

## Minimum Requirements for a Proposal Development Record in Fibi

JHURA requires all of the following **uploaded as separate documents** at least 3 days prior to the due date.

JHURA will review the announcement to determine all required components of a proposal, all of which must be uploaded into the Fibi record subject to [3-2-1 Proposal Review](#):

If the department must submit the proposal directly to the sponsor, the **department must upload a full copy of the complete proposal to the Fibi PD record for review prior to submission.**

**Program Announcement**

If you have a program announcement/RFP/BAA, you must upload it as an attachment in the Fibi record. We require a copy to be kept on file when it is not easily accessible in a federal sponsor's submission system. Links are not sufficient, as they often expire and are not accessible later.

**Scope of Work/Narrative/Project Summary**

**Budget (Detailed Budget)**

Fibi Budget Fields need only include direct and indirect amount fields completed. Uploaded Budget must be detailed and include direct costs, indirect costs, fringe rates, MTDC base (if applicable), and exclusions (if applicable).

**Budget Justification**

Include documentation of sponsor F&A rate if other than our NICRA rate (published sponsor policy or email from a Grants Officer)

Fibi Compliance Questionnaires – Must be signed by the JHU PI, either electronically or on paper and uploaded (one per record)

Investigator Certification questions must be completed by everyone listed on the investigator tab and key personnel tab (in Fibi)

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**The following documents are required when certain criteria apply:**

If Cost sharing is part of the proposal:

- Cost share documentation** – demonstrating approval from the divisional business office/department's or school's designated official and/or requirement from the sponsor

If outgoing subaward(s) is/are part of the proposal:

**Subaward documents**, if subrecipient(s) are listed on the budget

- Statement of Intent found [under JHURA Forms](#)
- Subrecipient Determination Form signed by the PI
- Subrecipient budget
- Subrecipient budget justification
- Subrecipient statement of work
- Subrecipient's Federally Negotiated Indirect Cost Rate Agreement (NICRA)
  - If the Subrecipient is in the FDP Clearinghouse, the NICRA is not necessary.
  - If the subrecipient does not have a Federally Negotiated Indirect Cost Rate, you must use the de minimus rate of 10% or 8% for foreign subs sponsored by NIH.
  - If the Sponsor requires a different rate, attach the Sponsor's policy

As required by the Sponsor:

**ALL OTHER forms requiring JHURA signatures**, which can include but are not limited to:

- Letter of Intent – LOI** (Also called Letter of Commitment or Statement of Intent)
- Exception Letter** - If there are contract terms included, JHURA will review all the terms and may need to include an exception letter with the proposal.
- Sponsor Reps and Certs**