JHURA

Standard Operating Procedure

JAWS Intake Form Guide

Category	**JAWS**
Version and Effective Date:	**Version 5 Effective July 21, 2021**
Responsible Office:	**Johns Hopkins University Research Administration**
References/Additional Info	**JAWS** **JHURA Award Management webpage** **JHURA Award Review and Negotiation webpage**

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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.) This includes submitting a change to a funded agreement (there is already an SAP Grant Number) even if the change does not impact the budget.

- 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.

A NOTE ON FUNDED VS. UNFUNDED AGREEMENTS

It is extremely important that you choose the correct type of funded or unfunded at the onset of your JAWS record. By entering a Coeus IPN, you are agreeing that the record should be funded, and all Coeus information will be brought into the record. If you change your mind to make the record unfunded, the system will not be able to recognize the change and JHURA will ask you to submit a new Intake Form. The same applies to unfunded records-you cannot change them to funded.

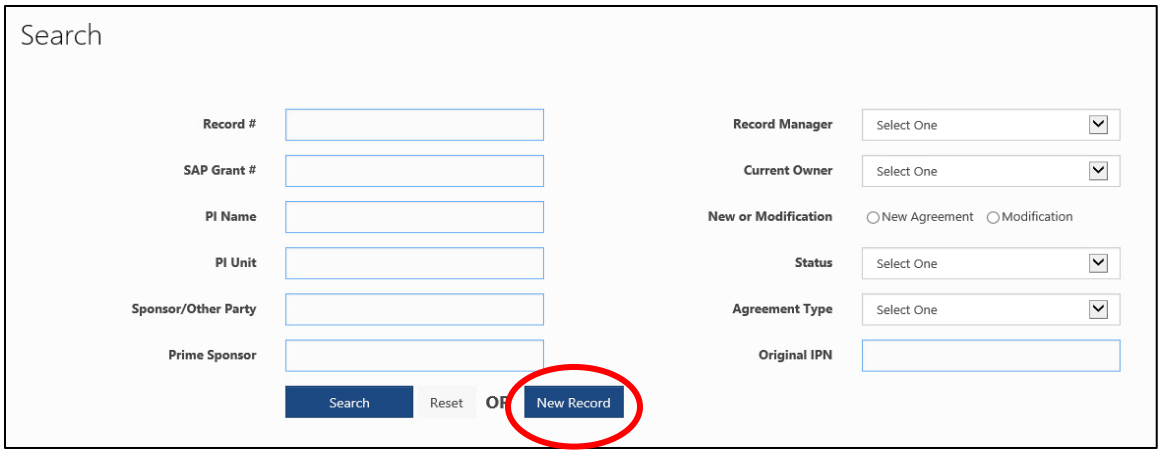
II. PROCEDURE

1. LOGGING IN

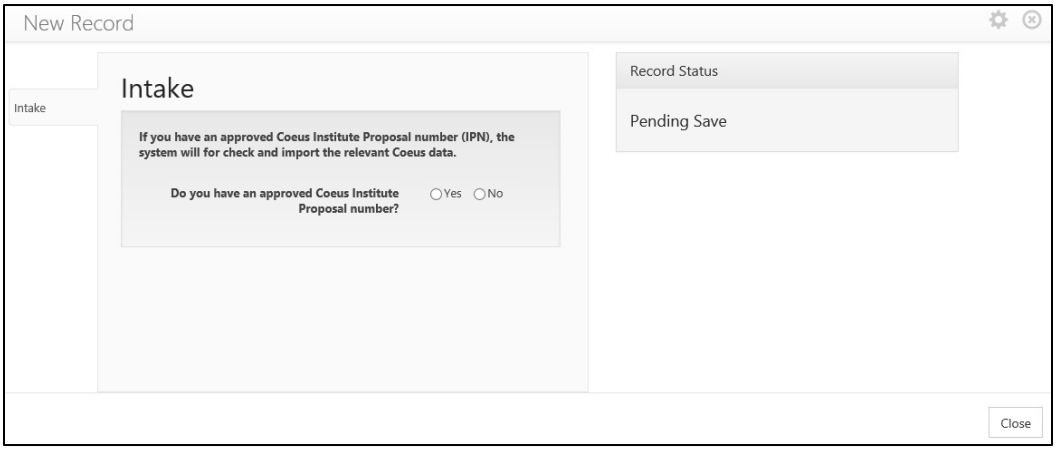
Log into JAWS using your JHED credentials.

2. RECORD CREATION

Click the New Record button.



A new window will appear that asks "**Do you have an approved Coeus Institute Proposal number?**"



FUNDED	*UNFUNDED*
If the agreement is funded, click the **Yes** radio button. You will be prompted to enter the Coeus IPN. See Appendix A for help in selecting the correct IPN. A list will populate below the IPN or Original IPN field that will bring up Coeus records as you input the number.	If the agreement is unfunded, click the **No** radio button.

