

User Guide
for
Subaward Workflow Information Tracking System
(SWiFT)
for
JHU Research Administration (JHURA)
Departments



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1 PURPOSE

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

This *Subaward Workflow Information Tracking System User Guide for JHURA Departments* provides an overview of the basic functions and usage of the Subaward Workflow Information Tracking System (SWiFT).

2 SYSTEM FUNCTIONS

The Subaward Workflow Information Tracking System (SWiFT) provides the ability to enter and submit subaward records to JHURA, and to log and report on the stages of the subaward record creation and modification process.

3 GETTING STARTED

To use the Subaward Workflow Information Tracking System (SWiFT), go to <https://jhurasystems.jhu.edu/swift>.

Note: Chrome or Firefox browsers are recommended for best SWiFT performance and user experience.

Log on to the system using your JHED ID and password. The *My Subawards in Progress* page will be displayed.

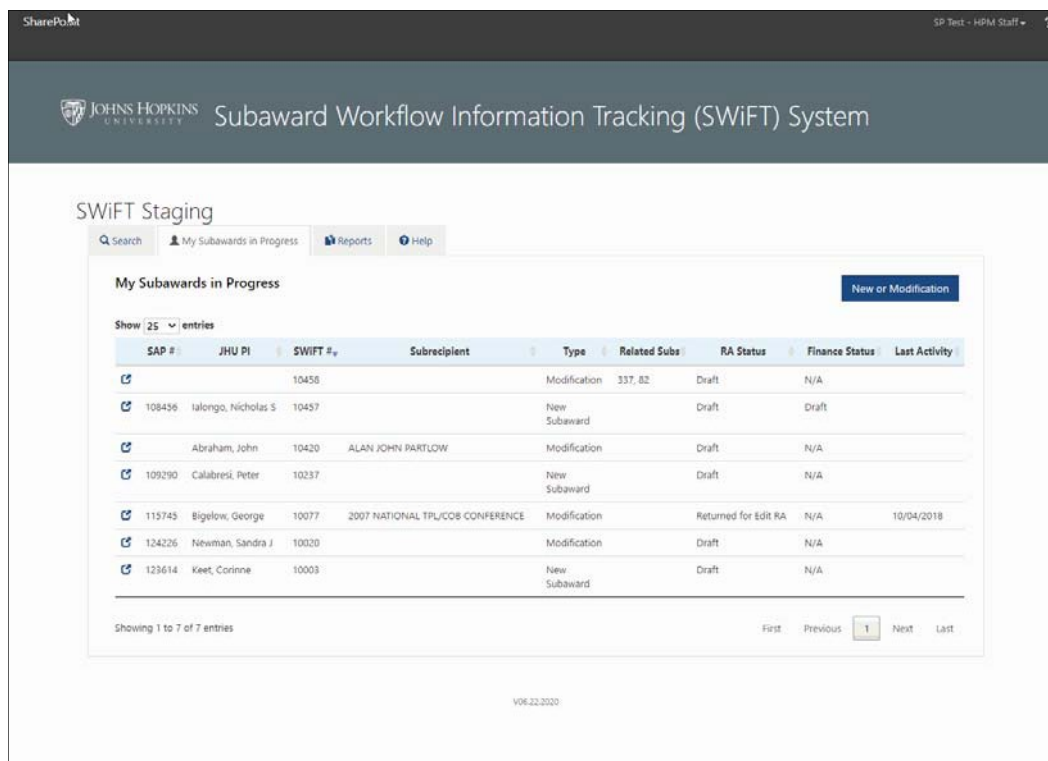


Figure 1: Initial SWiFT Screen

SWiFT allows you to search for an existing subaward record (Section 4), view a list of your subaward records that are in progress (Section 5), create a new subaward record (Section 7), or modify an existing subaward record (Section 9).

Notes:

Unless otherwise noted in the field description tables in this guide, the information in the subaward record forms must be entered manually by the requestor.

The Actions dropdown list appears on several pages in this system, and the available options are specific to those pages. The Actions options available for each page and a description of these options are located in Section 11, Options for Actions Dropdown List

Several different emails are generated by the system and sent to the requestor during the subaward record approval process. These emails are described in Section 12, Emails Generated by the System.

4 SEARCHING FOR A SUBAWARD RECORD

To search for an existing SWiFT subaward record, click on the **Search** tab. The *Search* page will be displayed, as shown below.

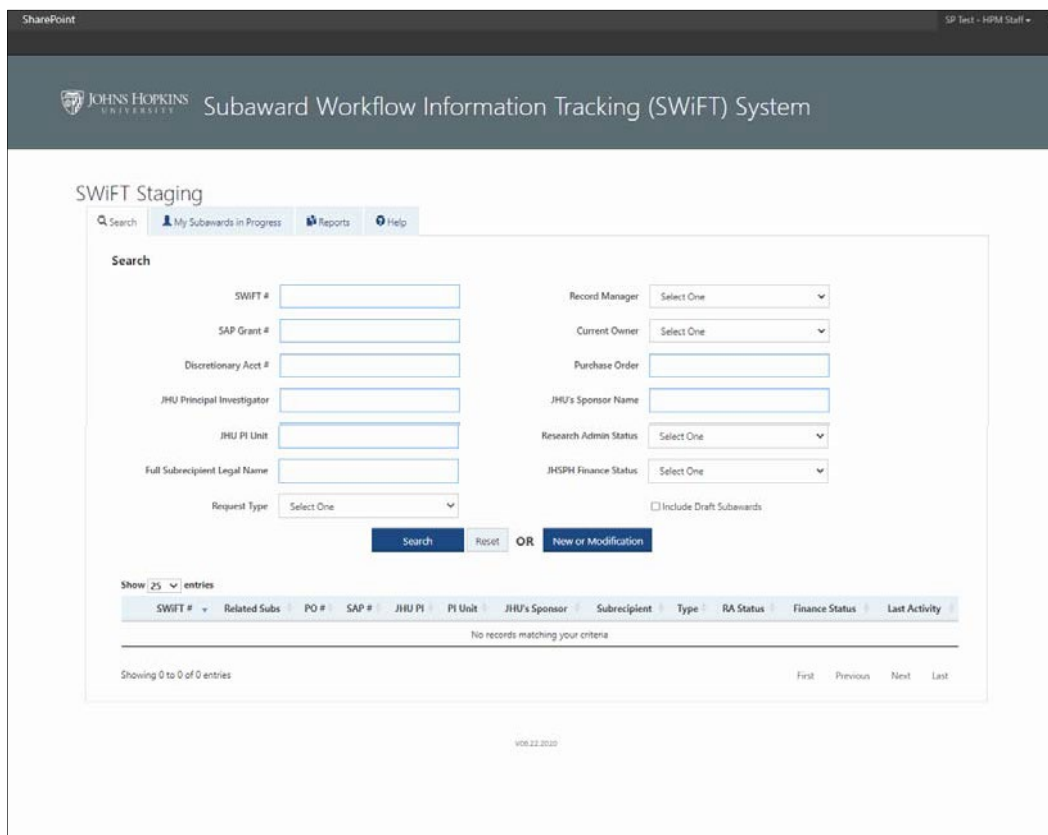


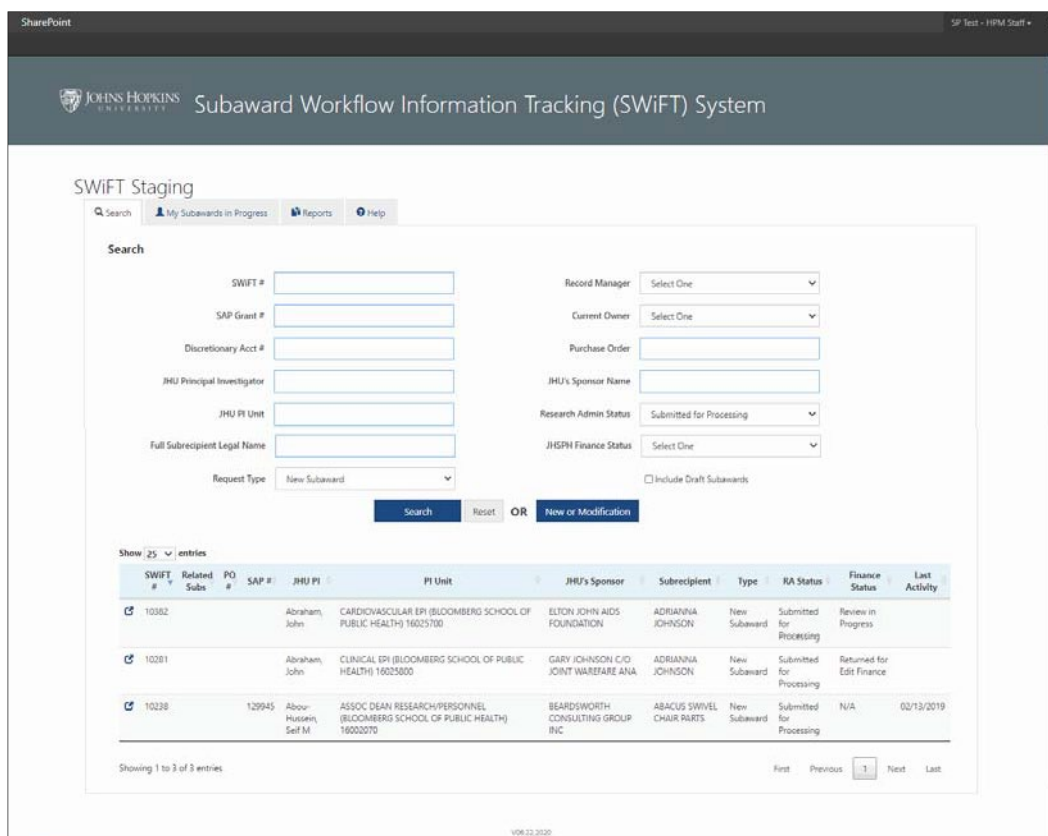
Figure 2: Search

The search fields are listed and described in the table below.

Search Field	Dropdown Choices
SWiFT #	
SAP Grant #	
Discretionary Acct #	
JHU Principal Investigator	
JHU PI Unit	
Full Subrecipient Legal Name	
Request Type	Modification New Subaward Vendor Services Agreement
Record Manager	All JHURA record managers in system.
Current Owner	All JHURA current owners in system.
Purchase Order	
JHU's Sponsor Name	

Search Field	Dropdown Choices
Research Admin Status	Submitted for Processing Review in Progress All Docs Received Sent to Subrecipient PEA Received FEA Completed Returned for Edit RA On Hold Subaward Complete Withdrawn
JHSPH Finance Status	Submitted for Processing Review in Progress Returned for Edit Finance On Hold Subaward Complete Withdrawn N/A

Select the search criteria and click on **Search**. The search results will appear in the lower part of the page, as shown below.



SWiFT Staging

Search

SWIFT #

SAP Grant #

Discretionary Acct #

JHU Principal Investigator

JHU PI Unit

Full Subrecipient Legal Name

Request Type:

Record Manager:

Current Owner:

Purchase Order:

JHU's Sponsor Name:

Research Admin Status:

JHSPH Finance Status:

Include Draft Subawards

OR

Show 25 entries

SWIFT #	Related Subs	PO #	SAP #	JHU PI	PI Unit	JHU's Sponsor	Subrecipient	Type	RA Status	Finance Status	Last Activity
10382				Abraham, John	CARDIOVASCULAR EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025700	ELTON JOHN AIDS FOUNDATION	ADRIANNA JOHNSON	New Subaward	Submitted for Processing	Review in Progress	
10281				Abraham, John	CLINICAL EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025800	GARY JOHNSON C/O JOINT WAREFARE ANA	ADRIANNA JOHNSON	New Subaward	Submitted for Processing	Returned for Edit Finance	
10238		129945		Abou-Hussein, Self M	ASSOC DEAN RESEARCH/PERSONNEL (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16003070	BEARDSWORTH CONSULTING GROUP INC	ABACUS SWIVEL CHAIR PARTS	New Subaward	Submitted for Processing	N/A	02/13/2019

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

V06.22.2020


Figure 3: Search Results

To open a subaward record from the search results, move the cursor anywhere over the row for that subaward record. It will become highlighted, as shown below.

