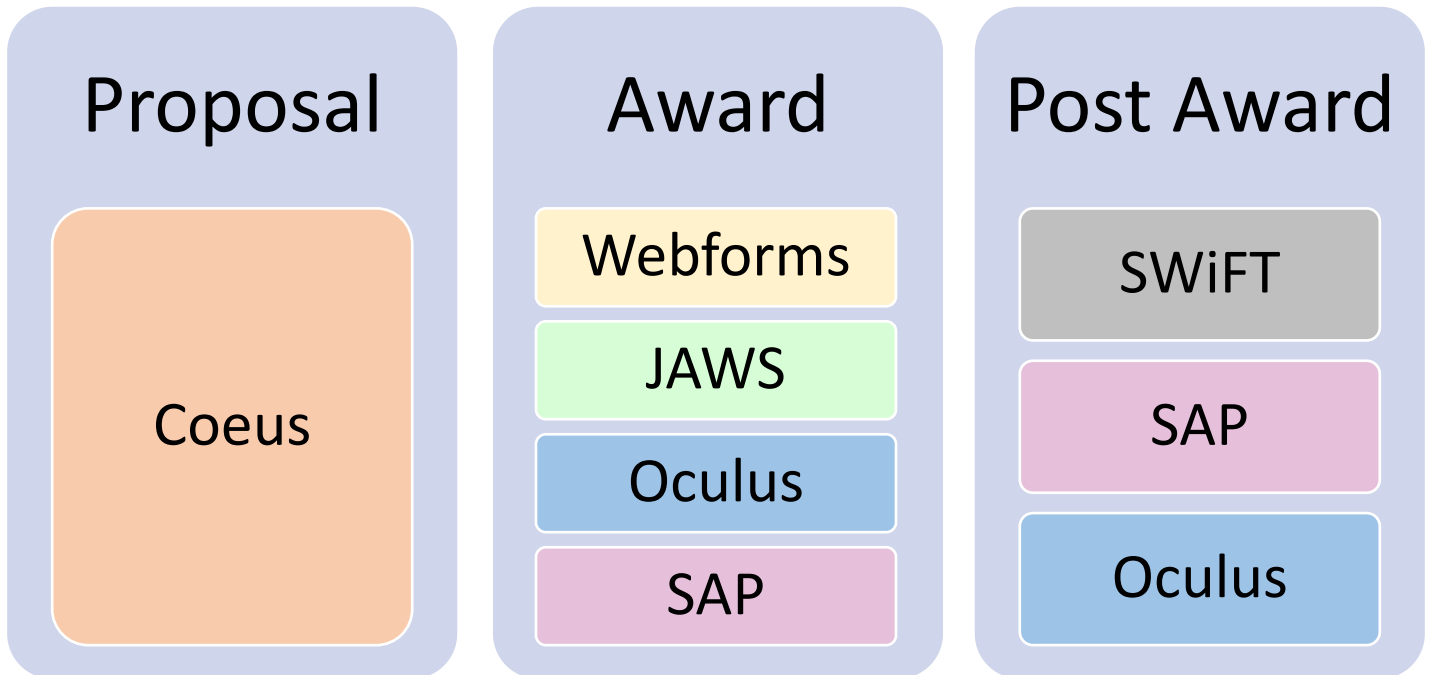


Systems Guide to Research Administration

University research administrators are required to work with many types of systems and documents throughout the award process. For divisions working with JHURA, please refer to this matrix to determine which JHURA staff can be of assistance, and which systems are in use based on the document type.

JHURA SYSTEMS LIFECYCLE

JHURA, in coordination with Sponsored Projects Shared Services, uses several systems to review, track, and maintain documents throughout the Award Life Cycle. Below is a breakdown of each step in the process and the central corresponding JHU system:



Coeus: The system of record for proposals for the university. Coeus is used at the department level to create proposals and by JHURA to approve proposals.

Webforms: The system used to request sponsors, award changes and pre-award accounts.

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

Oculus: Oculus is a workflow tool and document storage system. The types of documents currently being stored include grants and research documentation. Oculus is used by JHURA to workflow award documents for SAP setup.

SAP: SAP is an enterprise-wide suite of applications used to process all financial and administrative transactions.


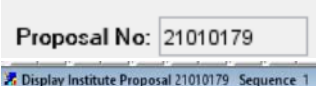


SWiFT: The Subaward Workflow Information Tracking System (SWiFT) is used to input the information required by JHURA to write a complete subaward and subsequent modifications.