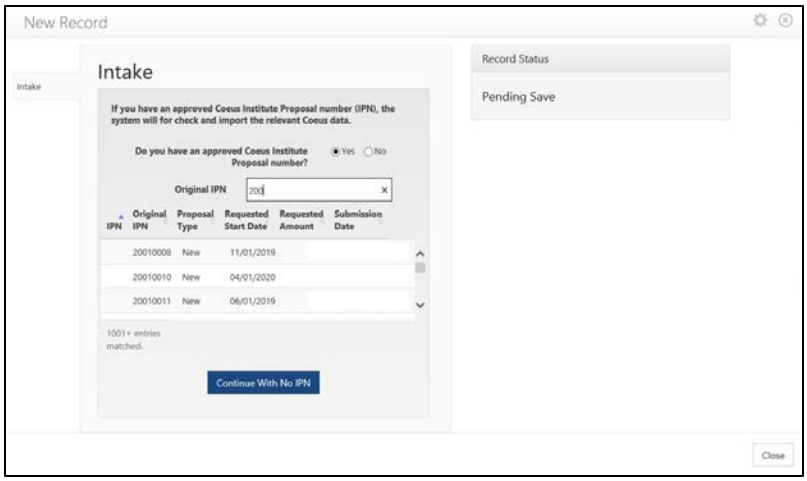
IMPORTANT NOTE

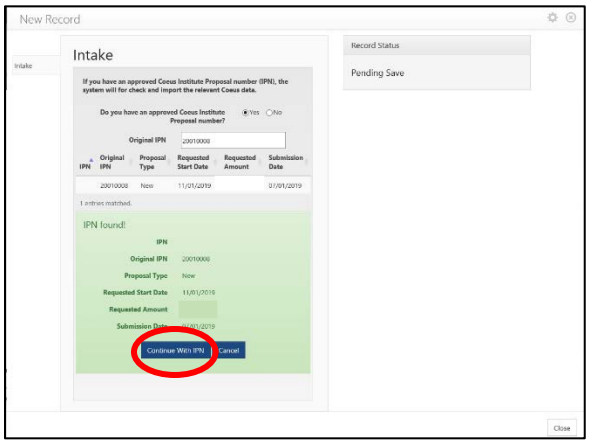
The "Correct IPN" means the IPN that matches the agreement/amendment you are submitting to JHURA to sign.

- 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).

