

JAWS Intake Form Guide

Category	JAWS
Version and Effective Date:	Version 2 Effective October 16, 2020
Responsible Office:	Johns Hopkins University Research Administration
References/Additional Info	<p>JAWS Intake Form: https://research.jhu.edu/jhura/agreement-intake/</p> <p>JHURA Award Management webpage: https://research.jhu.edu/jhura/award-management/</p> <p>JHURA Award Review and Negotiation webpage: https://research.jhu.edu/jhura/award-management/award-negotiation/</p>

I. PURPOSE

This document provides guidance on how to complete the JHURA Agreement Workflow System (JAWS) Intake Form, which is required for submitting agreements for review and negotiation to JHURA. Agreements (especially contracts) may require negotiation by JHURA to ensure compliance with University policies and procedures.

All agreements should be submitted by the department for intake via the [JAWS Intake Form](#). Even in instances where JHURA has approved the Coeus record, JHURA will still ask the department to submit the agreement via intake after reviewing the agreement for programmatic and budget accuracy.

Agreements will fall into two categories:

Funded

A funded agreement (also known as a sponsored agreement) is an agreement that has funding attached to it (a budget.) Select “Funded” if you are submitting a change to a funded agreement (there is already an SAP Grant Number) even if the change does not impact the budget.



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- A modification (mod) to an agreement that is funded is considered Funded even if this particular mod does not increase or decrease the funding.
- A No-Cost Extension falls under the funded category if it is an extension to a funded project.

Unfunded

An unfunded agreement is an agreement that does not have any funding support. These agreements will not have a budget but can contain a scope of work or description of services to be provided by JHU. Execution of these agreements will not prompt the creation of an SAP Grant Number or revision of an existing Grant in SAP.

- An unfunded agreement, such as a Data Use Agreement ("DUA"), Confidentiality Agreement or Non-Disclosure Agreement ("CDA" or "NDA") should not have any COEUS IPN listed on the JAWS intake form.
- There will be instances where the funded and unfunded agreements are working in tandem with one another. It's important to make sure each agreement is assigned the correct Agreement Type. Here is an example where an agreement may be associated with a funded project/Coeus record, but should be marked as Unfunded:

Your PI is teaming with another organization to submit a proposal, and the organization asks JHU to sign an NDA and teaming agreement. Although these agreements are related to a funded contract we hope to receive, they do not involve exchange of money and therefore should be submitted through JAWS as Unfunded agreements.

USEFUL TIP

If you list a COEUS IPN on the JAWS intake form, such as the COEUS IPN for the funded award that is related to this unfunded agreement, then the JAWS record will be populated with the wrong info, because JAWS will pull the info from the funded award as opposed to the agreement you want JHURA to now sign.

II. PROCEDURE

❖ AGREEMENT TYPE

Please select one agreement type from the dropdown list. Use this chart to identify the type of agreement:

AGREEMENT TYPE	DESCRIPTION	FUNDED OR UNFUNDED
Allocation Agreement	An agreement to share or allocate IP rights between parties.	Unfunded
CDA/NDA	An agreement that ensures that discussions (between JHU and Entity) are kept confidential while interested parties determine if they should pursue future sponsored activity.	Unfunded
Clinical Trial Agreement	An agreement that governs the conduct of a Clinical Trial research study and sets forth the obligations of each party to the agreement.	Funded
Closeout	Documents signifying the end of the award. Commonly known as Final Invention Statement, Final Technical Report, Final Equipment Report. Request for a Final Invoice or Final	Funded



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	Financial Report can be sent directly to SPSS.	
Cooperative Agreement	An agreement that is similar to a grant, but where the Government expects to be much more involved in project planning and implementation. This participation is referred to as “substantial involvement.”	Funded
CRADA	A contract between a federal agency and a nonfederal entity. CRADAs are intended to allow the federal government and non-Federal partners to optimize their resources, share technical expertise in a protected environment, share intellectual property emerging from the effort, and speed the commercialization of federally developed technology.	Funded
Data Use Agreement	An agreement for the transfer or use of data where the data is nonpublic or is otherwise subject to some restrictions on its use.	Unfunded
Equipment Loan Agreement (Bailment)	An agreement where one party agrees to take physical possession of another's property for stated purpose, but does not take ownership of it/will return it.	Funded
Grant	An agreement that provides financial	Funded