JHU SYSTEMS

SYSTEM	Dept.	JHURA	DBO	SPSS
Coeus	Department submits proposal in Coeus.	JHURA reviews the proposal in Coeus.		
Webforms* (ORIS Application Access System)	PRE-AWARD: If applicable, the department submits Pre-Award Request Form to JHURA. INTERNAL ORDER (IO) CREATION: All non SPH departments submit a request for an IO for approval by their Divisional Business Office (DBO). SPH departments submit their IO request via email to JHSPH.sponsoredfin@jhu.edu .	JHURA approves and form routes to SPSS.	DBO reviews and approves form.	SPSS reviews and approves form, and creates the new IO.
JAWS	Intake form completed when department receives an agreement. Dept can view records at any time during the process.	JAWS record is created. Award is reviewed and negotiated.	JHSPH only – DBO reviews award information and workflows.	
Oculus	Some department personnel have restricted view only access.	Funded award documents are uploaded to Oculus and work flowed for account set up. Subaward actions are uploaded to Oculus for storage.		Award information is received through Oculus and a sponsored account is set up. Account information is sent to dept and JHURA via email.
SAP	All Divisions except KSAS: create and submit Subaward Shopping Carts (SPPO).	JHURA approves Subaward Shopping Carts (SPPO) and makes updates to Purchase Orders (PO).	KSAS Only: DBO creates Shopping Carts (SPPO) and submits the request for 96 IOs to SPSS. SPH Finance office submits the request to SPSS for 96 IOs for SPH depts.	SPSS inputs funded award information into SAP. SPSS creates 96 IOs for subawards.
SWiFT	Department submits the subagreement request in SWiFT.	JHURA creates the subagreement.	SPH Finance reviews SWiFT Finance Tab.	

SYSTEM IDENTIFIERS

Each system uses unique numbers to identify and categorize their subject matter. Many systems also include other JHU systems identifiers

SYSTEM	IDENTIFIER NAME	IDENTIFIER DESCRIPTION	SPECIAL NOTES
Coeus 	Proposal Development (PD) Number	8 digit number issued when the department creates a new proposal in Coeus.	Sequential, as of Sept 2020, the first two digits are zero.
Coeus 	Institute Proposal Number (IPN)	8 digit number issued immediately when JHURA approves the proposal in Coeus.	An IPN is needed in order to create a JAWS record for funded agreements.
JAWS 	Record ID	5 digit number that is automatically assigned to all records in JAWS.	Dept. can use the JAWS Record ID to access a JAWS record to check agreement status.
Sponsor Award Number	Sponsors have standard identifiers for awards.	Varies by sponsor Example: NIH: Application type – Activity code – Institute – Serial no. – Suffix (Year – Amendment -Supplement) 1 R01 AI 12345 01 S1	The award ID is usually referenced in the first page of a grant agreement or the preamble of a contract.
SWiFT 	Record ID	5 digit number that is automatically assigned to all records in SWiFT.	Dept. can use the SWiFT Record ID to access a SWiFT record to check agreement status.
SAP	SAP Grant Number	Term used to reference all sponsored awards in SAP. 6 digit number issued in SPSS when SPSS sets up the award.	If it starts w/9, came over from the old system in January 2007, starts w/1, established after that.
SAP	Responsible Cost Center (RCC)	A cost center is an organizational unit responsible for budgetary monitoring and reporting that collects revenues and costs. Organizational divisions can be based on functional requirements, physical location and/or responsibility for costs. The cost center number indicates a university division or health system entity, department or functional unit and/ or sub-department or other sub-organization level.	The first three numbers are the school/division, then the department/center/institute identification depending on which school.

SYSTEM	IDENTIFIER NAME	IDENTIFIER DESCRIPTION	SPECIAL NOTES
SAP	Internal Order Number (IO)	An internal order is a Controlling (CO) object responsible for budgetary monitoring and reporting that collects revenues and expenses separately from a cost center. All internal orders are assigned a responsible cost center. There are two main classifications of internal orders, sponsored (Sponsored Program) and non-sponsored (for costs and revenues not directly related to a Sponsored Project.)	The first digit indicates the type of order: Non-sponsored (8), Sponsored (9) and IPA Agreements (1). The remaining digits are based on the next available value in the range for the type of order. Subaward IOs begin with a 96.
SAP	Business Area	Business Areas are organizational units that represent a separate area of operations. It is generally, but not always, a separate legal entity. For Johns Hopkins, Business Area defines those organizations for which complete sets of financial statements, including balance sheets, are required or desired. For JHU units, Business Area generally refers to divisions or significant units within a division.	Business Area Ranges <ul style="list-style-type: none"> • Johns Hopkins University (JHU) divisions: 100-299 • Johns Hopkins Health System (JHHS): 400-599 • Other: 600-999
SAP	Purchase Order	The purchasing department orders the items listed in your shopping cart by sending a document called a Purchase Order (PO) to the vendor.	After receiving all the appropriate approvals, the Shopping Cart then becomes a Purchase Order and is assigned a new ten digit document number beginning with a 20.
SAP	Shopping Cart	The SAP Shopping Cart is the transaction which allows you to procure items by requesting the Purchasing Department to create a Purchase Order document to send to the vendor.	When a shopping cart is created <i>and approved</i> , it is assigned a ten digit reference document number beginning with a 10.