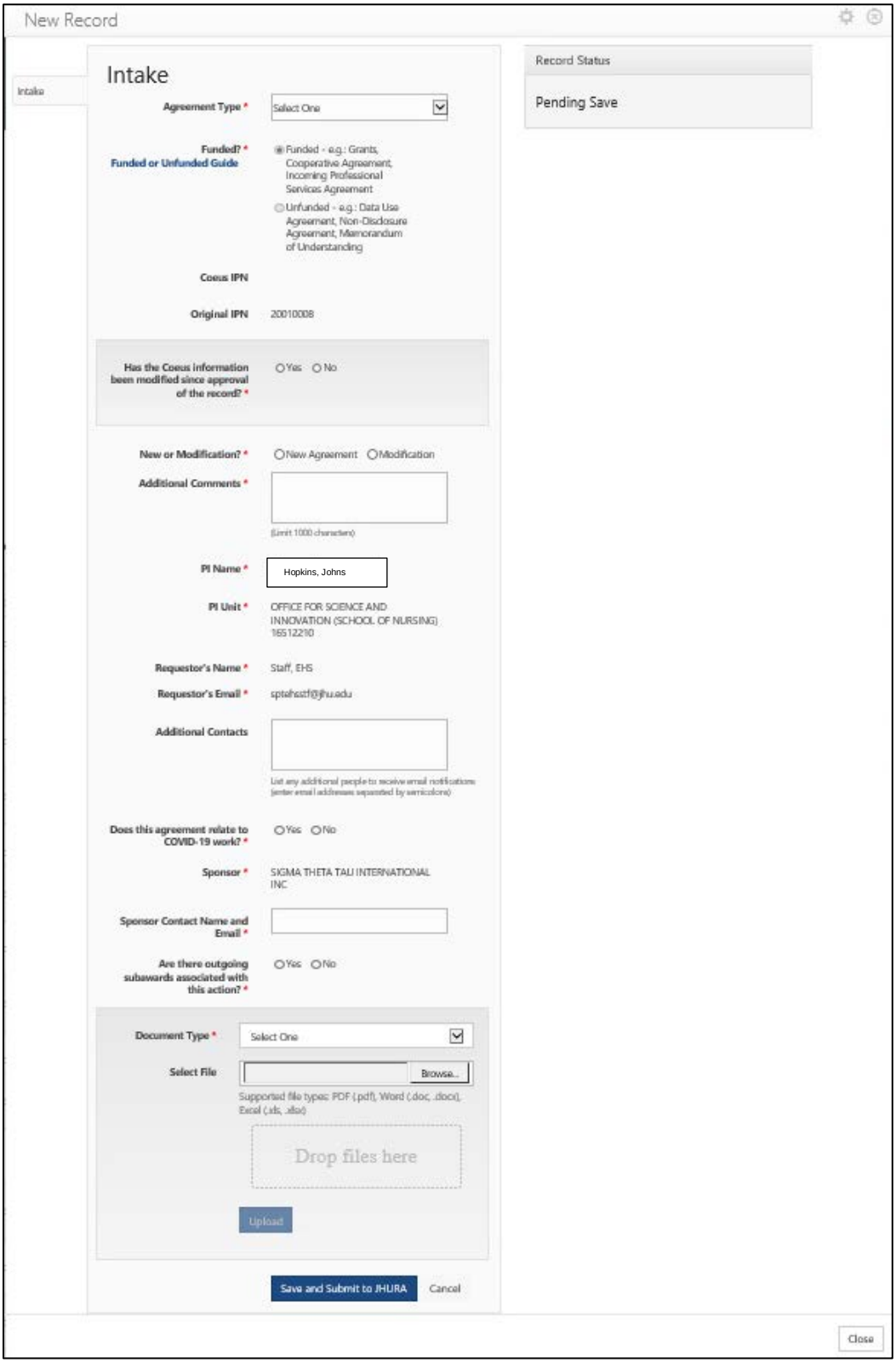
3. FUNDED RECORDS

Select the IPN by clicking on it. Upon locating the Coeus IPN, you will see a message that says IPN Found! Click the **Continue with IPN button** to proceed, or the **Cancel** button to cancel the request.





The Intake Form will appear. See example on next page.


New Record
Intake
Agreement Type *
Select One
Funded? *
Funded or Unfunded Guide
Funded - e.g.: Grants, Cooperative Agreement, Incoming Professional Services Agreement
Unfunded - e.g.: Data Use Agreement, Non-Disclosure Agreement, Memorandum of Understanding
Coeus IPN
Original IPN
20010008
Has the Coeus information been modified since approval of the record? *
Yes No
New or Modification? *
New Agreement Modification
Additional Comments *
(Limit 1000 characters)
PI Name *
Hopkins, Johns
PI Unit *
OFFICE FOR SCIENCE AND INNOVATION (SCHOOL OF NURSING) 16512210
Requestor's Name *
Staff, EHS
Requestor's Email *
sptehsstf@jhu.edu
Additional Contacts
List any additional people to receive email notifications (enter email addresses separated by semicolons)
Does this agreement relate to COVID-19 work? *
Yes No
Sponsor *
SIGMA THETA TAU INTERNATIONAL INC
Sponsor Contact Name and Email *
Are there outgoing subawards associated with this action? *
Yes No
Document Type *
Select One
Select File
Browse...
Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Drop files here
Upload
Save and Submit to JHURA
Cancel
Record Status
Pending Save
Close

3.1 AGREEMENT TYPE

Please select one agreement type from the dropdown list. Use Appendix B to identify the type of agreement.

3.2 FUNDED

This field will automatically populate.

3.3 COEUS IPN

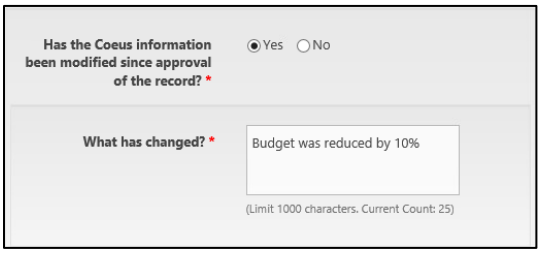
This field will automatically populate if the record is a Renewal, Revision, Supplement, or Task Order.

3.4 ORIGINAL IPN

This field will automatically populate.

3.5 HAS THE COEUS INFORMATION BEEN MODIFIED SINCE APPROVAL OF THE RECORD?

If you select **Yes**, you will be prompted to provide details on what has changed.



If no select **No**, you may proceed to the next field.

3.6 NEW OR MODIFICATION?

NEW

If you select New, a new field will pop up: **What type of New Agreement?**

Select "**The agreement came from the sponsor**" if the agreement was sent to you by a Sponsor.

Select "**Need JHURA to create a new agreement from JHURA template**" if you do not have an agreement and need JHURA to draft it for you.

Complete the **Additional Comments** field if you have any relevant additional information to include.

MODIFICATION

If you select Modification, a new field will pop up: **Where does the modification originate?**

Option 1: Select "**Modification came from the sponsor**" if the agreement was sent to you by a Sponsor.