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	assistance to carry out an approved project or activity. Differs from a contract in that there are not typically deliverables.	
Incoming Professional Services Agreement	A contract where JHU providing a service/consulting to sponsor. Other Sponsored Activity. Analyzing someone else's data, trainings etc.	Funded
Incoming Subcontract	A contract under another entity's prime award that transfers a substantive portion of a scope of work and associated funding to JHU.	Funded
Incoming Subgrant	A grant under another entity's prime award that transfers a substantive portion of a scope of work and associated funding to JHU.	Funded
Intellectual Property Agreement	A contract that sets out specifically the intellectual property rights between two parties. Sometimes these are required at the proposal stage for federal sponsored activity.	Unfunded
Internal Work Agreement	An agreement when one JHU entity is looking to engage another JHU entity. There are funds attached to this agreement, but they are done by internal cost transfer, not SAP Grant update, so this is considered an unfunded agreement.	Unfunded



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Letter of Authorization	A letter authorizing spending for a specific period of time prior to issuance of an agreement.	Funded
License Agreement	A contract that grants the licensee the right to produce and sell goods, apply a brand name or trademark, or use patented technology/copyright/other intellectual property owned by the licensor.	Funded
Master Agreement	A contract where the activity is anticipated to be multiple projects under one umbrella agreement. Useful when working frequently with the same funder on similar technical services or consulting projects. Eliminates need to negotiate individual agreements.	Unfunded
Membership Agreement	A contract where the parties involved in the agreement agree to join together in a cooperative effort to support an initiative.	Unfunded
Memorandum of Understanding	A form of agreement between two or more parties to establish relationship/partnership.	Could be either
Notice of Award	A standard federal grant award to recipient to accomplish public purpose. Commonly issued by NIH, NSF, NASA	Funded
Other Transaction Authority Agreement	OTAs are another agreement mechanism that may be used by the US	Funded



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	government. These should be reviewed and generally treated as a formal contract.	
Pre-award (used for JHSPH only)	Document that allows for the creation of an SAP grant number on an award that has not been fully executed.	Funded
Pre-Teaming Agreement	An agreement where JHU and other institution may collaborate on a proposal and wish to document exclusivity in the event such collaboration goes forward. Not frequently used by most academic areas, as a teaming agreement usually is sufficient.	Unfunded
Program Income Agreement	An agreement that allows JHU to keep funds received from SOW to use for other agreed upon not for profit purposes.	Funded
Publication Authorship Agreement	An agreement used when faculty is going to publish or assign rights to another entity.	Unfunded
Secondment Agreement/IPA	An agreement used when an employee is assigned on a temporary basis to work for another organization (listed in JAWS as the "sponsor").	Unfunded
Service Center Agreement	A standard agreement used for Service Centers that will not be set up as a sponsored account.	Unfunded
Standard Research Agreement	An agreement most commonly used for	Funded

	research projects (i.e. contract).	
Student Agreement	An agreement where JHU student activity is the primary focus.	Unfunded
Task Order Agreement	An agreement or performance of a project taking place under and governed by a Master Agreement. Each project is a "Task" under a separate Task Order, separate Coeus record.	Funded
Teaming Agreement	An agreement for JHU and other institution(s) when collaborating on preparation and submission of a proposal, with one institution as prime recipient (team lead) and other institution as subrecipient (team member).	Unfunded

❖ **IS THIS AGREEMENT FUNDED OR UNFUNDED?**

Consult the Agreement Type chart above to help you determine if your agreement is funded or unfunded. Direct any questions to your Contracts and Grants Associates.

Funded:

- Often known as a grant, contract, cooperative agreement or sponsored agreement.
- Always involves some kind of funding, with two exceptions: Modifications to existing sponsored agreements, and No-Cost Extensions.
- These agreements are considered funded because they result in changes to the Grant Record in SAP, such as an extension to the Period of Performance.