Show 25 entries

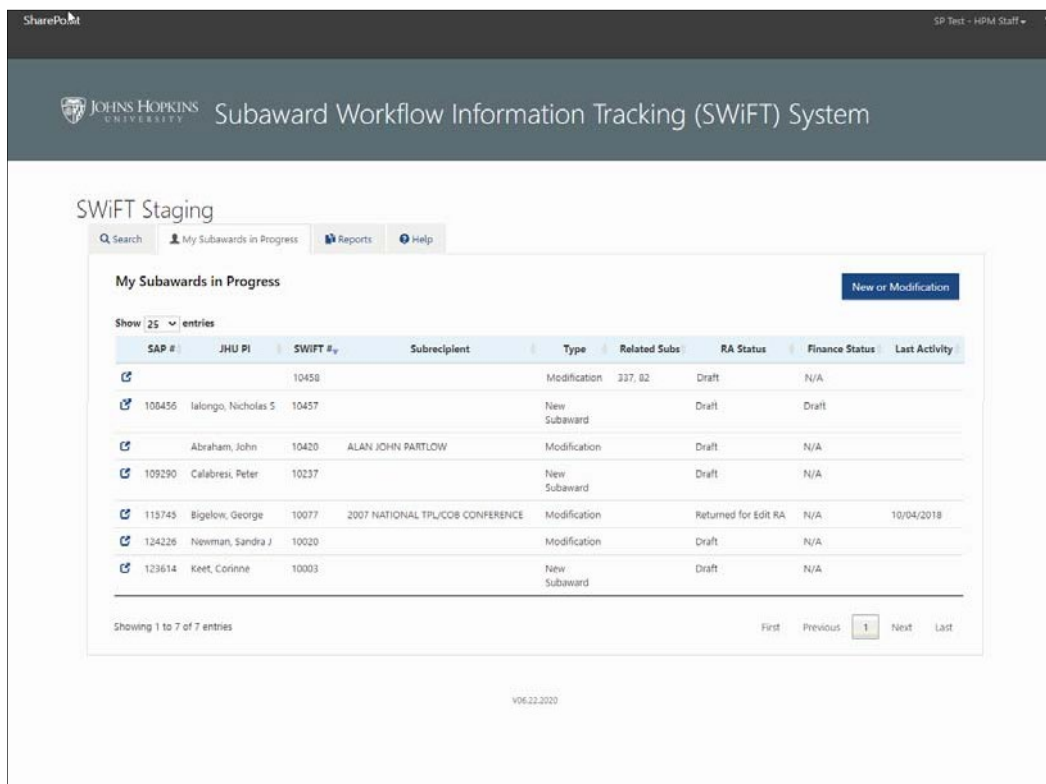
SWiFT #	Related Subs	PO #	SAP #	JHU PI	PI Unit	JHU's Sponsor	Subrecipient	Type	RA Status	Finance Status	Last Activity
10382				Abraham, John	CARDIOVASCULAR EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025700	ELTON JOHN AIDS FOUNDATION	ADRIANNA JOHNSON	New Subaward	Submitted for Processing	Review in Progress	
10281				Abraham, John	CLINICAL EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025800	GARY JOHNSON C/O JOINT WAREFARE ANA	ADRIANNA JOHNSON	New Subaward	Submitted for Processing	Returned for Edit Finance	
10238		129945		Abou-Hussein, Seif M	ASSOC DEAN RESEARCH/PERSONNEL (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16002070	BEARDSWORTH CONSULTING GROUP INC	ABACUS SWIVEL CHAIR PARTS	New Subaward	Submitted for Processing	N/A	02/13/2019

Figure 4: Highlighted Search Result

Click on the highlighted subaward record to open it in a new window. Click on the  in the upper right corner of the window to close it and return to the Search Results.

5 VIEWING YOUR SUBAWARD RECORDS IN PROGRESS

To see a list of your SWiFT subaward records that have been created but not yet approved, click on the **My Subawards in Progress** tab. The following page will be displayed, listing all subaward records where you are the Requestor and the *RA Status* is Draft and/or the *Finance Status* is Draft.



SharePoint | SP Test - HPM Staff

JOHNS HOPKINS UNIVERSITY Subaward Workflow Information Tracking (SWiFT) System

SWiFT Staging

Search | My Subawards in Progress | Reports | Help

My Subawards in Progress New or Modification

Show 25 entries



SAP #	JHU PI	SWIFT #	Subrecipient	Type	Related Subs	RA Status	Finance Status	Last Activity
		10458		Modification	337, 82	Draft	N/A	
108456	Ialongo, Nicholas S	10457		New Subaward		Draft	Draft	
	Abraham, John	10420	ALAN JOHN PARTLOW	Modification		Draft	N/A	
109290	Calabresi, Peter	10237		New Subaward		Draft	N/A	
115745	Bigelow, George	10077	2007 NATIONAL TPL/COB CONFERENCE	Modification		Returned for Edit RA	N/A	10/04/2018
124226	Newman, Sandra J	10020		Modification		Draft	N/A	
123614	Keet, Corinne	10003		New Subaward		Draft	N/A	

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

V06.22.2020

Figure 5: My Subawards In Progress

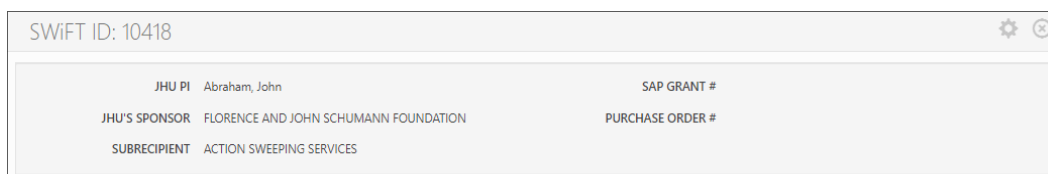
To open a subaward record, click on the  corresponding to the subaward record. If you edit the data, click on the Save button at the bottom of each page that you modify. To exit without changing, click on the  in the upper right corner of the window.

6 DISPLAYING A SWiFT SUBAWARD RECORD

SWiFT subaward records are displayed by the system in a popup window consisting of three parts: a header (top of the window), a series of tabs to display information pages (left side), and a status panel (right side).

6.1 Header

The SWiFT subaward record header contains basic information about the SWiFT subaward and is always visible in the window. The fields are automatically filled by the system.



The screenshot shows a window titled "SWiFT ID: 10418" with a settings icon and a close button in the top right corner. The header area contains the following information:

JHU PI	Abraham, John	SAP GRANT #
JHU'S SPONSOR	FLORENCE AND JOHN SCHUMANN FOUNDATION	PURCHASE ORDER #
SUBRECIPIENT	ACTION SWEEPING SERVICES	

Figure 6: SWiFT Subaward Record Header

6.2 Tabs

A SWiFT subaward record contains twelve tabs that are used to access the different pages of the record. This structure is the same when creating a SWiFT subaward record and when viewing an existing SWiFT record. The tabs are described in Section 7.

6.3 Subaward Status Panel

The *Subaward Status* panel displays the current status of the SWiFT subaward and information about the subaward for the following areas:

- Requestor (automatically filled by system)
- Finance Review (entered by Research Administration)
- Research Admin Review (entered by Research Administration)
- FFATA Report (entered by Research Administration)
- Previous Checklists (automatically filled by system)

The *Subaward Status* panel is always visible in the window.

Subaward Status

RA Status Subaward Complete

Finance Status Subaward Complete

Requestor

Pokharel, Inash CANCER EPI
inash@jhu.edu 5353636
Created 07/24/2019
Submitted for Processing 07/24/2019

Finance Review

In Process 07/24/2019

In Process by sptepifac, sptepifac

96 IO # Workflowed to SPSS 07/24/2019

96 IO # Workflowed to SPSS by Campbell, Michelle

96 IO # Entered 07/24/2019

Research Admin Review

Record Manager Harris, Mora

Current Owner Tolley, Zachary

Assigned To Current Owner 07/24/2019

All Docs Received 07/24/2019

Sent to Subrecipient 07/24/2019

PEA Received 07/24/2019

FEA Completed 07/24/2019

FEA Sent to Subrecipient 

Purchase Order

High Risk

Welcome Packet Sent

Questionnaire Completed and Signed

Sub VC Screening Complete

Figure 7: Subaward Status Panel (1 of 2)

F&A Rate Verified

- Affirmed rate(s) on FDP Clearinghouse
- Dept supplied current negotiated F&A rate agreement
- Federal domestic de minimus at 10% or foreign at 8%
- Sub did not charge F&A rate
- Rate set by sponsor
- Other

Confirm Fringe Rate for Accuracy/Reasonableness


- Subrecipient has a federally negotiated fringe benefits rate agreement
- Individual costs (health insurance, life insurance, tuition assistance etc.) are reasonably direct charged as actual costs
- A Cognizant Federal Agency, such as DCAA, reviewed and approved the rate
- Subrecipient has received recent federal funding that included the same rate
- Subrecipient has an independent audit approved financial statement with rates described


Sub Determination Completed and Signed

FFATA Report

Report Due

FAIN

Subaward Fully Executed 

FFATA Report Sent 

Previous Checklist(s)

Related Record(s)

Created on 07/24/2019 by Pokharel, Inash
Modified on 07/24/2019 by Pokharel, Inash

Figure 8: Subaward Status Panel (2 of 2)

7 CREATING A NEW SUBAWARD RECORD

To create a new SWiFT subaward record, click on the **New or Modification** button on the *Search* page. The *New or Modification* popup window will appear.

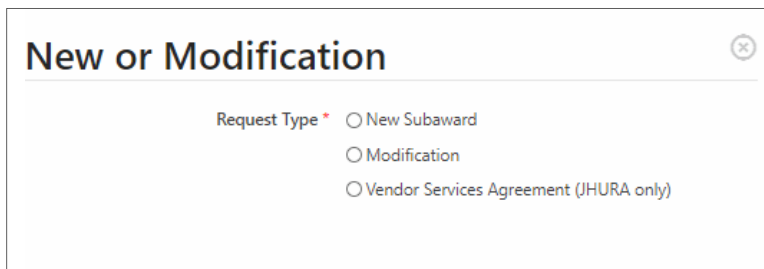


Figure 9: New or Modification

Select **New Subaward**. You will be asked if you have an original IPN.

Note: If you have an original IPN, SWiFT will automatically fill any applicable subaward and Principal Investigator fields with basic information from Coeus. Otherwise, you will need to manually enter the information.

- **If you have an original IPN:**

Select **Yes** and begin typing the IPN in the text box that appears. After you have entered two digits, the list of IPNs that begin with those two numbers will appear.

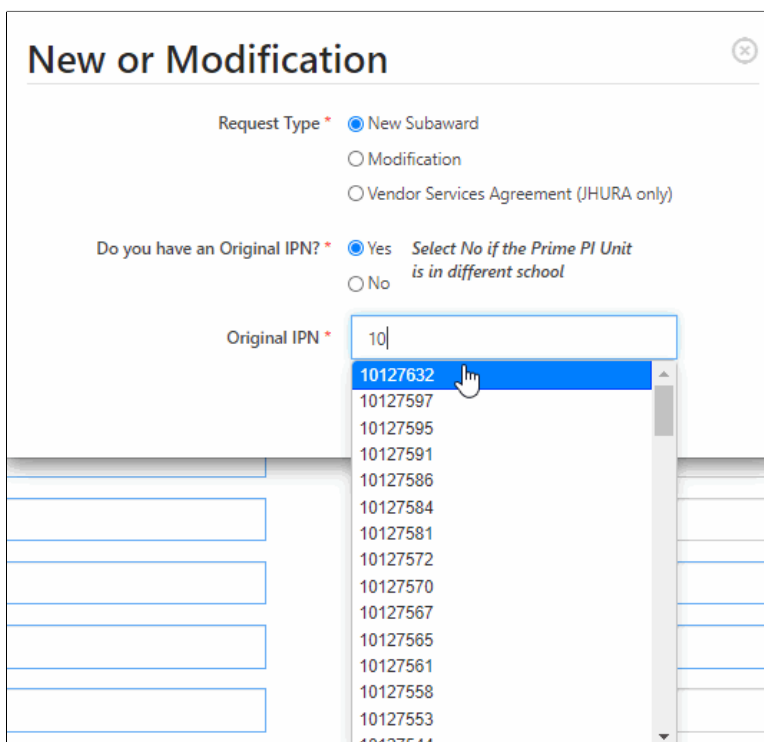
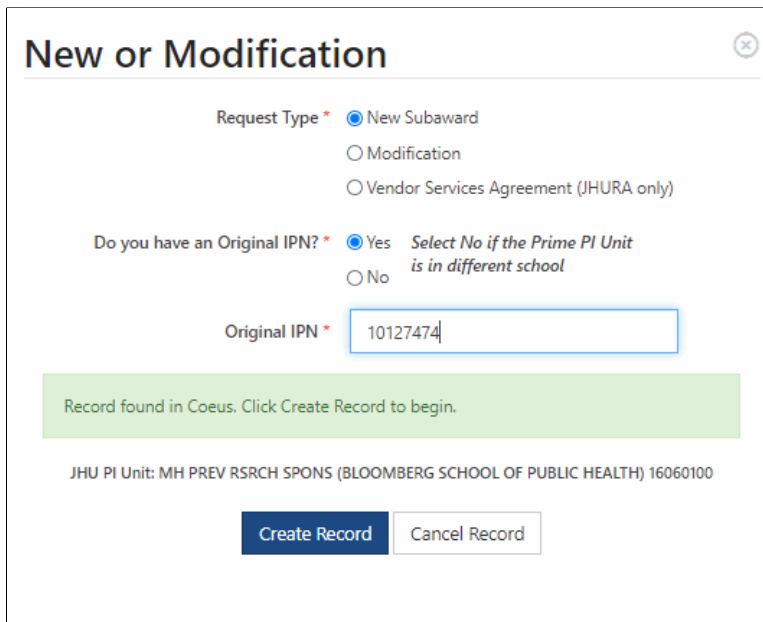


Figure 10: Search for Original IPN

As you enter more digits, any IPNs that do not match your input will be removed from the list.

Click on the correct IPN number in the list. If the record is not found in Coeus, an error message will be shown stating *Original IPN not found. Enter a Valid Original IPN or select No to "Do you have an Original IPN?"*.


If the record is found in Coeus, the following screen will appear.



The screenshot shows a web form titled "New or Modification" with a close button in the top right. The form contains the following fields and options:

- Request Type ***: Radio buttons for "New Subaward" (selected), "Modification", and "Vendor Services Agreement (JHURA only)".
- Do you have an Original IPN? ***: Radio buttons for "Yes" (selected) and "No". A note next to "Yes" says "Select No if the Prime PI Unit is in different school".
- Original IPN ***: A text input field containing "10127474".
- A green message box states: "Record found in Coeus. Click Create Record to begin."
- Below the message box, the text reads: "JHU PI Unit: MH PREV RSRCH SPONS (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16060100".
- At the bottom, there are two buttons: "Create Record" (dark blue) and "Cancel Record" (light grey).