A new question will appear that says "**The PI confirms the accuracy of the content.**" If you select **yes**, you may proceed to the next field. If you select **no**, you will be prompted to provide an explanation in the **Enter details** box.

The next question says "**What type of modification?**"

Option 1: Select **Modification adds funds or changes terms**
Option 2: Select **No Cost Extension (only adds time only with no other changes)**

Add any information to the **Additional Comments** field if you have any additional details to include.

Option 2: Select "**Need JHURA to create a new modification from JHURA template**" if you do not have an agreement and need JHURA to draft it for you.

Complete **"Enter details needed for JHURA to create a new modification"**
Complete the **Additional Comments** field if you have any relevant additional information to include.

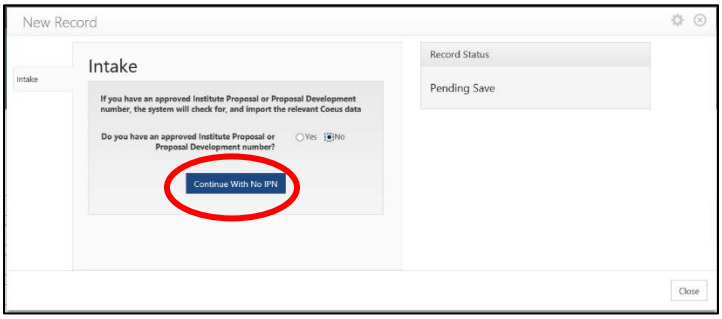
The next question says "**What type of modification?**"

Option 1: Select **Modification adds funds or changes terms**
Option 2: Select **No Cost Extension (only adds time only with no other changes)**

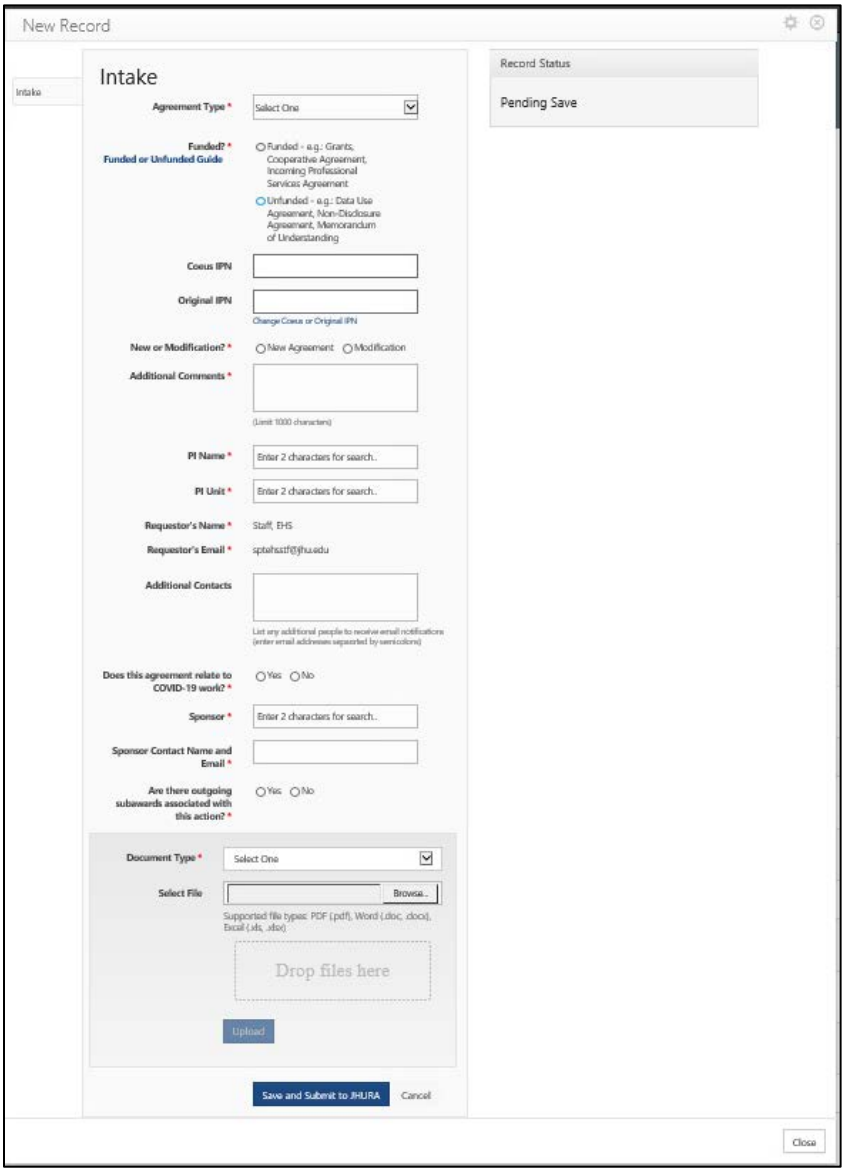
Add any information to the **Additional Comments** field if you have any additional details to include.