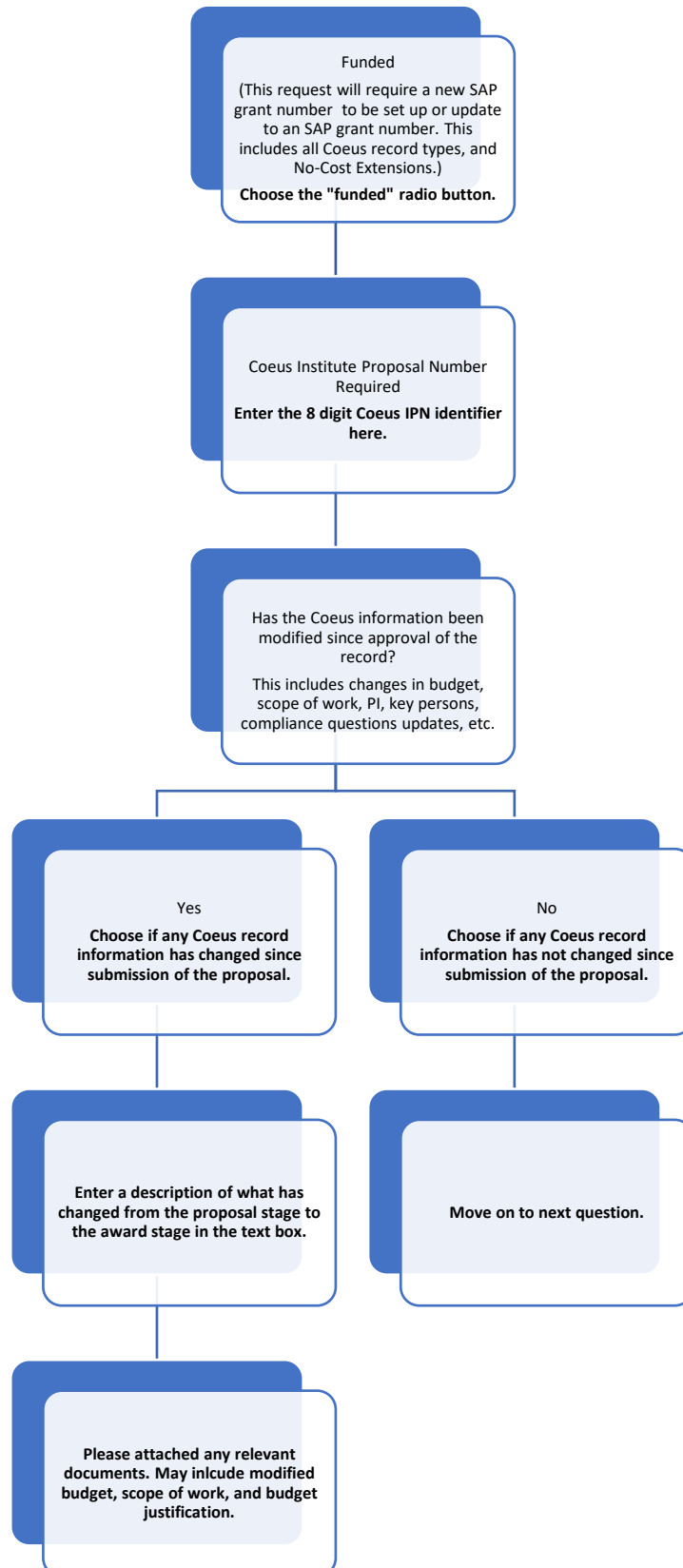
Standard Operating Procedure

Unfunded:

- Does not involve funding. Execution of the agreement will not result in the creation or revision of an existing SAP Grant Record.
- Common unfunded agreement types are CDA/NDA, DUA, and Teaming Agreements.

A NOTE ON NO-COST EXTENSIONS

Requests for a No Cost Extension do not go through the JAWS intake process. Only No-Cost Extension approvals are sent through JAWS. Please consult the JHURA No-Cost Extension for Departments Standard Operating Procedure for the complete process.