Figure 11: Original IPN Found in Coeus

Click on **Create Record** to begin the new subaward record process. If you do not want to create the record, click on the  in the upper right corner of the popup window.

- **If you do not have an original IPN:**

Select **No** and begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter and/or number combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*
- *School of Medicine (SOM) PI units will also be listed. Be sure to only select a non-SOM PI unit.*
- *If you select a BSPH unit, the Finance tab will be displayed.*

When you find the correct PI Unit, click on the title to select it.

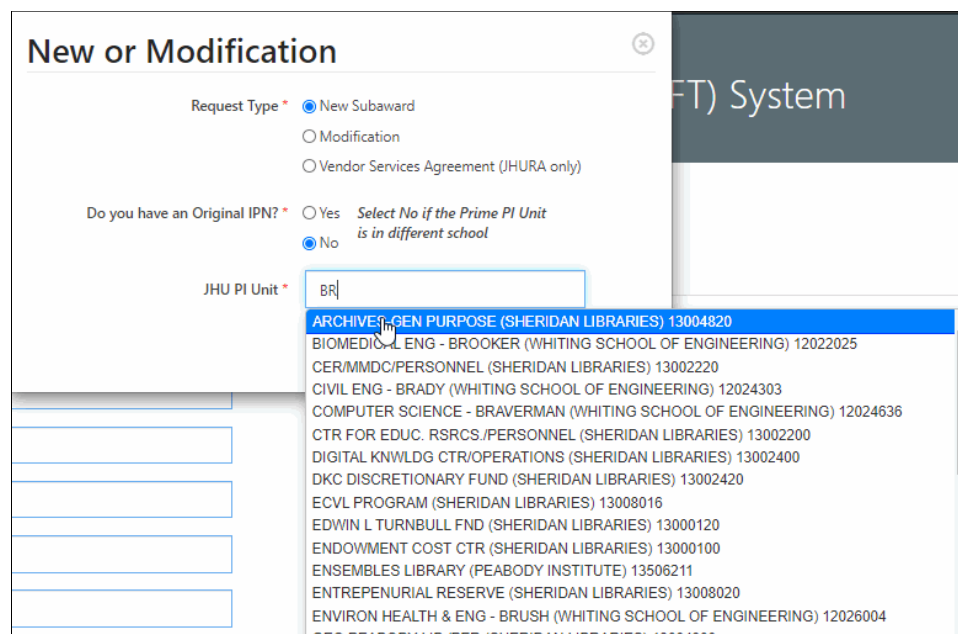



Figure 12: Select PI Unit

Click on **Create Record** to begin the new subaward record process. If you do not want to create the record, click on the  in the corner of the popup window.

From this point forward, all data that you enter can be saved as a draft until you are ready to submit the subaward record for processing.

Notes:

- Fields marked with * are required and must be filled in before saving the information on that page.
- For fields with the description **Enter text & select from results**, start typing some characters contained in the desired entry in the text box. After you have entered two characters, a dropdown box will appear with all of the results containing the letter and/or number combination that you have entered. As you enter more characters, results that no longer match will disappear from the list. Click on a result at any time to enter it into the field. (These fields are marked as **System assisted input** in the Notes column of the field description tables.)
- Fields marked in the Notes column of the field descriptions as **From Coeus** are imported directly from Coeus.
- Fields marked in the Notes column as **Automatically filled by system** are populated by SWiFT without additional user input.

7.1 Basic Information

When **Create Record** is clicked, the *Basic Information* page will be displayed, as shown below.

- Basic Information
- Finance
- JHU Contacts
- Subrecipient Contacts
- Banking Information
- Subagreement Details
- Compliance
- Reports
- Attachments
- Verify & Submit
- Negotiations

Basic Information

Request Type New Subaward

Original IPN

COEUS PD #

SAP Grant # Enter text & select from resul

JAWS Record # Enter text & select from resul

Discretionary/Non-Sponsored Account number (ex. 800 number or Fund number)
Leave this field blank if funded by SAP Grant #

Shopping Cart #

Responsible Cost Center #

JHU Principal Investigator * Enter text & select from resul

JHU PI Unit EPIDEMIOLOGY (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025001

Prime Sponsor Name Enter text & select from resul

Prime Sponsor Org Type Select One

Prime Sponsor Award #

JHU's Sponsor Name Enter text & select from resul
If Discretionary, select JOHNS HOPKINS UNIV

JHU's Sponsor Org Type Select One
If Discretionary, select Private Non-Profit

JHU's Sponsor Award #
If Discretionary, enter N/A

Full Subrecipient Legal Name Enter text & select from resul
If the name is not on the list, select Pending Vendor Add to SAP

Full Subrecipient Vendor #
Vendor # must start with a "1". If Subrecipient does not have a vendor # starting with a "1", please send a PaymentWorks invite to Subrecipient

Requestor's JHED ID acirko1

Requestor's First Name Andrew

Requestor's Last Name

Requestor's Unit Enter text & select from resul

Requestor's Email

Requestor's Phone

Comments
(Limit 1000 characters)

Save Basic Information

Figure 13: Basic Information

The fields are listed and described in the table below.

Field	Notes
Request Type	Automatically filled by system
Original IPN	
COEUS PD #	From Coeus
SAP Grant #	From Coeus
JAWS Record #	Select from dropdown list
Discretionary/Non-Sponsored Account number (ex. 800 number or Fund number)	Enter the 10-digit discretionary or gift account number; leave blank if funded by SAP Grant #
Shopping Cart #	
Responsible Cost Center #	From Coeus
JHU Principal Investigator *	From Coeus (can be modified – system assisted input)
JHU PI Unit	Automatically filled by system
Prime Sponsor Name	If Prime Sponsor same as JHU's Sponsor, leave <i>Prime Sponsor Name, Org Type, and Award #</i> fields blank
Prime Sponsor Org Type	From Coeus
Prime Sponsor Award #	
JHU's Sponsor Name	From Coeus (If Discretionary Acct # used, select <i>JOHNS HOPKINS UNIV</i>)
JHU's Sponsor Org Type	From Coeus (If Discretionary Acct # used, select <i>Private Non-Profit</i>)
JHU's Sponsor Award #	From Coeus
Full Subrecipient Legal Name	System assisted input If the name is not on the list, select <i>Pending Vendor Add to SAP</i>
Full Subrecipient Vendor #	
Requestor's JHED ID	Automatically filled by system
Requestor's First Name	Automatically filled by system
Requestor's Last Name	Automatically filled by system
Requestor's Unit	System assisted input
Requestor's Email	Automatically filled by system
Requestor's Phone	
Comments	Limit 1000 characters

*Note: If a **Discretionary Acct. #** is entered, the Finance tab will be disabled.*

Enter the information for the subaward in the appropriate boxes and click on **Save Basic Information**.

7.2 Finance

Note: This tab is only visible for BSPH PI units.

To enter financial information for the subaward, click on the **Finance** tab. The *Finance* page will be displayed, as shown below.

- Basic Information
- Finance**
- JHU Contacts
- Subrecipient Contacts
- Banking Information
- Subagreement Details
- Compliance
- Reports
- Attachments
- Verify & Submit
- Negotiations
- Prime Award Notes

Finance

SAP Grant # 108456

Full Subrecipient Legal Name

Responsible Cost Center # 1606010000

Principal Investigator for IO *

Principal Investigator PERNR for IO

Location On Campus Off Campus

990 Country Code

IO # to Reduce

Sponsored Class to Reduce

Subaward IO Budget Class 642400 (Direct Cost)

Subaward IO Budget Class 699998 (Indirect Cost)

Subaward Total Budget \$0.00

JHU F&A Base \$ Amount
If Federal, enter \$25,000

JHU F&A Rate %
Enter as .62, .36, etc.

JHU F&A Cap \$0.00

IO Request Comments/Notes
(Limit 1000 characters)

Contact Information
(Limit 1000 characters)

Internal Order (96 IO #)

Figure 14: Finance

The fields are listed and described in the table below.

Field	Notes
SAP Grant #	
Full Subrecipient Legal Name	Automatically filled by system from Basic Information tab
Responsible Cost Center #	From Coeus or automatically filled by system from Basic Information tab
Principal Investigator for IO *	System assisted input
Principal Investigator PERNR for IO	
Location	Choose Off Campus or On Campus
<i>If Off Campus:</i>	
Justification *	
990 Country Code	Select from dropdown list
IO # to Reduce	
Sponsored Class to Reduce	
Subaward IO Budget Class 642400 (Direct Cost)	
Subaward IO Budget Class 699998 (Indirect Cost)	
Subaward Total Budget	Calculated by system
JHU F&A Base \$ Amount	If Federal, enter \$25,000
JHU F&A Rate	Enter as .62, .36, etc.
JHU F&A Cap	Calculated by system
IO Request Comments/Notes	Limit 1000 characters
Contact Information	Limit 1000 characters
Internal Order (96 IO #)	Will be entered by BSPH Finance Office

Enter the information and click on **Save Finance** to save your information as a draft.

7.3 JHU Contacts

To enter JHU contact details for the subaward, click on the **JHU Contacts** tab. The *JHU Contacts* page will be displayed, as shown below.

Basic Information	<h2 style="text-align: center;">JHU Contacts</h2> <h3 style="text-align: center;">JHU Principal Investigator</h3> <p>Principal Investigator: lalongo, Nicholas S</p> <p>PI Unit: MH PREV RSRCH SPONS (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16060100</p> <p>PI Phone: <input type="text" value="4109550414"/></p> <p>PI Email: <input type="text" value="nialong1@jhu.edu"/></p> <p>PI Address: <input type="text" value="624 N Broadway"/></p> <p>PI Address 2: <input type="text" value="Hampton House 809"/></p> <p>PI City: <input type="text" value="Baltimore"/></p> <p>PI Country: <input style="border-bottom: 1px solid black;" type="text" value="United States"/></p> <p>PI State: <input style="border-bottom: 1px solid black;" type="text" value="Maryland"/></p> <p>PI Zip: <input type="text" value="21205"/></p> <h3 style="text-align: center;">JHU Person To Receive Invoices</h3> <p>Invoice To Name: <input type="text"/></p> <p>Invoice To Unit: <input style="border: 1px solid blue;" type="text" value="Enter text & select from re:"/></p> <p>Invoice To Phone: <input type="text"/></p> <p>Invoice To Email: <input type="text"/></p> <p>Invoice To Address: <input type="text"/></p> <p>Invoice To Address 2: <input type="text"/></p> <p>Invoice To City: <input type="text"/></p> <p>Invoice To Country: <input style="border-bottom: 1px solid black;" type="text" value="Select One"/></p> <p>Invoice To State: <input type="text"/></p> <p>Invoice To Zip: <input type="text"/></p>
Finance	
JHU Contacts	
Subrecipient Contacts	
Banking Information	
Subagreement Details	
Compliance	
Reports	
Attachments	
Verify & Submit	
Negotiations	
Prime Award Notes	

Figure 15: JHU Contacts (Part 1 of 2)

JHU Financial/Project/Other Contact

Contact Name

Copy the JHU Person to Receive Invoices information.

Contact Unit

Contact Phone

Contact Email

Contact Address

Contact Address 2

Contact City

Contact Country ▼

Contact State

Contact Zip

Unit MH PREV RSRCH SPONS (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16060100 personnel who will receive email notifications:

Additional Contacts

(Limit 1000 characters)

List any additional people to receive email notifications that are intended for the Requestor's unit (enter email addresses separated by semicolons)

Figure 16: JHU Contacts (Part 2 of 2)

The fields are listed and described in the table below.

Field	Notes
JHU Principal Investigator	
Principal Investigator	Automatically filled by system
PI Unit	From Coeus
PI Phone	From Coeus (can be modified)
PI Email	From Coeus (can be modified)
PI Address	From Coeus (can be modified)

Field	Notes
PI Address 2	From Coeus (can be modified)
PI City	From Coeus (can be modified)
PI Country	From Coeus (can be modified)
PI State	From Coeus (can be modified)
PI Zip	From Coeus (can be modified)
JHU Person to Receive Invoices	
Invoice To Name	Person in the department who will receive and manage the subrecipient invoices
Invoice To Unit	System assisted input
Invoice To Phone	
Invoice To Email	
Invoice To Address	Department address
Invoice To Address 2	
Invoice To City	
Invoice To Country	Select from dropdown list
Invoice To State	Select from dropdown list when <i>Country</i> = Canada or United States
Invoice To Zip	
JHU Financial/Project/Other Contact	
Contact Name	
Copy the JHU Person to Receive Invoices information.	Click on Copy to copy the information from the previous section to this section
Contact Unit	System assisted input
Contact Phone	
Contact Email	
Contact Address	
Contact Address 2	
Contact City	
Contact Country	Select from dropdown list
Contact State	Select from dropdown list when <i>Country</i> = Canada or United States
Contact Zip	
Unit personnel who will receive email notifications:	
Additional Contacts	Unit personnel who will receive email notifications Limit 1000 characters

Enter the information and click on **Save JHU Contacts** to save your information as a draft.

7.4 Subrecipient Contacts

To enter subrecipient details for the subaward, click on the **Subrecipient Contacts** tab. The *Subrecipient* page will be displayed, as shown below.

- Basic Information
- Finance
- JHU Contacts
- Subrecipient Contacts
- Banking Information
- Subagreement Details
- Compliance
- Reports
- Attachments
- Verify & Submit
- Negotiations

Subrecipient Contacts

Full Subrecipient Legal Name

Domestic/Foreign Domestic Foreign
Clear

Subrecipient DUNS #

Unique Entity Identifier (UEI)
FDP Clearinghouse
SAM.gov (login required)

Subrecipient EIN

Subrecipient Organization Type

Is the Subrecipient rated according to the Finance Research Compliance Risk Rating Dashboard?