4. UNFUNDED RECORDS

If **No** is selected, you will be prompted to click **Continue With No IPN**.



The intake form will appear.



IMPORTANT NOTE

If you enter 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.

4.1 AGREEMENT TYPE

Please select one agreement type from the dropdown list. Use Appendix B to identify the type of agreement.

4.2 FUNDED

Choose **Unfunded**.

4.3 COEUS IPN

Leave this field blank.

4.4 ORIGINAL IPN

Leave this field blank.

4.5 NEW OR MODIFICATION?

NEW

If you select New, a new field will pop up: **What type of New Agreement?**

Select "**The agreement came from the sponsor**" if the agreement was sent to you by a Sponsor.

Select "**Need JHURA to create a new agreement from JHURA template**" if you do not have an agreement and need JHURA to draft it for you.

Complete the **Additional Comments** field if you have any relevant additional information to include.

MODIFICATION

If you select Modification, a new field will pop up: **Where does the modification originate?**

Option 1: Select "**Modification came from the sponsor**" if the agreement was sent to you by a Sponsor.

A new question will appear that says "**The PI confirms the accuracy of the content.**" If you select **yes**, you may proceed to the next field. If you select **no**, you will be prompted to provide an explanation in the **Enter details** box.

The next question says "**What type of modification?**"

Option 1: Select **Modification adds funds or changes terms**
Option 2: Select **No Cost Extension (only adds time only with no other changes)**

Add any information to the **Additional Comments** field if you have any additional details to include.

Option 2: Select "**Need JHURA to create a new modification from JHURA template**" if you do not have an agreement and need JHURA to draft it for you.

Complete **"Enter details needed for JHURA to create a new modification"**
Complete the **Additional Comments** field if you have any relevant additional information to include.

The next question says "**What type of modification?**"

Option 1: Select **Modification adds funds or changes terms**
Option 2: Select **No Cost Extension (only adds time only with no other changes)**

Add any information to the **Additional Comments** field if you have any additional details to include.

FUNDED	*UNFUNDED*
5. PI NAME This field will automatically populate.	Enter the PI's Last name and first name. Many PIs have the same name-check the name against their JHED ID to ensure the correct name is selected.
6. PI UNIT This field will automatically populate.	Enter the PI's Unit/Department name.
7. REQUSTOR'S NAME This field will automatically populate.	This field will automatically populate.
8. REQUESTOR'S EMAIL This field will automatically populate.	This field will automatically populate.
9. ADDITIONAL CONTACTS List any additional people to receive email notifications, separated by semicolons.	List any additional people to receive email notifications, separated by semicolons.
10. DOES THIS AGREEMENT RELATE TO COVID-19 WORK? Check "**yes**" in the agreement includes COVID funding or research. Check "no" if not.	Check "**yes**" in the agreement includes COVID funding or research. Check "no" if not.
11. SPONSOR This field will automatically populate.	Enter the Sponsor's name.
12. SPONSOR CONTACT NAME AND EMAIL Enter the Sponsor's Contact first and last name and email address.	Enter the Sponsor's Contact first and last name and email address.
13. ARE THERE OUTGOING SUBAWARDS ASSOCIATED WITH THIS ACTION? If "**yes**," also enter the names of the Subrecipients in the pop up box. If "**no**", click no and proceed to the next field.	If "**yes**," also enter the names of the Subrecipients in the pop up box. If "**no**", click no and proceed to the next field.
14. DOCUMENT TYPE Select a document type from the drop down box and upload the corresponding file. Click the **Upload** button. Repeat as necessary.	Select a document type from the drop down box and upload the corresponding file. Click the **Upload** button. Repeat as necessary.
15. SAVE AND SUBMIT TO JHURA Click the **Save and Submit to JHURA** button to submit the form.	Click the **Save and Submit to JHURA** button to submit the form.

16. RECEIPT AND REVIEW OF RECORD BY JHURA

The record will be sent to JHURA for review. If the Intake Form is correct, the record will be assigned a Record Manager and then processed. In the Intake Form is incorrect, the form will be returned to you for correction. There will be a notification in the top right corner of the record with details explaining what needs correction:

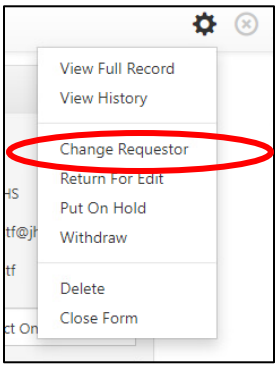
Edit the fields requiring correction and then click the **Save Intake** button at the bottom of the form.

When all corrections have been saved, click the **Finished Editing** button to return the record to JHURA for review.