USEFUL TIP

The "Correct IPN" means the IPN that matches the agreement/amendment you are submitting to JHURA to sign.

- For example, if you are submitting an amendment to add time and money, you would generally list the IPN of an associated supplement PD record (and NOT the original IPN from the original award, unless the original proposal already anticipated and included these funds in its budget).
- If you are submitting a task order, the correct IPN to list would be the IPN generated after JHURA approved the related PD record with proposal type "task order" (and not the original IPN linked to the "master agreement" COEUS PD record).

Unfunded

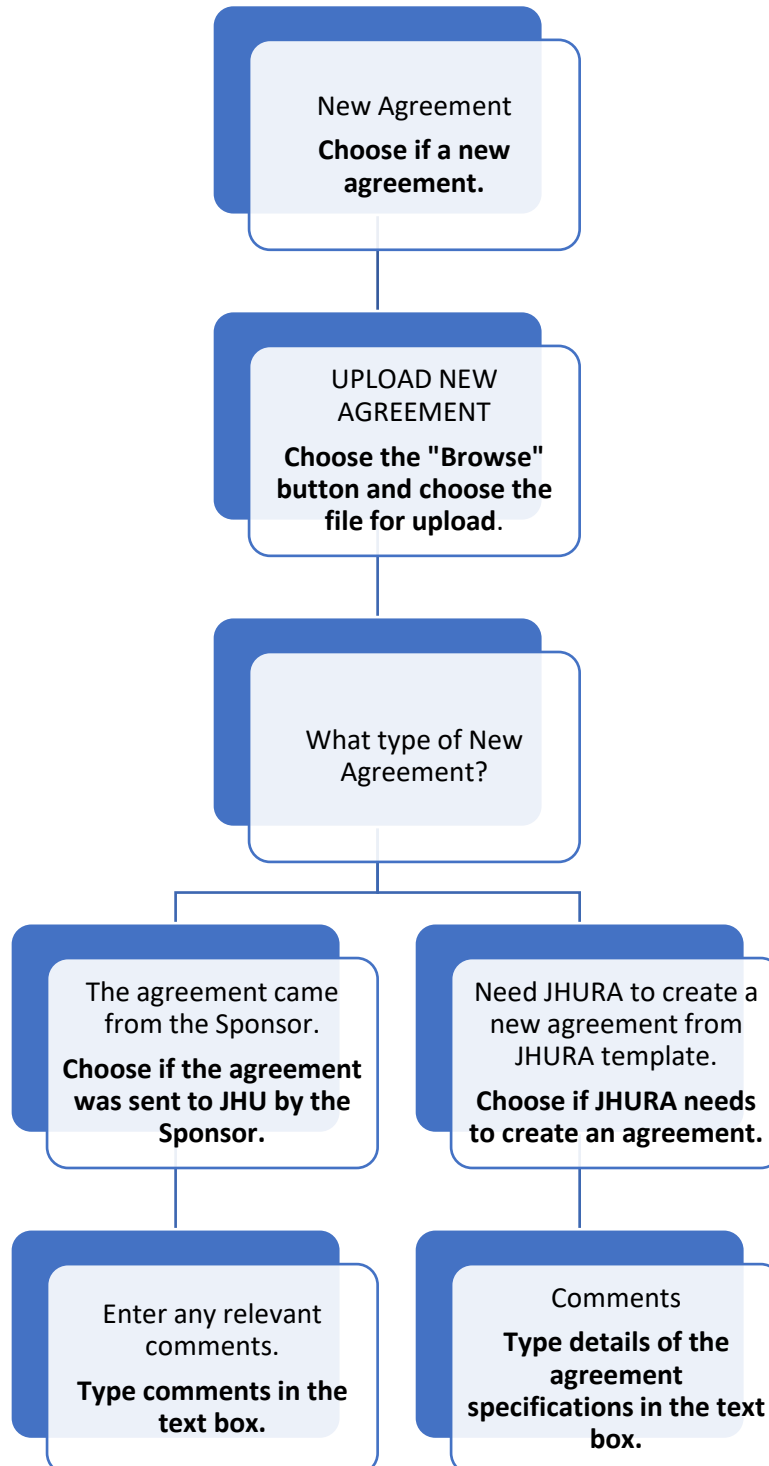
Agreements that have no funding attached and will not necessitate an update to SAP. If this is a mod and the underlying agreement is funded, then the mod should be considered funded even if this particular mod does not include any funding changes.