Subrecipient Principal Investigator

Full name and Credentials (eg, MD/PHD) of Subrecipient Project Director/PI

Subrecipient's PI Email

Principal Place of Performance
(predominant performance of work accomplished)

Subrecipient's Country

Subrecipient's City

Subrecipient's State

Subrecipient's Zip

Research Administration Contact at Subrecipient Site

Research Administration Contact Name

Copy the Subrecipient's information.

Admin Contact Country

Admin Contact Address

Admin Contact Address 2

Admin Contact City

Admin Contact State

Admin Contact Zip

Admin Contact Phone

Admin Contact Email

Additional Contacts

(Limit 1000 characters)

List any additional people to receive email notifications (enter email addresses separated by semicolons)

Figure 17: Subrecipient Contacts

The fields are listed and described in the table below.

Field	Notes
Full Subrecipient Legal name	Automatically filled by system from <i>Basic Information</i>
Domestic/Foreign	Select one If <i>Foreign</i> is selected, then <i>Banking Information</i> tab must be filled in
<i>If Foreign:</i>	
Select country	Select from dropdown list
Subrecipient DUNS#	
Unique Entity Identifier (UEI)	Use provided links to look up UEI number. Required when FFATA Report is checked and when the criteria for a FFATA Report due are met.
Subrecipient EIN	
Subrecipient Organization Type	Select from dropdown list
Is the Subrecipient rated according to the Finance Research Compliance Risk Rating Sheet?	Select from dropdown list
Subrecipient Principal Investigator	
Full name and Credentials (e.g. MD/PhD) of Subrecipient Project Director/PI	
Subrecipient's PI Email	
Principal Place of Performance (predominant performance of work accomplished)	
Subrecipient's Country	Select from dropdown list
Subrecipient's City	
Subrecipient's State	Select from dropdown list when <i>Country</i> = Canada or United States
Subrecipient's Zip	
Research Administration Contact at Subrecipient Site	
Research Administration Contact Name	
Copy the Subrecipient's information.	Click on Copy to copy the information from above to this section
Admin Contact Country	Select from dropdown list
Admin Contact Address	
Admin Contact Address 2	
Admin Contact City	
Admin Contact State	Select from dropdown list when <i>Country</i> = Canada or United States
Admin Contact Zip	
Admin Contact Phone	
Admin Contact Email	

Enter the information and click on **Save Subrecipient Contacts** to save as a draft.

7.5 Banking Information

Note: This section is only active when a foreign subrecipient has been indicated on the Subrecipient Contacts tab.

To enter banking information, click on the **Banking Information** tab. The *Banking Information* page will be displayed, as shown below.

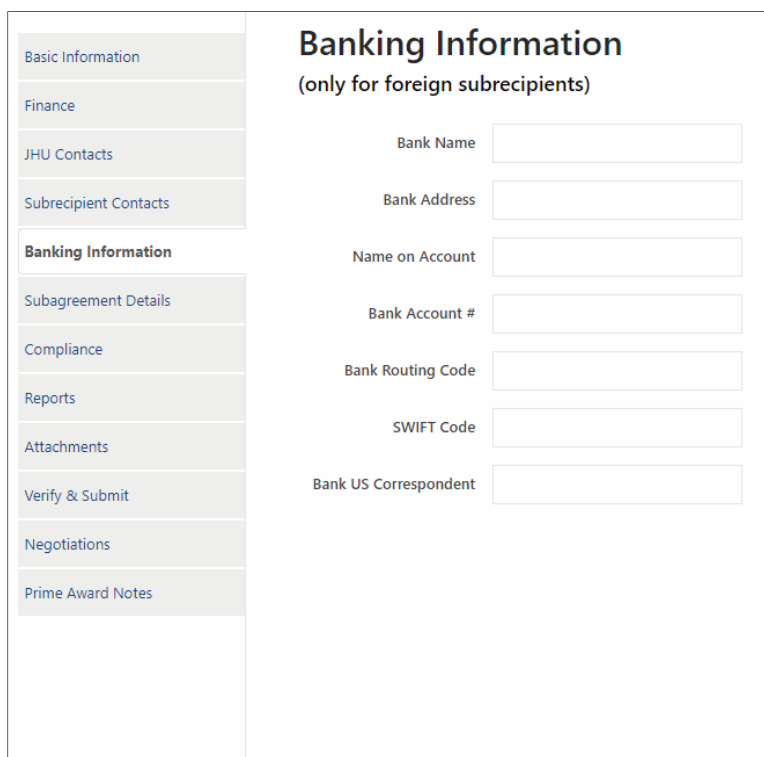


Figure 18: Banking Information

The fields are listed and described in the table below.

Field	Notes
Bank Name	
Bank Address	
Name on Account	
Bank Account #	
Bank Routing Code	
SWIFT Code	
Bank US Correspondent	

Enter the information and click on **Save Banking Information** to save your information as a draft. *(The **Save Banking Information** button will not be visible if the subrecipient is domestic.)*

7.6 Subagreement Details

To enter details for the subaward, click on the **Subagreement Details** tab. The *Subagreement Details* page will be displayed, as shown below.

<ul style="list-style-type: none"> Basic Information Finance JHU Contacts Subrecipient Contacts Banking Information Subagreement Details Compliance Reports Attachments Verify & Submit Negotiations Prime Award Notes 	<h3>Subagreement Details</h3> <p>Prime Project Title <input type="text" value="Evaluation of Videobased Mo"/></p> <p>Is approval for Subrecipient required from Sponsor? <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/></p> <p>Is approval of Subagreement draft required from Sponsor? <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/></p> <h4>Subagreement Period of Performance</h4> <p>Subaward Period of Performance (Obligated Budget) Start Date <input type="text"/></p> <p>Subaward Period of Performance (Obligated Budget) End Date <input type="text"/></p> <p>Estimated Total Project Period Start Date <input type="text"/></p> <p>Estimated Total Project Period End Date <input type="text"/></p> <h4>Subagreement Budget</h4> <p>Subaward Type <input type="text" value="Select One"/></p> <p>Total Amount Expected to be Obligated to Sub over full term of Prime (\$) <input type="text"/></p> <p>Direct Costs This Action (\$) <input type="text"/></p> <p>Indirect Costs This Action (\$) <input type="text"/></p> <p>Obligated Amount This Action (\$) \$0.00</p> <p>Subrecipient F&A Rate <input type="text"/> %</p> <p>Subrecipient Fringe Rate <input type="text"/> %</p> <p>Subrecipient F&A Base <input type="text" value="Select One"/></p> <p>Subrecipient Cost Share <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/></p> <p>Carryforward Allowed <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/></p> <p>Invoice Frequency <input type="text" value="Select One"/></p> <h4>Intellectual Property / Publication Restrictions</h4> <p>If there is any exception to standard terms, contact Research Administration.</p> <h4>Confidential or Proprietary Information</h4> <p>Will JHU and/or Subrecipient share any confidential information? <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/></p> <h4>Property/Equipment</h4> <p>Will Subrecipient be purchasing any equipment? <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/></p> <p style="text-align: center;"><input type="button" value="Save Subagreement Details"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Figure 19: Subagreement Details

The fields are listed and described in the table below.

Field	Notes
Prime Project Title	
Is approval for Subrecipient required from Sponsor?	Choose Yes or No
<i>If Yes:</i>	
Approval Date	
Upload File	Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Is approval of Subagreement draft required from Sponsor?	Choose Yes or No
<i>If Yes:</i>	
Submittal Date	
Approval Date	
Upload File	Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Subagreement Period of Performance	
Subagreement Period of Performance (Obligated Budget) Start Date	
Subagreement Period of Performance (Obligated Budget) End Date	
Estimated Total Project Period Start Date	Prime Period of Performance Start Date
Estimated Total Project Period End Date	Prime Period of Performance End Date
Subagreement Budget	
Subaward Type	Select from dropdown list
Total Amount Expected to be Obligated to Sub over full term of Prime (\$)	
Direct Costs This Action (\$)	
Indirect Costs This Action (\$)	
Obligated Amount This Action (\$)	Calculated by system
Subrecipient F&A Rate	
Subrecipient Fringe Rate	
Subrecipient F&A Base	Select from dropdown list
Subrecipient Cost Share	Choose Yes or No
Carryforward Allowed	Choose Yes or No
Invoice Frequency	Select from dropdown list
FFATA Project Description	
To meet Federal Funding Accounting and Transparency Act (FFATA) reporting requirements, please provide a brief, narrative description of the Subrecipient's purpose *	Only shown if <i>JHU's Sponsor Org Type</i> is <i>Federal</i>
Intellectual Property/Publication Restrictions	
If there is any exception to standard items, contact Research Administration.	

Field	Notes
Confidential or Proprietary Information	
Will JHU and/or Subrecipient share any confidential information?	Choose Yes or No
<i>If Yes:</i>	
Describe	Limit 1000 characters
Property/Equipment	
Will Subrecipient be purchasing any equipment?	Choose Yes or No

Enter the information and click on **Save Subagreement Details** to save your information as a draft.

7.7 Compliance

To enter compliance information for the subaward, click on the **Compliance** tab. The *Compliance* page will be displayed, as shown below.

Basic Information	<h3>Compliance</h3> <h4>Actual/Potential Conflict</h4> <p>Are there any actual or potential conflict of interest issues (real or perceived) regarding this Subagreement? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <p>Has JHU reported, in accordance with the JHU COI policy, all financial interests and fiduciary relationships key personnel, spouses/domestic partners, and/or minor dependents have with this Subrecipient? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <h4>Use of Animals</h4> <p>Will Subrecipient be using animal subjects on this project? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <h4>Use of Human Subjects</h4> <p>Will Subrecipient be using human subjects on this project? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <h4>Use of Human Subjects Data</h4> <p>Will Human Subjects Data be exchanged under this subaward? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <h4>Lower-tier Consultants or Subrecipients?</h4> <p>Are there any lower-tier subcontractors and/or consultants? <input type="radio"/> Yes <input type="radio"/> No Clear</p> <h4>Foreign National Restrictions</h4> <p>Is there any restriction in your Prime Award on sharing project information with nationals of a country other than the United States? If unsure contact Research Administration. <input type="radio"/> Yes <input type="radio"/> No Clear</p> <h4>Sponsor Certifications</h4> <p>Sponsor required certifications (i.e. Protecting life, Trafficking in Persons) upload on Attachments Tab <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Clear</p>
Finance	
JHU Contacts	
Subrecipient Contacts	
Banking Information	
Subagreement Details	
Compliance	
Reports	
Attachments	
Verify & Submit	
Negotiations	
Prime Award Notes	

Figure 20: Compliance (1 of 2)

Subrecipient Selection

Why Subrecipient selected?

Collaborative Project as indicated on the proposal to sponsor

Only one responsible source and no other company available to do such specialized work

Competitive Bid

Subaward Cost/Price Basis Select One

NOTE: Please ensure that all appropriate documentation concerning the negotiation of the cost or price of this work is kept on file for audit purposes. For Competitive Bid the dept must maintain the name and addresses of each potential subawardee contacted, as well as an amount and whether or not the bidder was a small, disadvantaged, minority and/or women-owned business.

By submitting this request, you certify that the costs and/or price of this subaward have been analyzed and determined to be fair and reasonable in accordance with applicable cost principles and federal regulations.

Save Compliance

Figure 21: Compliance (2 of 2)

The fields are listed and described in the table below.

Field	Notes
Actual/Potential Conflict	
Are there any actual or potential conflict of interest issues (real or perceived) regarding this Subagreement?	Choose Yes or No
<i>If Yes:</i>	
Describe	Limit 1000 characters
Has JHU reported, in accordance with the JHU COI policy, all financial interests and fiduciary relationships key personnel, spouses/ domestic partners, and/or minor dependents have with this Subrecipient?	Choose Yes or No
<i>If No:</i>	
Describe	Limit 1000 characters
Use of Animals	
Will Subrecipient be using animal subjects on this project?	Choose Yes or No
<i>If Yes:</i>	
List IACUC protocol #	Limit 1000 characters
Use of Human Subjects	
Will Subrecipient be using human subjects on this project?	Choose Yes or No

Field	Notes
<i>If Yes:</i>	
Which IRB(s) is overseeing the use of human subjects on this subaward effort?	Choose JHU SPH IRB, JHU SOM IRB, JHU Homewood IRB, External, or Subsite
JHU IRB Appl/Protocol Number	Enter number
Sub's active FWA # with an active IRB # associated	Enter number
(Lookup for FWA #)	Link to United States HHS OHRP Database search
Use of Human Subjects Data	
Will Human Subjects Data be exchanged under this subaward?	Choose Yes or No
<i>If Yes:</i>	
From Subrecipient to PTE	Select if applicable
From PTE to Subrecipient	Select if applicable
Lower-tier Consultants or Subrecipients?	
Are there any lower-tier subcontractors and/or consultants?	Choose Yes or No
<i>If Yes:</i>	
List lower-tier subcontractor and/or consultants	Limit 1000 characters
Foreign National Restrictions	
Is there any restriction in your Prime Award on sharing project information with nationals of a country other than the United States? If unsure contact Research Administration.	Choose Yes or No
<i>If Yes:</i>	
List restrictions	Limit 1000 characters
Sponsor Certifications	
Sponsor required certifications (i.e. Protecting life, Trafficking in Persons) upload on Attachments Tab	Choose Yes, No, or N/A
<i>If Yes:</i>	
Type of Certification	Select TIP Cert, PLGHA Cert, or Other (more than one can be selected)
<i>If TIP Cert:</i>	
Upload File	Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Certification Fully Executed Date	
Expiration Date (one year)	
<i>If PLGHA Cert:</i>	
Upload File	Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Certification Fully Executed Date	
Expiration Date (one year)	

Field	Notes
<i>If Other:</i>	
Upload File	Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Certification Fully Executed Date	
Expiration Date (one year)	
Additional Information (Other)	Limit 1000 characters
Subrecipient Selection	
Why Subrecipient selected?	Select one
Subaward Cost/Price Basis	Select from dropdown list

Enter the information and click on **Save Compliance** to save your information as a draft.