17. CHANGE REQUESTOR

There may be an occasion where you need to change the Requestor of the record, for example, if a co-worker is out of the office. This can be done at the Intake stage or any point during the life of the record.

1. Open the record.
2. Click on the gear icon in the upper right corner of the screen. Click on Change Requestor.
3. Enter the new Requestor's JHED ID, First Name, Last Name, Email Address, and reason for the change.



4. Click the **Change Requestor** button.

APPENDIX A: SELECTING AN ORIGINAL IPN

IPN TYPE	JAWS FIELD
IPN	The IPN field in JAWS corresponds to the Original IPN field in the Coeus Proposal Development (PD) record. This number is not used for SAP Grant account setup. It exists to show a relationship to the Coeus IPN.
Original IPN	The Original IPN shown in the dropdown list matches the approved Coeus IPN record. This is the number used for SAP Grant account setup and what shows up on the JAWS Search Dashboard.

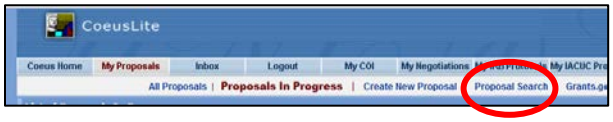
HOW TO LOCATE AN IPN-NEW AWARDS

*Coeus Premium - **Use the Institute Proposal Guide.***

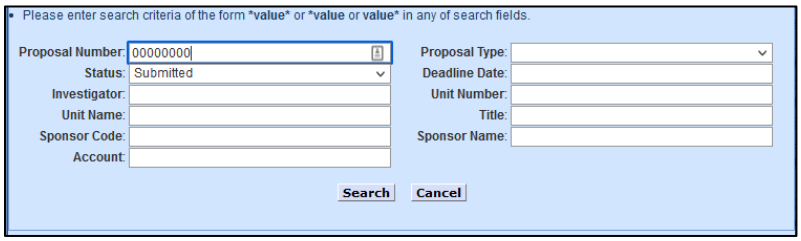
Coeus Lite

Click on the My Proposals tab.

Click on Proposal Search.

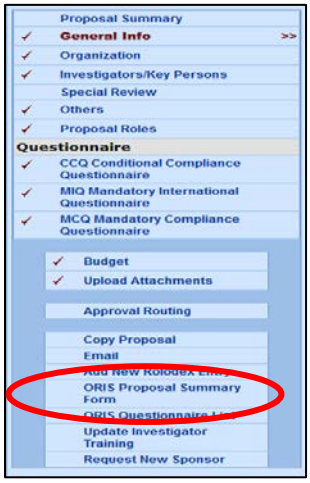


Enter the Proposal Number or other search criteria to locate your record, and choose **Submitted** as your **Status**. Click the **Search** button.



The proposal should show up as an option on the next screen. Click on the Proposal Number.

From the menu on the left, click on ORIS Proposal Summary Form.



A PDF will pop up. The IPN is in the upper right corner of the screen.

HOW TO LOCATE AN IPN-MODIFICATIONS

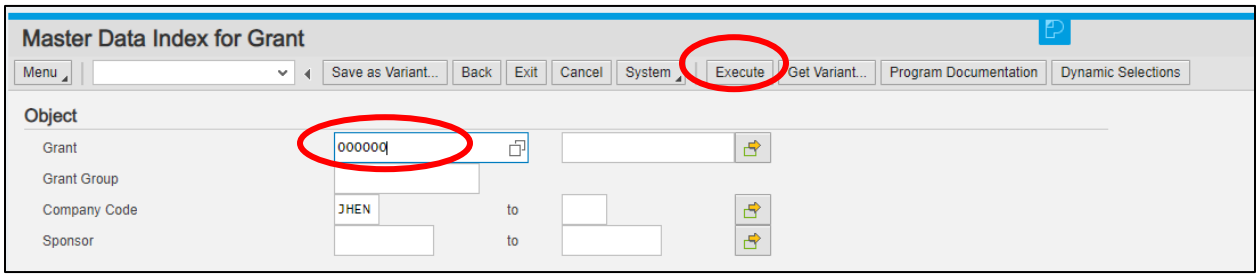
Coeus Premium - Use the Institute Proposal Guide.

Coeus Lite

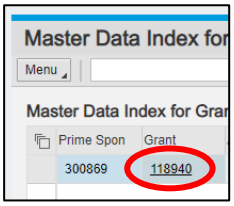
Use the instructions found here.

SAP

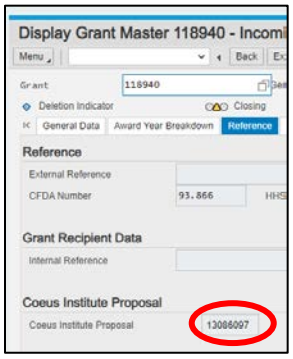
Open Master Data Index for Grant. Enter the SAP Grant Number in the **Grant** field and click **Execute**.