Choose the "unfunded" radio button.

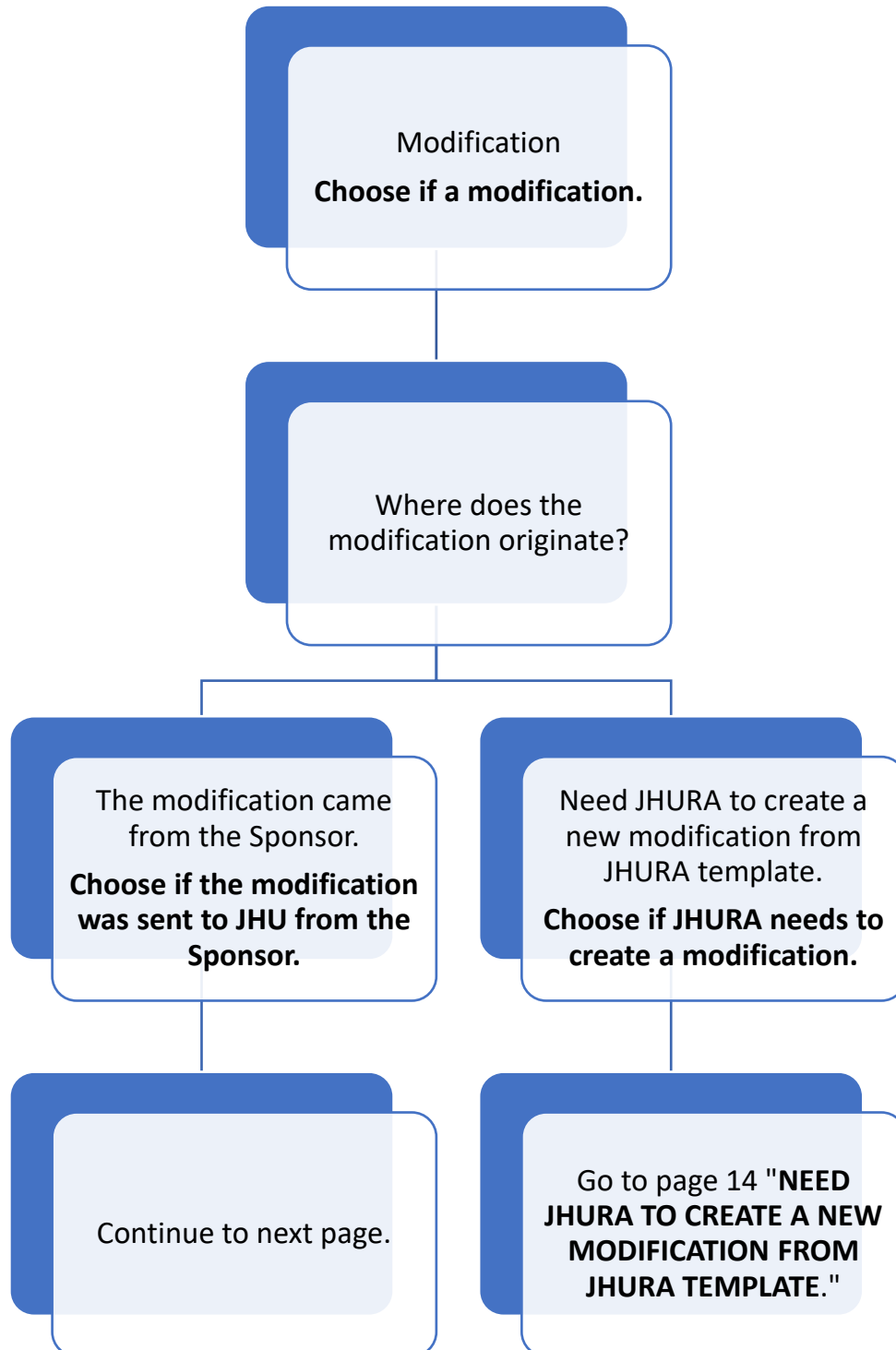
Move on to next question.