7.8 Reports

To generate and view reports, click on the **Reports** tab. The *Reports* page will be displayed, as shown below.

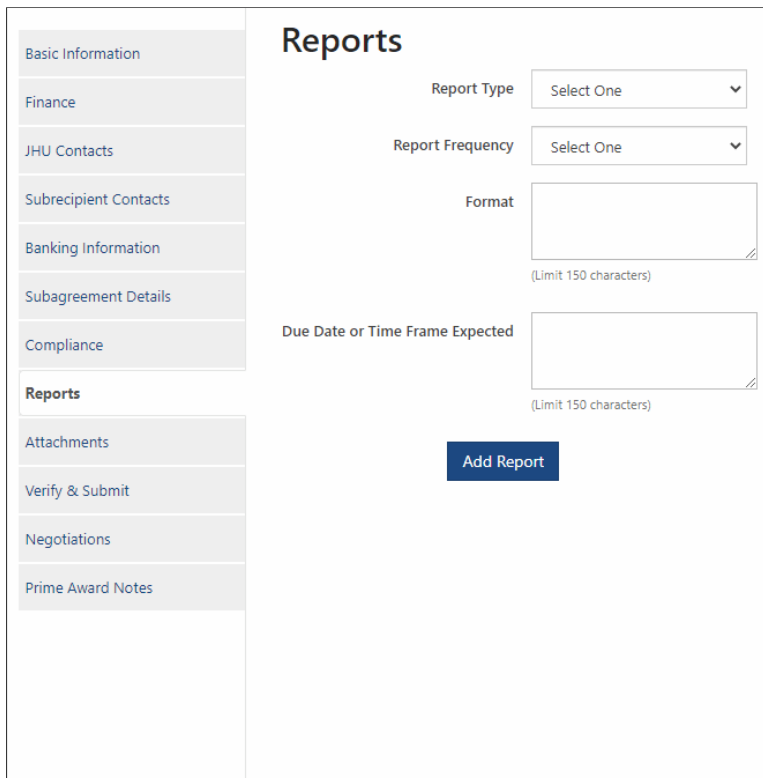


Figure 22: Reports

The fields are listed and described in the table below.

Field	Notes
Report Type	Select from dropdown list
Report Frequency	Select from dropdown list
Format	Limit 150 characters
Due Date or Time Frame Expected	Limit 150 characters

Enter the information and click on **Add Report** to save your information as a draft. Multiple reports can be added to a subaward record.

7.9 Attachments

To attach subaward documents, click on the **Attachments** tab. The *Attachments* page will be displayed, as shown below.

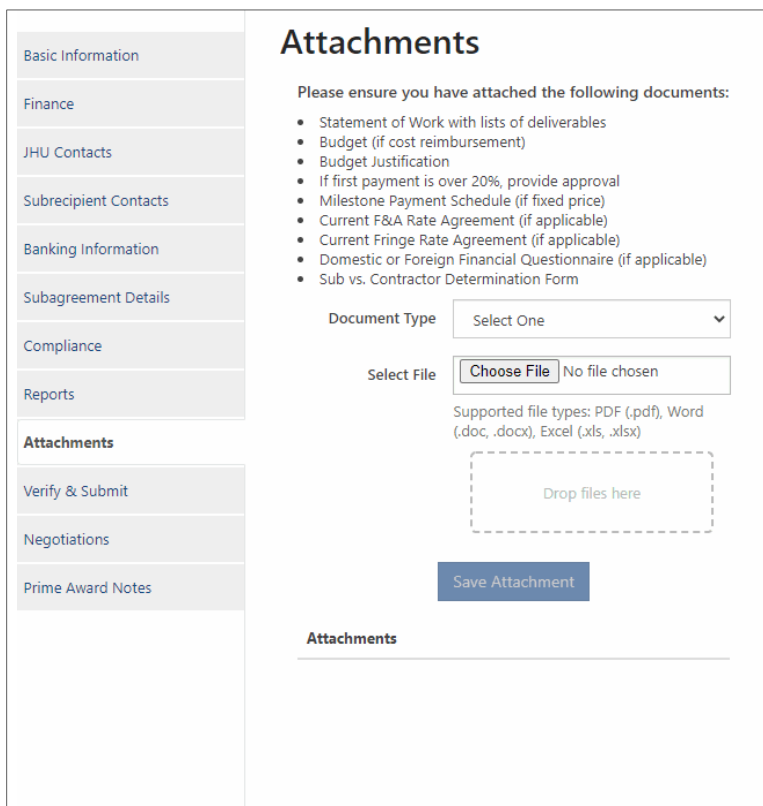


Figure 23: Attachments

The following files are required:

- Statement of Work with lists of deliverables
- Budget (if cost reimbursement)
- Budget Justification
- If first payment is over 20%, provide approval
- Milestone Payment Schedule (if fixed price)
- Current F&A Rate Agreement (if applicable)
- Current Fringe Rate Agreement (if applicable)
- Domestic or Foreign Financial Questionnaire (if applicable)
- Sub vs. Contractor Determination Form

To attach a document, select the *Document Type* from the dropdown list, click on **Browse** and navigate to the file. When you have located it, click on the file name and click on **Open**. The path to the file will appear in the *Select File* box. Click on **Save Attachment** to add the file to the subaward record. A list of the files will appear below the **Save Attachment** button as they are added, as shown below.

Attachments

Please ensure you have attached the following documents:

- Statement of Work with lists of deliverables
- Budget (if cost reimbursement)
- Budget Justification
- If first payment is over 20%, provide approval
- Milestone Payment Schedule (if fixed price)
- Current F&A Rate Agreement (if applicable)
- Current Fringe Rate Agreement (if applicable)
- Domestic or Foreign Financial Questionnaire (if applicable)
- Sub vs. Contractor Determination Form

Document Type

Select File No file chosen

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

Attachments

SOW.docx	<input type="text" value="Statement of Work with lists of"/>	<input type="button" value=""/>	Uploaded on 06/29/2020
Budget.docx	<input type="text" value="Budget (if cost reimbursement)"/>	<input type="button" value=""/>	Uploaded on 06/29/2020
Milestone Payment Schedule.docx	<input type="text" value="Milestone Payment Schedule (r"/>	<input type="button" value=""/>	Uploaded on 06/29/2020
Current F&A Rate Agreement.docx	<input type="text" value="Current F&A Rate Agreement"/>	<input type="button" value=""/>	Uploaded on 06/29/2020
Domestic Financial Questionnaire.docx	<input type="text" value="Financial Questionnaire"/>	<input type="button" value=""/>	Uploaded on 06/29/2020
Sub vs Contractor Determ.docx	<input type="text" value="Sub vs. Contractor Determinati"/>	<input type="button" value=""/>	Uploaded on 06/29/2020

Figure 24: Attachments Added

7.10 Verify and Submit

To submit the completed subaward record, click on the **Verify & Submit** tab. The *Verify & Submit* page will be displayed, as shown below.

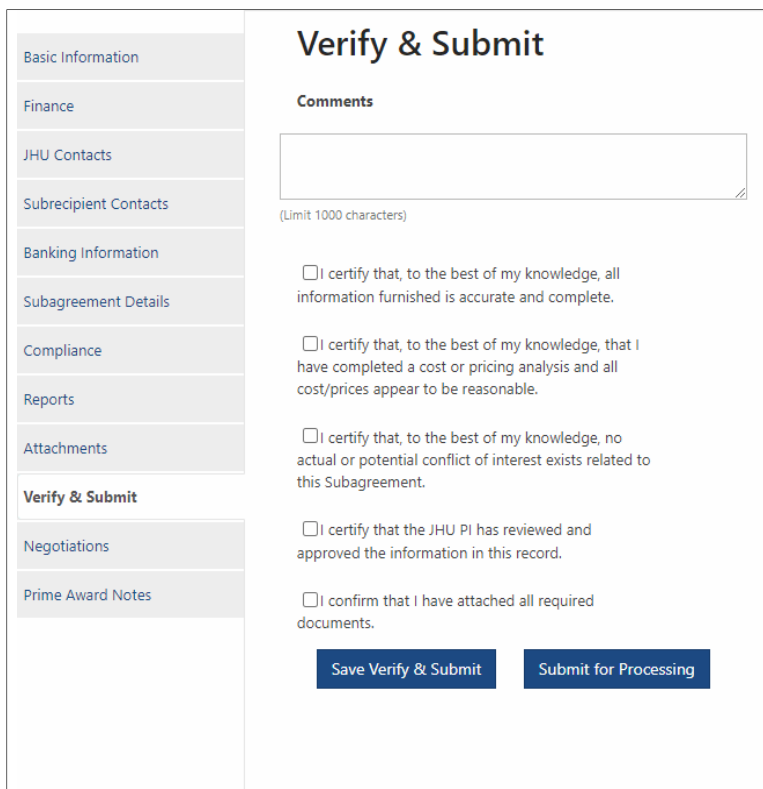


Figure 25: Verify & Submit

Enter any comments that you may have concerning the subaward record, and read the five statements and verify that you agree with them by clicking on the checkboxes.

- I certify that, to the best of my knowledge, all information furnished is accurate and complete.
- I certify that, to the best of my knowledge, that I have completed a cost or pricing analysis and all cost/prices appear to be reasonable.
- I certify that, to the best of my knowledge, no actual or potential conflict of interest exists related to this Subagreement.
- I certify that the JHU PI has reviewed and approved the information in this record.
- I confirm that I have attached all required documents.

If you would like to save the information as a draft, click on **Save Verify & Submit**. To submit your subaward record for review, click on **Submit for Processing**.

7.11 Negotiations

To view negotiations for the subaward record, click on the **Negotiations** tab. The *Negotiations* page will be displayed, as shown below.

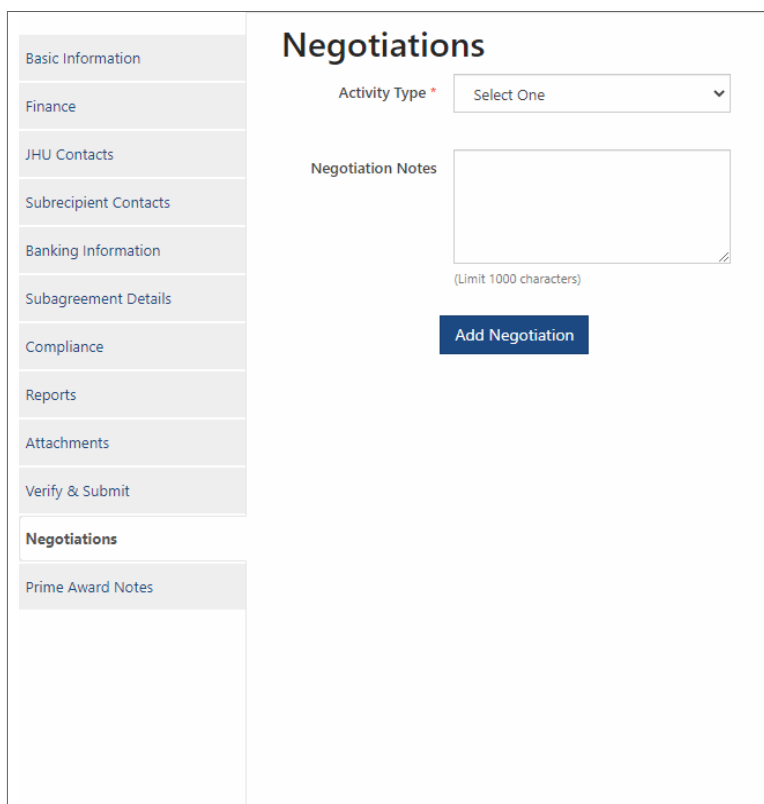


Figure 26: Negotiations

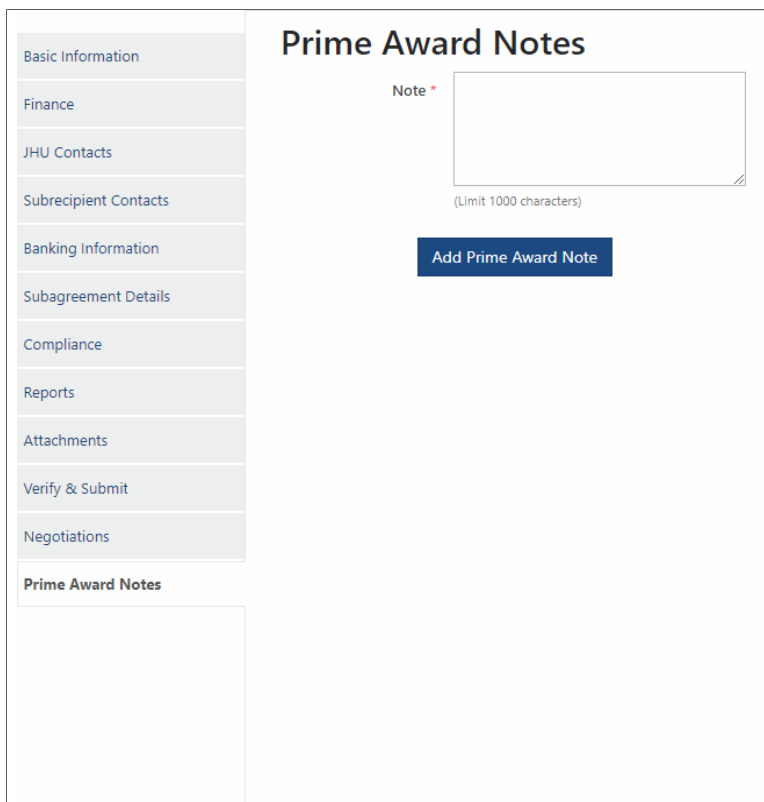
The fields are listed and described in the table below.