Click on the Grant number:



Click on the Reference Tab. The Coeus IPN in the fourth field from the top.

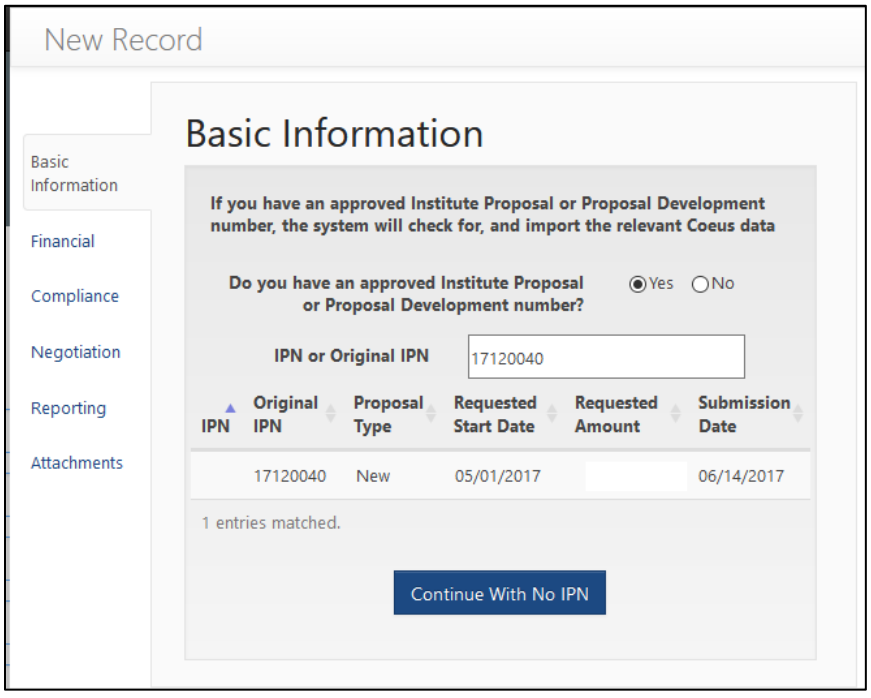


IPN TYPES

ORIS Proposal Type Decision Chart-this chart contains detailed descriptions of each Proposal Type.

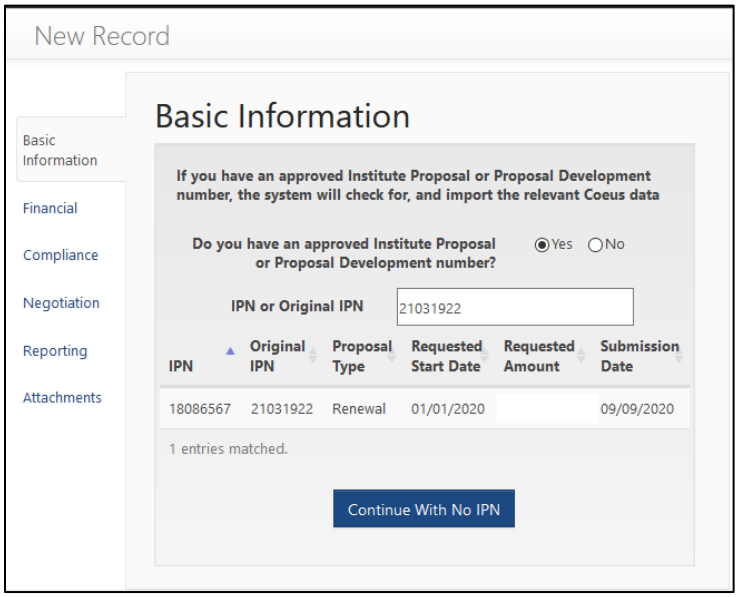
Proposal Type - New

When you create a record, only the Original IPN field will populate when you enter an IPN. For example, the IPN is blank and the Original IPN is 17120040.

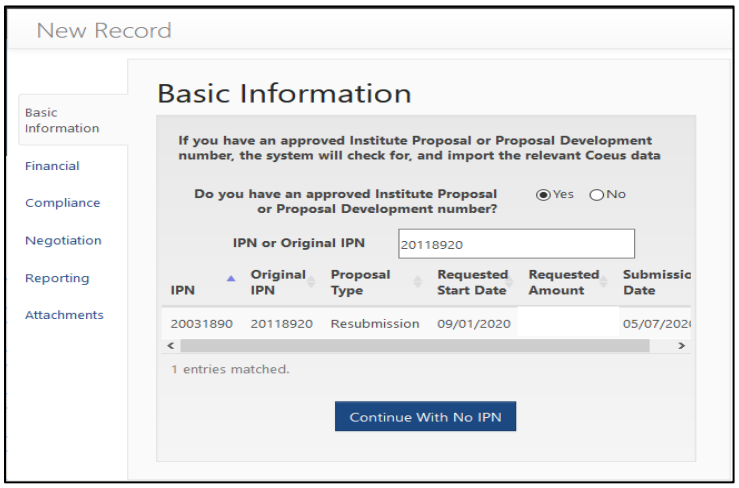


Proposal Type - Continuation
Continuation IPNs cannot be used to set up a JAWS record.