❖ IS THIS A

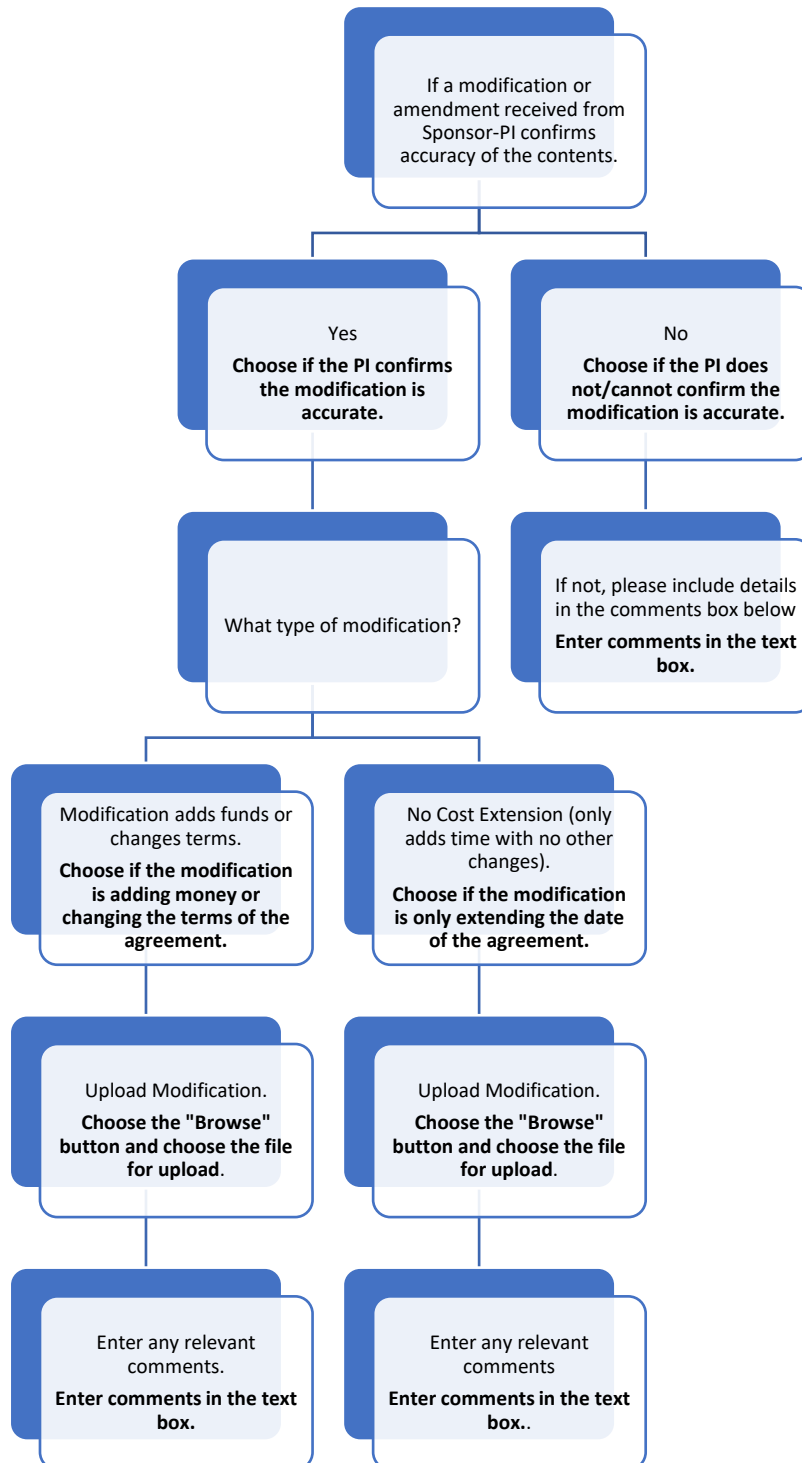
NEW AGREEMENT



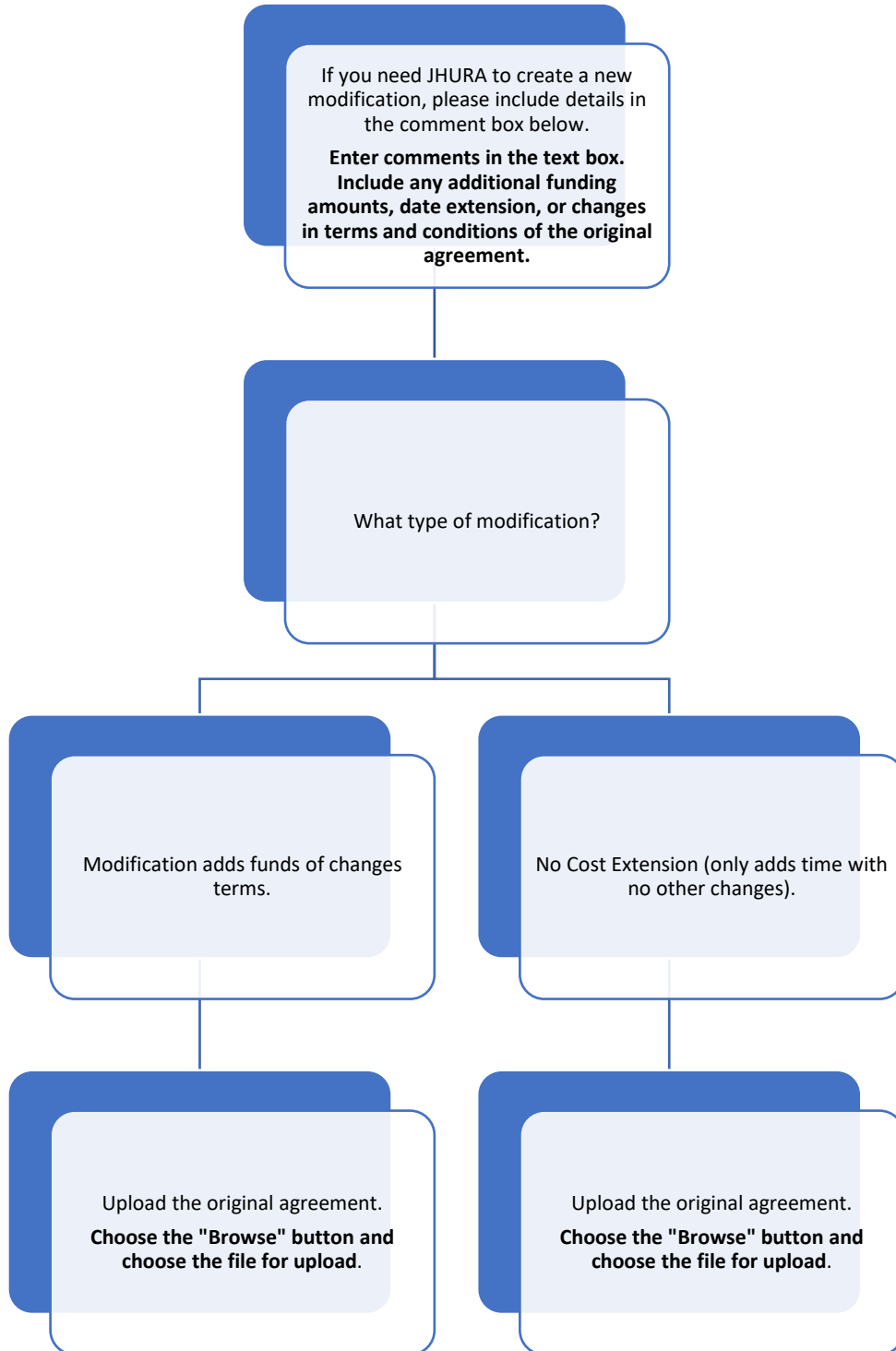
MODIFICATION (INCLUDING NO-COST EXTENSION)



THE MODIFICATION CAME FROM THE SPONSOR



NEED JHURA TO CREATE A NEW MODIFICATION FROM JHURA TEMPLATE





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❖ **JHU DEPARTMENT**

Enter the department name of the Principal Investigator (PI).