Field	Notes
Activity Type *	Select from dropdown list
Negotiation Notes	Limit 1000 characters

Enter the information and click on **Add Report** to save your information as a draft. Multiple reports can be added to a subaward record.

7.12 Prime Award Notes

To view prime award notes for the subaward record, click on the **Prime Award Notes** tab. The *Prime Award Notes* page will be displayed, as shown below.



Basic Information

Finance

JHU Contacts

Subrecipient Contacts

Banking Information

Subagreement Details

Compliance

Reports

Attachments

Verify & Submit

Negotiations

Prime Award Notes

Prime Award Notes

Note *

(Limit 1000 characters)

Add Prime Award Note

Figure 27: Prime Award Notes

Enter the information and click on **Add Prime Award Note** to save your information as a draft.

8 EDITING A RETURNED SUBAWARD RECORD

A SWiFT subaward record may be returned from JHURA or JHURA Finance for modification. The system will send you an email when a subaward record that you submitted is returned for edit. The returned record will be indicated in your *My Subawards In Progress* list by a status of *Returned for Edit*.

Note: The process for entering information when editing a returned subaward record is similar to the subaward record creation process, detailed in Section 7, Creating a New Subaward Record.

9 MODIFYING A SUBAWARD RECORD

To modify a SWiFT subaward record, click on the **New or Modification** button on the *Search* page. The *New or Modification* popup window will appear.

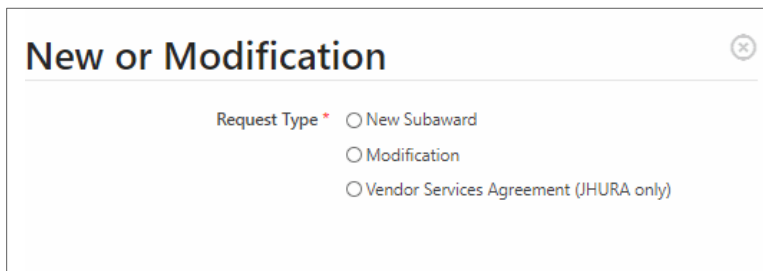


Figure 28: New or Modification

Select **Modification**. You will be asked if you know a related record ID.

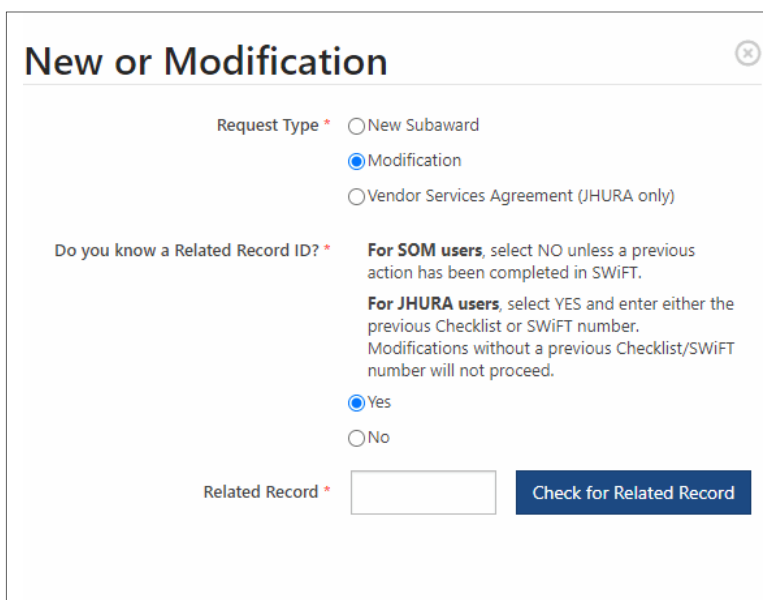


Figure 29: Related Record ID

- **If you select Yes:**

Enter the related record number and click on **Check for Related Record**.

Note: If the related record number is found in SWiFT, the system will populate the Basic Information tab of the modification record with information from the most recent record (except for Requestor information).

If the related record is found in the previous Subagreement Checklist System, the related record number will be added to the modification record in case you wish to look up the information in the Subagreement Checklist System. No data will be transferred from the Subagreement Checklist System to SWiFT.

If the number is not found, you will see the following message:

Related Record not found! Please try another related record ID or answer No for "Do you know a related record ID?"

If the number is found, a *PI Unit* text box will appear. Begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*
- *School of Medicine (SOM) PI units will also be listed. Be sure to only select a non-SOM PI unit.*

When you find the correct PI Unit, click on the title to select it.

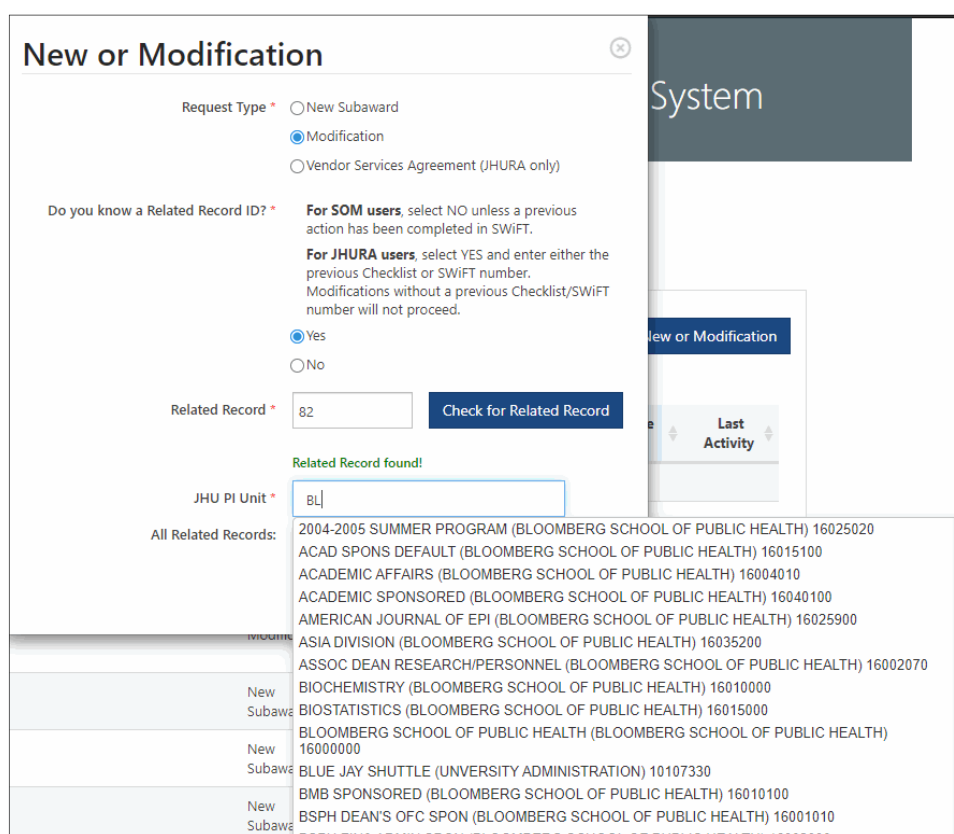



Figure 30: Select PI Unit

Click on **Create Record** to begin the subaward record modification process. If you do not want to create the record, click on the  in the corner of the popup window.

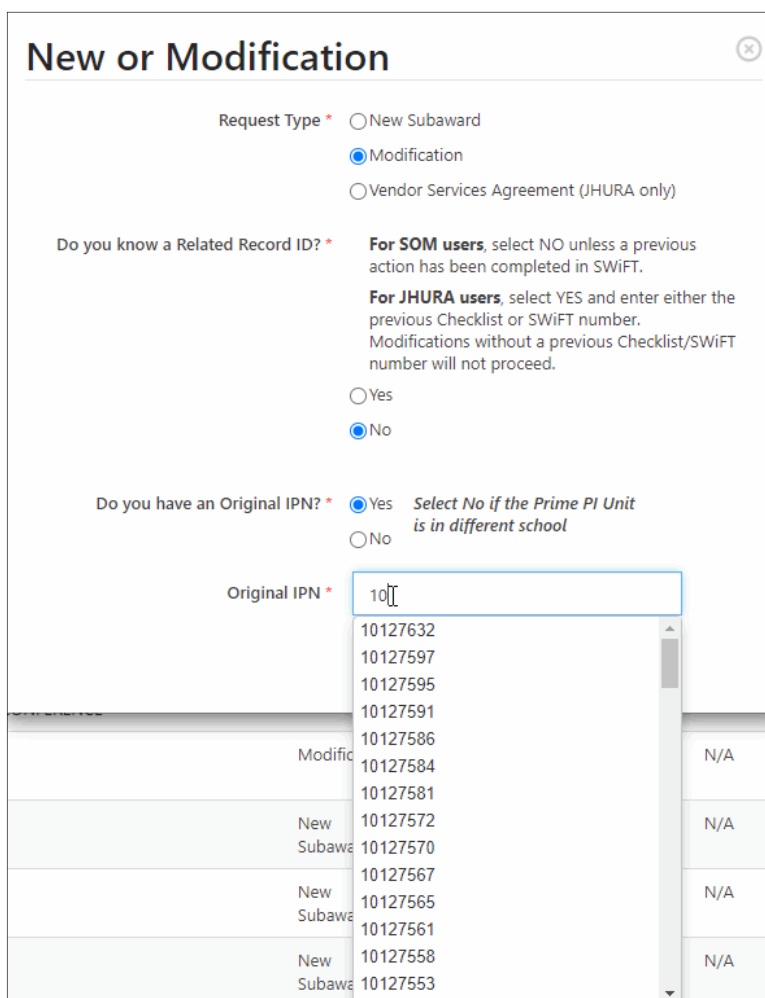
- **If you select No:**

You will be asked if you have an original IPN.

Note: If you have an original IPN, SWiFT will automatically fill any applicable subaward and Principal Investigator fields with basic information from Coeus. Otherwise, you will need to manually enter the information.

- **If you have an original IPN:**

Select **Yes** and begin typing the IPN in the text box that appears. After you have entered two digits, the list of IPNs that begin with those two numbers will appear.



The screenshot shows a web form titled "New or Modification". It contains several sections:

- Request Type *** with radio buttons for "New Subaward", "Modification" (selected), and "Vendor Services Agreement (JHURA only)".
- Do you know a Related Record ID? *** with instructions for SOM and JHURA users and radio buttons for "Yes" and "No" (selected).
- Do you have an Original IPN? *** with radio buttons for "Yes" (selected) and "No". A note says "Select No if the Prime PI Unit is in different school".
- Original IPN *** with a text input field containing "10" and a dropdown list of IPNs starting with "10".

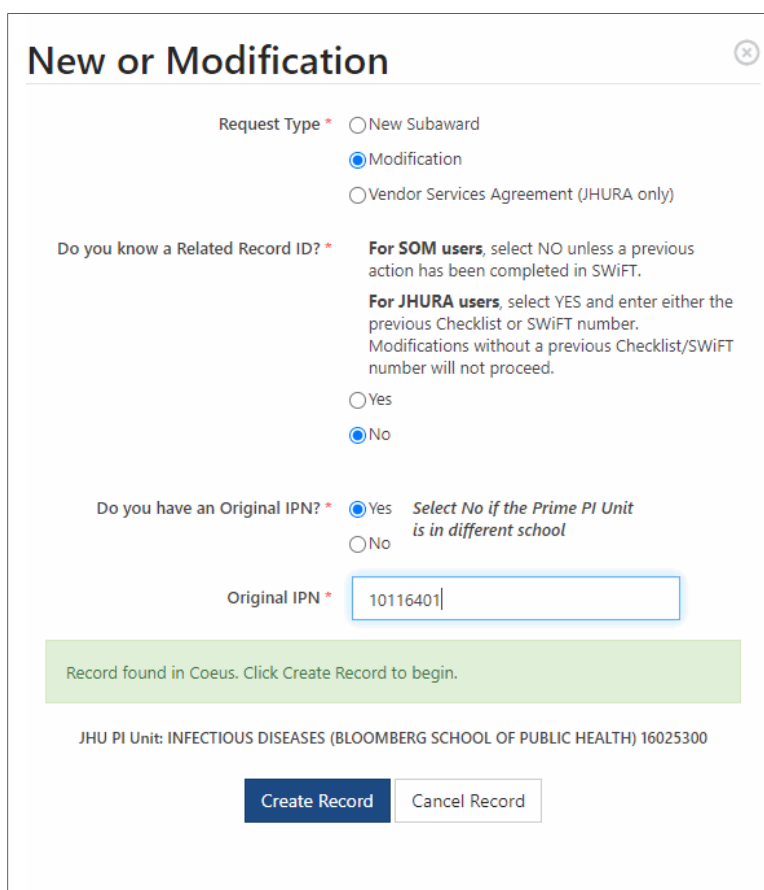
Request Type	Original IPN	Status
Modification	10127632	N/A
Modification	10127597	N/A
Modification	10127595	N/A
Modification	10127591	N/A
Modification	10127586	N/A
Modification	10127584	N/A
Modification	10127581	N/A
New Subaward	10127572	N/A
New Subaward	10127570	N/A
New Subaward	10127567	N/A
New Subaward	10127565	N/A
New Subaward	10127561	N/A
New Subaward	10127558	N/A
New Subaward	10127553	N/A

Figure 31: Search for Original IPN

As you enter more digits, any IPNs that do not match your input will be removed from the list.