Proposal Type - Renewal
When you create a record, the IPN and Original IPN field will populate when you enter an IPN. For renewals, the IPN will be an older number. For example, the IPN is 18086567 and the Original IPN is 21031922.



Proposal Type - Resubmission
When you create a record, the IPN and Original IPN field will populate when you enter an IPN. For resubmissions, the Original IPN will be an older number. For example, the IPN is 20031890 and the Original IPN is 20118920.

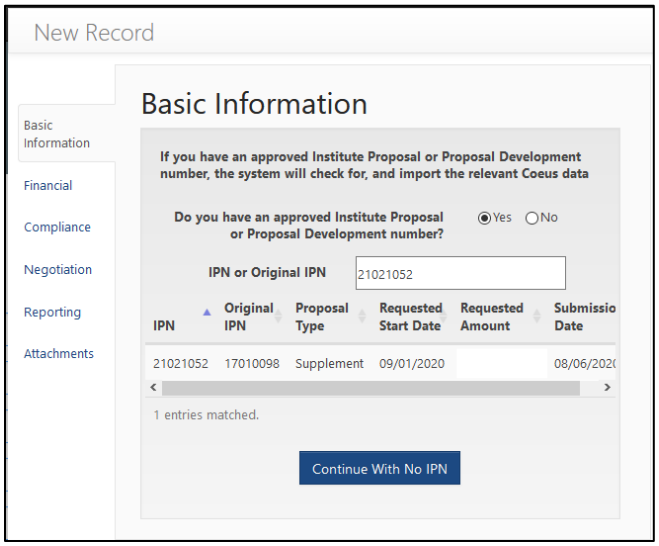


Proposal Type - Revision

Revision IPNs cannot be used to set up a JAWS record.

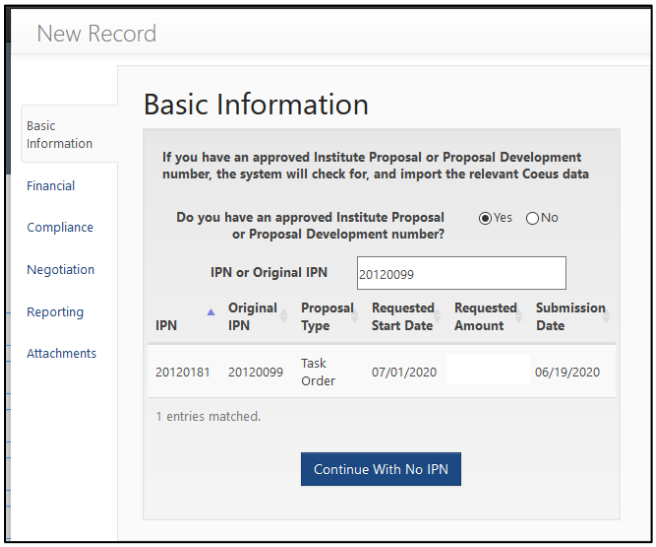
Proposal Type – Supplement

When you create a record, the IPN and Original IPN field will populate when you enter an IPN. For supplements, the IPN will be an older number. For example, the IPN is 21021052 and the Original IPN is 17010098.



Proposal Type - Task Order

When you create a record, the IPN and Original IPN field will populate when you enter an IPN. For supplements, the IPN will be an older number. For example, the IPN is 20120181 and the Original IPN is 20120099.



APPENDIX B: AGREEMENT TYPE

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 Financial Report can be sent directly to SPSS.	Funded
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
FDP Agreement	An agreement issued by a member of the Federal Demonstration Partnership. This is a template agreement with terms previously agreed upon.	Funded
Grant	An agreement that provides financial assistance to carry out an approved project or activity. Differs from a contract in that there are not typically deliverables.	Funded

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
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. ***Master Agreements have Coeus IPN numbers. These are still treated as unfunded agreements. For the question "Do you have an approved Coeus Institute Proposal number?" select No. You will be able to manually enter the Coeus IPN in the next screen.**	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

Material Transfer Agreement	A legal document defining the conditions under which research or other materials, or data, can be transferred and used among the parties, including research laboratories.	Please send to JHTV. They are not entered in JAWS.
No Cost Extension	A modification to an agreement that adds time only.	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 government. These should be reviewed and generally treated as a formal contract.	Funded
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 research projects (i.e. contract).	Funded
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