JHU Department *

❖ **PRINCIPAL INVESTIGATOR**

Enter the name of the person receiving the award.

Principal Investigator *

❖ **DEPARTMENT POINT(S) OF CONTACT**

Enter the name of the staff member responsible for maintaining this award in JAWS.

Department Point(s) of Contact

❖ **EMAIL ADDRESS FOR CONFIRMATION OF SUBMISSION**

Enter the email address of the person who should receive an email confirming the submission of this Intake Form. Only one email can be listed.

Email Address for Confirmation of Submission *

The person listed will receive an email confirming the submission of this intake form. Only one email can be listed.

❖ **DEPARTMENT POINT OF CONTACTS EMAILS**

Enter the email addresses of anyone who should be listed in the JHU Contacts field in JAWS. They will receive emails related to the record.

Department Point of Contacts Emails *

The persons listed here will be listed in the JHU Contacts field in JAWS and will receive emails related to the record.



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❖ **DOES THIS AGREEMENT RELATE TO COVID-19 WORK?**

If the award relates to COVID-1 research, please choose “yes.” If not, choose “no.”

Does this agreement relate to COVID-19 work? *

Yes

No

❖ **SPONSOR**

Sponsors are also known as Collaborators.

Enter the name of the Sponsor (the organization who is giving the award to JHU). The “Sponsor” for an Unfunded Agreement is the other party signing said agreement (not the sponsor of the funded award related to the agreement).

❖ **SPONSOR CONTACT PERSON**

Enter the name(s) of the point(s) of contact for the Sponsor institution, separated by a semicolon.

Sponsor

❖ **SPONSOR CONTACT PERSON'S EMAIL**

Enter the email address(es) of the Sponsor contact person(s), separated by a semicolon.

Sponsor Contact Person

❖ **ARE THERE OUTGOING SUBAWARDS ASSOCIATED WITH THIS ACTION?**

If there are outgoing subawards attached to this agreement, choose “Yes.” An outgoing subaward (also known as a subagreement or subcontract) is an agreement issued by JHU under its Prime Award to another organization. If not, choose “No.”

Are there outgoing subawards associated with this action? *

Yes

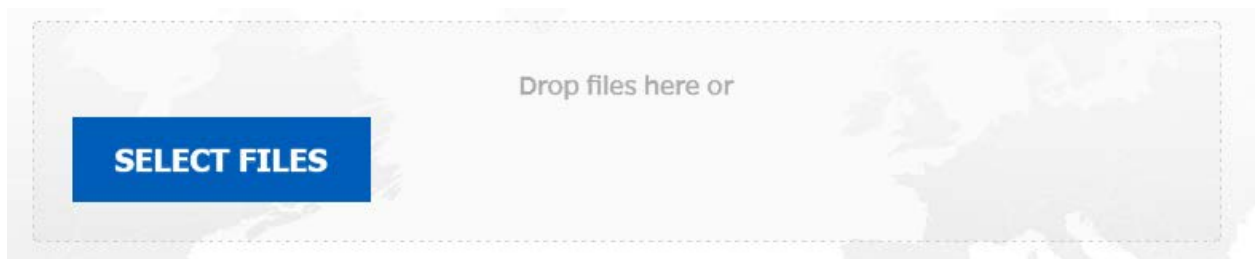
No

If the answer is “Yes,” please list the subrecipient names in the text box.

If 'Yes,' please list the subrecipient names below.

❖ **UPLOAD ATTACHMENTS BELOW**

Upload Scope of Work, Budget, and Other Attachments by choosing “Drop files here or Select files”



❖ **SUBMIT**

Click the Submit button. You will receive an email confirmation.