Click on the correct IPN number in the list. If the record is not found in Coeus, an error message will be shown stating *Original IPN not found. Enter a Valid Original IPN or select No to "Do you have an Original IPN?"*.

If the record is found in Coeus, the following screen will appear.



New or Modification

Request Type * New Subaward
 Modification
 Vendor Services Agreement (JHURA only)

Do you know a Related Record ID? * **For SOM users**, select NO unless a previous action has been completed in SWiFT.
For JHURA users, select YES and enter either the previous Checklist or SWiFT number. Modifications without a previous Checklist/SWiFT number will not proceed.

Yes
 No

Do you have an Original IPN? * Yes *Select No if the Prime PI Unit is in different school*
 No


Original IPN * 10116401

Record found in Coeus. Click Create Record to begin.

JHU PI Unit: INFECTIOUS DISEASES (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025300

Create Record Cancel Record

Figure 32: Original IPN Found in Coeus

Click on **Create Record** to begin the modification process. If you do not want to create the record, click on the  in the upper right corner of the popup window.

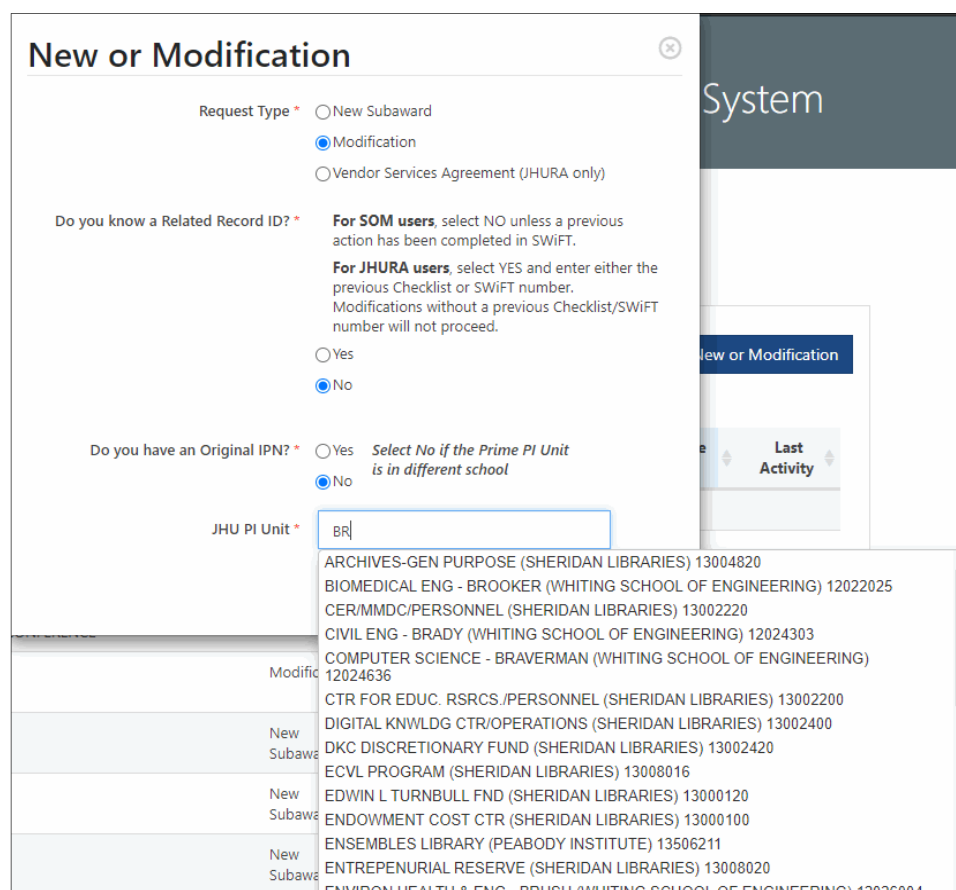
• **If you do not have an original IPN:**

Select **No** and begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter and/or number combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*
- *School of Medicine (SOM) PI units will also be listed. Be sure to only select a non-SOM PI unit.*

When you find the correct PI Unit, click on the title to select it.



New or Modification

Request Type * New Subaward
 Modification
 Vendor Services Agreement (JHURA only)


Do you know a Related Record ID? * **For SOM users**, select NO unless a previous action has been completed in SWiFT.
For JHURA users, select YES and enter either the previous Checklist or SWiFT number. Modifications without a previous Checklist/SWIFT number will not proceed.
 Yes
 No

Do you have an Original IPN? * Yes *Select No if the Prime PI Unit is in different school*
 No

JHU PI Unit * BR

- ARCHIVES-GEN PURPOSE (SHERIDAN LIBRARIES) 13004820
- BIOMEDICAL ENG - BROOKER (WHITING SCHOOL OF ENGINEERING) 12022025
- CER/MMDC/PERSONNEL (SHERIDAN LIBRARIES) 13002220
- CIVIL ENG - BRADY (WHITING SCHOOL OF ENGINEERING) 12024303
- COMPUTER SCIENCE - BRAVERMAN (WHITING SCHOOL OF ENGINEERING) 12024636
- CTR FOR EDUC. RSRCS./PERSONNEL (SHERIDAN LIBRARIES) 13002200
- DIGITAL KNWLDG CTR/OPERATIONS (SHERIDAN LIBRARIES) 13002400
- DKC DISCRETIONARY FUND (SHERIDAN LIBRARIES) 13002420
- ECVL PROGRAM (SHERIDAN LIBRARIES) 13008016
- EDWIN L TURNBULL FND (SHERIDAN LIBRARIES) 13000120
- ENDOWMENT COST CTR (SHERIDAN LIBRARIES) 13000100
- ENSEMBLES LIBRARY (PEABODY INSTITUTE) 13506211
- ENTREPRENURIAL RESERVE (SHERIDAN LIBRARIES) 13008020
- ENVIRON HEALTH & ENG - BRUSH (WHITING SCHOOL OF ENGINEERING) 12026004

Figure 33: Select PI Unit

Click on **Create Record** to begin the subaward record modification process. If you do not want to create the record, click on the  in the corner of the popup window.

Note: Only one modification form at a time can exist for each subaward record. If you click on a subaward record that is already being modified, it will not be opened for your modifications, and an explanation including the name of the person who is modifying it will be displayed in a message.

9.1 Tabs on Modification Screens

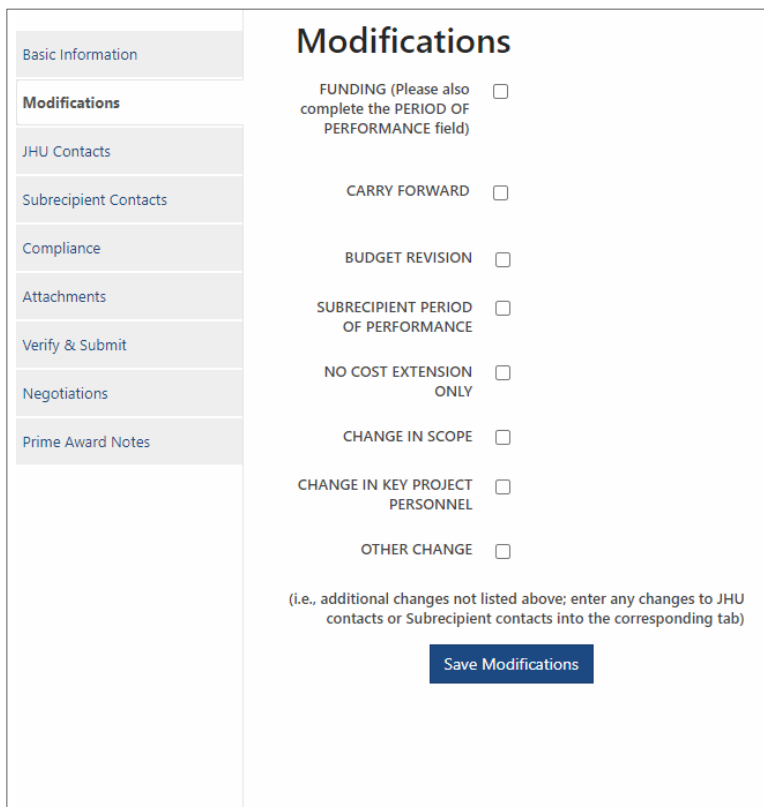
The subaward record modification screens contain the following six tabs:

- Basic Information
- Modifications
- JHU Contacts
- Subrecipient Contacts
- Compliance
- Attachments
- Verify & Submit
- Negotiations
- Prime Award notes

The process for entering information when modifying a subaward record is similar to the subaward record creation process, detailed in Section 7, Creating a New Subaward Record. However, the *Modifications* tab is unique to the subaward record modification process.

9.2 Modifications Tab

To enter modification information for the modification, click on the **Modifications** tab. The Modifications page will be displayed, as shown below.



Modifications

FUNDING (Please also complete the PERIOD OF PERFORMANCE field)

CARRY FORWARD

BUDGET REVISION

SUBRECIPIENT PERIOD OF PERFORMANCE

NO COST EXTENSION ONLY

CHANGE IN SCOPE

CHANGE IN KEY PROJECT PERSONNEL

OTHER CHANGE

(i.e., additional changes not listed above; enter any changes to JHU contacts or Subrecipient contacts into the corresponding tab)

[Save Modifications](#)

Figure 34: Modifications

When certain boxes are checked, the *Modifications* page is expanded and additional fields are displayed. The expanded *Modifications* page with all possible fields displayed is shown below.

Basic Information	<h2>Modifications</h2> <p>FUNDING (Please also complete the PERIOD OF PERFORMANCE field) <input checked="" type="checkbox"/></p> <div><p>Increased or Decreased Obligated Amount for this Action(\$) <input type="text"/></p><p>New Total Amount Obligated to Sub to Date (\$) <input type="text"/></p><p>If Applicable, Increased Estimated Project Total <input type="text"/></p></div> <p>CARRY FORWARD <input checked="" type="checkbox"/></p> <div><p>Does this subaward include any funding carried over from a previous budget year? <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/></p></div> <p>BUDGET REVISION <input checked="" type="checkbox"/></p> <div><p>Approval for revised budget, required to attach</p></div> <p>SUBRECIPIENT PERIOD OF PERFORMANCE <input checked="" type="checkbox"/></p> <div><p>Obligated Budget End Date <input type="text"/> <input type="button" value="Calendar"/></p><p>If Applicable, New Estimated Total Project End Date <input type="text"/> <input type="button" value="Calendar"/></p></div> <p>NO COST EXTENSION ONLY <input checked="" type="checkbox"/></p> <div><p>New Budget Termination Date <input type="text"/> <input type="button" value="Calendar"/></p><p>If Applicable, New Estimated Total Project End Date <input type="text"/> <input type="button" value="Calendar"/></p></div>
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Figure 35: Modifications Expanded (1 of 2)

CHANGE IN SCOPE

Attach revised scope

Explain why a change in project activities/scope is necessary

(Limit 1000 characters)

CHANGE IN KEY PROJECT PERSONNEL

Attached qualifications of replacement

The replacement of a project director, a co-director, or other project personnel whose replacement is restricted, or substantial reduction in effort may require prior written approval by the JHU sponsor.

Explain the change in key personnel

(Limit 1000 characters)

OTHER CHANGE

(i.e., additional changes not listed above; enter any changes to JHU contacts or Subrecipient contacts into the corresponding tab)

Explain/justification of requested change

(Limit 1000 characters)

[Save Modifications](#)

Figure 36: Modifications Expanded (2 of 2)

The fields are listed and described in the table below.

Field	Notes
NEXT PERIOD OF FUNDING	Check box if Yes
<i>If checked:</i>	
Increased Obligation Amount for this Action (\$)	
New Total Amount Obligated to Sub to Date (\$)	
If Applicable, Increased Estimated Project Total	
CARRY FORWARD	Check box if Yes

Field	Notes
<i>If checked:</i>	
Does this subaward include any funding carried over from a previous budget year?	Choose Yes or No .
<i>If Yes:</i>	
How much is being carried over? (\$)	
Budget year that the funding is coming from	
Funding Start Date	
End Date	
BUDGET REVISION	Check box if Yes
<i>If checked:</i>	
Approval for revised budget, required to attach	
SUBAGREEMENT PERIOD OF PERFORMANCE	Check box if Yes
<i>If checked:</i>	
New Obligated Budget End Date	
If applicable, New Estimated Total Project End Date	
NO COST EXTENSION ONLY	Check box if Yes
<i>If checked:</i>	
New Budget Termination Date	
If applicable, New Estimated Total Project End Date	
CHANGE IN SCOPE	Check box if Yes
<i>If checked:</i>	
Attach revised scope	
Explain why a change in project activities/scope is necessary	
CHANGE IN KEY PROJECT PERSONNEL	Check box if Yes
<i>If checked:</i>	
Attached qualifications of replacement The replacement of a project director, a co-director, or other project personnel who replacement is restricted, or substantial reduction in effort may require prior written approval by the JHU sponsor.	
Explain the change in key personnel	
OTHER CHANGE	Check box if Yes
<i>If checked:</i>	
Explain/justification of requested change	

Enter the information and click on **Save Modifications** to save your information as a draft.
To submit your modification for review, complete the information on the *Verify & Submit* tab and click on **Submit for Processing**.