NUMBER FLOW FROM SYSTEM TO SYSTEM

Proposal:



- The department starts with their own cost center as the initial identifier to be put in Coeus.

- Once a record is started in Coeus, the system applies an 8 digit number based on when the record is first established.

- Once JHURA approves the Proposal Development (PD) record, the system assigns another number to create the Coeus IPN - Institute Proposal Number



If the proposal is accepted and funded:



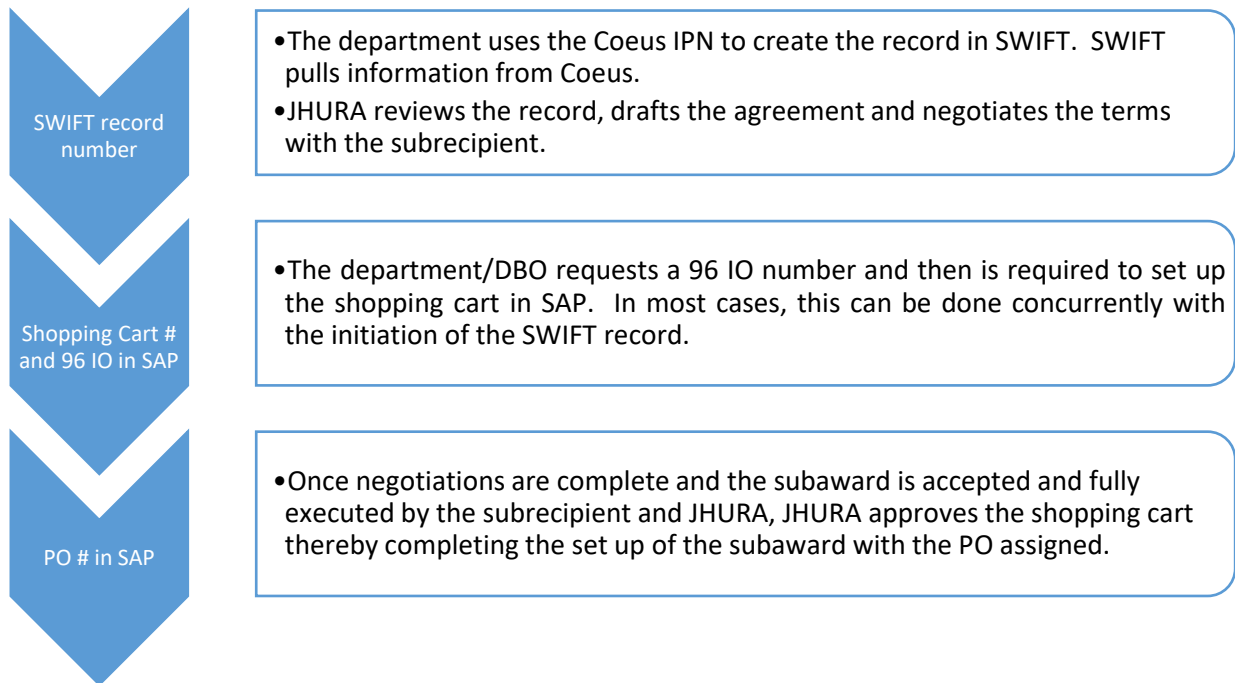
- A sponsor usually, but not always, assigns a number for reference to an award.

- A department submits an intake form for JHURA to create a JAWS record.
- JAWS assigns a 5 digit number to the JAWS record.
- The Coeus IPN pulls information from Coeus to enter into the JAWS record.

- Once negotiations are complete and the award is accepted and fully executed by the sponsor and JHURA, JHURA routes the information to SPSS who then completes setting up the award with an SAP grant # and IO #(s) are assigned.



If JHU is using funding from the award to grant to a subrecipient, a subaward must be created:



ACTIVITIES OUTSIDE OF JHURA

These activities are completed outside of JHURA:

- Accounts Payable
- Accounts Receivable
- Compliance Issues (Human Subjects, Animal Usage, Conflict of Interest)
- Educational MOUs - MOUs that could provide JHU academic credit for certain activity for one or more specific students, or that may seek to broadly develop a new JHU academic course, program, certificate, or degree program, whether domestically or internationally. These typically come in to JHURA, and are handled by the JHURA Contracts Associate in close collaboration with the Provost and Chief Risk Officer. In most instances, these are signed by the Provost, and not JHURA.
- Independent Contractor Agreements
- Invoicing
- Material Transfer Agreements (MTA) – MTAs are handled by JHTV.
- Purchasing – Handles all vendor-types of relationships.

APPENDIX A: HOW TO SUBMIT DOCUMENTS

The Award Life Cycle requires a series of documents that are submitted and housed in several systems. Understanding when and how to use the correct system will optimize efficiency. Systems can vary by sponsor.

NOTE: Any questions regarding process should be addressed with your JHURA contact.

Color Coding Key

Contracts Team – Green

Grants Team – Blue

Subawards Team

Workflow Team

	Documents/Requests	Which JHURA System to use	When to use Email (or No system)	When to use Sponsor System	JHURA Contact
Proposals	<u>Proposal Documents</u> Contracts	Coeus	Sponsor may request JHURA to submit docs	Applicable to Federal Sponsors and some private sponsors	Workflow Team
	<u>Proposal Documents</u> - Grants and Cooperative Agreements	Coeus	Sponsor may request JHURA to submit docs	Applicable to Federal Sponsors and some private sponsors	Grants Team
	<u>Reps & Certs for:</u> > Grant Proposal >> Contract Proposal	Coeus	Sponsor may request JHURA to submit docs they provide		> Grants Team >> Workflow Team
	<u>Sub Determination Form</u> > Grant Proposal >> Contract Proposal	Coeus - JHURA sends the signed copy to the dept. upon approval			> Grants Team >> Workflow Team
	<u>Letter of Intent</u> > Grant Proposal >> Contract Proposal	Coeus – JHURA sends the signed copy to the dept. upon approval	Sponsor may request a letter signed by JHURA		> Grants Team >> Workflow Team
	<u>Just In Time (NIH)</u>		Dept. communicates to JHURA and JHURA emails Sponsor	eRA Commons (if requested by NIH personnel via email)	Grants Team

Award Stage

Documents/Requests	Which JHURA System to use	When to use Email (or No system)	When to use Sponsor System	JHURA Contact
Pre-Award (SPH) >Grant >>Contract	SPH Pre-award Form submitted through intake for JAWS			>Grants Team >>Contracts Team
Pre-Award (A&S) >Grant >>Contract	Webforms			>Grants Team >>Contracts Team
Pre-Award (non-A&S or SPH) >Grant >>Contract	Webforms			>Grants Team >>Contracts Team
Incoming Award/Agreement >Grant (for FDP) >>Contract (for all others)	JAWS			>Grants Team >>Contracts Team
No Cost Extension-Approval has been granted by the Sponsor >Grant >>Contract	JAWS			>Grants Team >>Contracts Team

Documents/Requests	Which JHURA System to use	When to use Email (or No system)	When to use Sponsor System	JHURA Contact
Outgoing Subaward Request	Swift			Subawards Team
Closeout Documents-Award Amendment >Grant >>Contract	JAWS			>Grants Team >>Contracts Team
Closeout Document-Final Reporting, Invention Statements, Equipment Reports, etc,		Sponsor may request documents be sent via email.	Sponsor may request documents be sent via sponsor system. Commonly NIH, NSF.	Workflow Team
Prior Approval Request – Check Sponsor Guidelines >Grant >>Contract		Email	Federal Sponsor’s System	>Grants Team >>Contracts Team
Annual Report >Grant >>Contract		Sponsor may request documents be sent via email.	Sponsor may request documents be sent via sponsor system. Commonly NIH, NSF.	>Grants Team >>Contracts Team

Appendix B: SPONSOR SYSTEMS

IMPORTANT:

Always check the FOA to determine the system to be used to apply for grants.

Also note, do not use Grants.gov for NIH, NSF, or NASA proposals. The systems do not work well together.

Sponsor	System(s)
CDC	Grants Solutions - www.Grantssolutions.gov
Department of Defense. CDMRP, Department of the Army	eBRAP - https://ebrap.org
HHS	Fedconnect - https://www.fedconnect.net/FedConnect/Default.htm
NASA	NSPIRES - https://nspires.nasaprs.com/external/
NIH	Assist - https://public.era.nih.gov
NSF	FastLane - https://www.fastlane.nsf.gov/ Research.gov - https://www.research.gov/research-web/
ONR	Wide Area Workflow - https://piee.eb.mil/xhtml/unauth/home/login.xhtml
Simon Foundation	Proposal Central - https://proposalcentral.com/
STScI	STGMS - https://stgms.stsci.edu/stgms/
U.S. Department of Education	G5 - https://www.g5.gov
Institute of Education Sciences (IES)	IES Primo - https://iesreview.ed.gov/?AspxAutoDetectCookieSupport=1
Private Sponsors	Vary and may not have a system