10 CREATING A VENDOR SERVICES AGREEMENT

To create a Vendor Services Agreement (VSA), click on the **New or Modification** button on the *Search* page. The *New or Modification* popup window will appear.

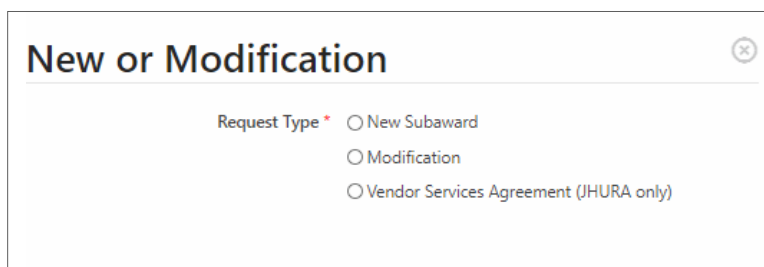


Figure 37: New or Modification

Select **Vendor Services Agreement (JHURA only)**. You will be asked to input a PI Unit.

Begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*

When you find the correct PI Unit, click on the title to select it.

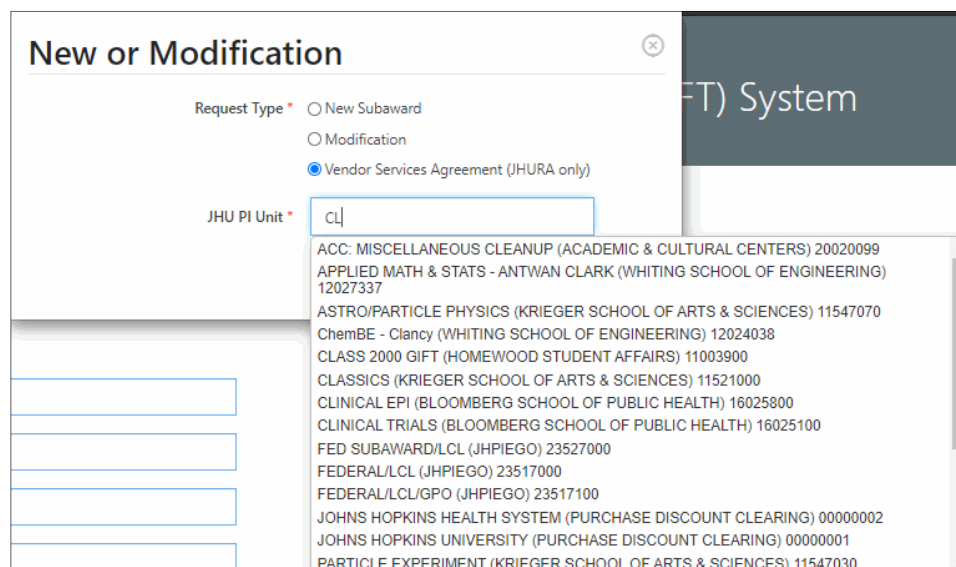



Figure 38: VSA – Enter PI Unit

Click on **Create Record** to begin the VSA process. If you do not want to create the record, click on the  in the corner of the popup window.

From this point forward, all data that you enter can be saved as a draft until you are ready to submit the VSA for processing.

10.1 Entering Vendor Services Agreement Information

When **Create Record** is clicked, the *Basic Information* page, as shown below.


Basic Information	
JHU Contacts	Request Type Vendor Services Agreement
Subrecipient Contacts	Original IPN
Banking Information	COEUS PD # <input type="text"/>
Subagreement Details	SAP Grant # <input type="text" value="Enter text & select from resul"/>
Compliance	JAWS Record # <input type="text" value="Enter text & select from resul"/>
Reports	Discretionary/Non-Sponsored Account number(ex. 800 number or Fund number) <input type="text"/>
Attachments	Enter only an SAP Grant number or the Discretionary/Non-sponsored Account Number
Verify & Submit	Do not enter a Discretionary/Non-sponsored Account Number if this award is funded by an SAP grant number
Negotiations	Shopping Cart # <input type="text"/>
Prime Award Notes	Responsible Cost Center # <input type="text"/>
	JHU Principal Investigator * <input type="text" value="Enter text & select from resul"/>
	JHU PI Unit CLINICAL EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025800
	Prime Sponsor Name <input type="text" value="Enter text & select from resul"/>
	Prime Sponsor Org Type <input type="text" value="Select One"/>
	Prime Sponsor Award # <input type="text"/>
	JHU's Sponsor Name <input type="text" value="Enter text & select from resul"/>
	If Discretionary, select JOHNS HOPKINS UNIV
	JHU's Sponsor Org Type <input type="text" value="Select One"/>
	If Discretionary, select Private Non-Profit
	JHU's Sponsor Award # <input type="text"/>
	If Discretionary, enter N/A
	Full Subrecipient Legal Name <input type="text" value="Enter text & select from resul"/>
	If the name is not on the list, select Pending Vendor Add to SAP
	Full Subrecipient Vendor # <input type="text"/>
	Requestor's JHED ID spthpmstf1
	Requestor's First Name Spthpmstf
	Requestor's Last Name Spthpmstf
	Requestor's Unit <input type="text" value="Enter text & select from resul"/>
	Requestor's Email Spthpmstf@jhsph.edu
	Requestor's Phone <input type="text"/>
	Comments <input type="text"/>
	(Limit 1000 characters)
	<input type="button" value="Save Basic Information"/>

Figure 39: VSA Basic Information

Note: The process for entering information when creating a VSA is functionally identical to the subaward record creation process, detailed in Section 7, Creating a New Subaward Record. The only difference is that VSAs do not have a Finance tab.

Enter the information in the same manner as described for subaward records in Section 7. Click on **Submit for Processing** on the *Verify & Submit* tab when finished.






11 OPTIONS FOR ACTIONS DROPDOWN LIST

The Actions dropdown list can be accessed by clicking on the  in the upper right corner of the Subaward, Modification, and Vendor Services Agreement (VSA) screens. The options available for SWiFT users in the Actions dropdown list vary depending on the screen, the role of the user in SWiFT, and the record's state.

11.1 View History

Select **View History** to see a report containing the history of the status changes to the subaward record. The *Status History* page will appear in a new tab, as shown below.

SharePoint 2013 Staging Publishing Farm > Subaward Workflow Information Tracking (SWiFT) System > SWiFT

Actions |  |  | of 1 |  |  | Find Next | 

History

SWiFT ID : 10400

Change	Change By	Change On	Comments
Returned for Edit Finance	Machavarapu, Laxmi	8/20/2019	
Review in Progress Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Edit Complete Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Returned for Edit Finance	Machavarapu, Laxmi	8/20/2019	
Review in Progress Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Edit Complete Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Returned for Edit Finance	Machavarapu, Laxmi	8/20/2019	
Review in Progress Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Edit Complete Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Returned for Edit Finance	Machavarapu, Laxmi	8/20/2019	etrwrwt
Review in Progress Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Edit Complete Finance	,	8/20/2019	SWiFT 10400 has been resubmitted
Returned for Edit RA	,	8/20/2019	SWiFT 10400 has been resubmitted
Change Requestor	Machavarapu, Laxmi	8/20/2019	
Returned for Edit Finance	sptepifac, sptepifac	8/14/2019	testing return for fin
Review in Progress Finance	sptepifac, sptepifac	8/14/2019	
Returned for Edit RA	Pokharel, Inash	8/14/2019	testing for return RA
Submitted for Processing	Pokharel, Inash	8/14/2019	SWiFT 10400 request has been submitted

Figure 40: Status History

Click on the *Actions* menu for options to print or export the status history.

11.2 View Full Subaward

Select **View Full Subaward** to generate a report containing the complete subaward record. The information on each tab will appear on a separate page. An example of the first page of the report containing the data from the *Basic Information* tab is shown below.

SharePoint 2013 Staging Publishing Farm > Subaward Workflow Information Tracking (SWIFT) System > SWIFT

Actions | [Home] | [Back] | [Forward] | 1 of 5 | [Next] | [Find Next] | [Print]

SWIFT ID: 10400

Subaward Type: New Subaward

Basic Information		Subaward Status	
Request Type	New Subaward	RA Status	Returned for Edit RA
Original IPN		Finance Status	Returned for Edit Finance
COEUS PD #		Requestor	
SAP Grant #		Requestor Name	Mogili, Srinivas
JAWS Record #		Requestor's Department	CANCER EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025600
Discretionary/Non-Sponsored Account number		Requestor's Email	smogili1@jhu.edu
Shopping Cart #		Requestor's Phone	53563636
Responsible Cost Center #		Created	8/14/2019
JHU Principal Investigator	Andrews, John S	Submitted for Processing	8/14/2019
JHU PI Unit	CLINICAL EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025800	Finance Review	
Prime Sponsor Name		In Process	8/14/2019
Prime Sponsor Org Type		In Process by	sstepifac
Prime Sponsor Award #		96 IO # Workflowed to SPSS	8/27/2019
JHU's Sponsor Name	JOHN A BURNS SCHOOL OF MEDICINE UHM	96 IO # Workflowed to SPSS by	
JHU's Sponsor Org Type	Foreign Local Government	96 IO # Entered	
JHU's Sponsor Award #	3453634	Research Admin Review	
Full Subrecipient Legal Name	ALBERT JOHN	Record Manager	
Full Subrecipient Vendor #		Current Owner	
Requestor's JHED ID	smogili1	Assigned to Current Owner	
Requestor's Name	Mogili, Srinivas	All Docs Received	
Requestor's Unit	CANCER EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025600	Sent To Subrecipient	
Requestor's Email	smogili1@jhu.edu	PEA Received	
Requestor's Phone	53563636	FEA Completed	
Comments	test on 8/14/2019	FEA Sent To Subrecipient	
		Purchase Order #	
		High Risk	No
		Welcome Packet Sent	No
		Questionnaire Completed and Signed	No
		Sub VC Screening Complete	No
		F&A Rate Verified	No
		Confirm Fringe Rate for Accuracy/Reasonableness	No
		Sub Determination Completed and Signed	No
		FFATA Report	
		Report Due	No
		FAIN	3453634
		Subaward Fully Executed	
		FFATA Report Sent	
		Previous Checklist(s)	
		Related Record(s)	
		Created on 8/14/2019 3:58:51 PM by Pokharel, Inash	
		Updated on 8/20/2019 2:57:04 PM by Machavarapu, Laxmi	

Finance

SAP Grant #

Page 1 of 5

Figure 41: View Full Subaward

Click on the *Actions* menu for options to print or export the full subaward report.

11.3 View Contact Changes

Select *View Contact Changes* to generate a report comparing changes made to the following contact information in the SWiFT record:

- JHU Principal Investigator
- JHU Person to Receive Invoices
- JHU Financial/Project/Other Contact
- Subrecipient Project Director/PI
- Principal Place of Performance

11.4 View Finance Subaward

Select **View Finance Subaward** to generate a report containing the Finance details of the subaward record. The report also contains the data from the *Basic Information* and *Subaward Status* tabs. An example of the report is shown below.

SharePoint 2013 Staging Publishing Farm > Subaward Workflow Information Tracking (SWiFT) System > SWiFT

Actions | [Refresh] | [Back] | [Forward] | 1 of 2 ? | [Next] | [Find Next] | [Close]

SWiFT ID - 10400
Subaward Type - New Subaward

Basic Information		Subaward Status	
IPN		RA Status	Returned for Edit RA
COEUS PD #		Finance Status	Returned for Edit Finance
SAP Grant #		Requestor	
JAWS Record #		Mogili, Srinivas	CANCER EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025600
Discretionary/Non-Sponsored Account number		smogili1@jhu.edu	53563636
Shopping Cart #		Created	8/14/2019
Responsible Cost Center #		Submitted for Processing	8/14/2019
JHU Principal Investigator	Andrews, John S	Finance Review	
JHU PI Unit	CLINICAL EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025800	In Process	8/14/2019
Prime Sponsor Name		In Process By	sptepifac
Prime Sponsor Org. Type		96 IO # Workflowed to SPSS	8/27/2019
Prime Sponsor Award #		96 IO # Workflowed to SSPSS by	
JHU's Sponsor Name	JOHN A BURNS SCHOOL OF MEDICINE UHM	96 IO # Entered	
JHU's Sponsor Org. Type	Foreign Local Government	RA Review	
JHU's Sponsor Award #	3453634	Record Manager	
Full Subrecipient Legal Name	ALBERT JOHN	Current Owner	Assigned to Current Owner
Full Subrecipient Vendor #		All Docs Received	
Requestor's JHED ID	smogili1	Sent To Subrecipient	
Requestor's Name	Mogili, Srinivas	PEA Received	
Requestor's Unit	CANCER EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025600	FEA Completed	
Requestor's Email	smogili1@jhu.edu	FEA Submitted to Subrecipient	
Requestor's Phone	53563636	Purchase Order #	
Comments	test on 8/14/2019	High Risk	No
		Welcome Packet Sent	No
		Questionnaire Completed and Signed	No
		Sub VC Screening Complete	No
		F&A Rate Verified	No
		Confirm Fringe rate for Accuracy/Reasonableness	No
		Sub Determination Completed and Signed	No
		FFATA Report	
		Report Due	
		FAIN	3453634
		Subaward Fully Executed	
		FFATA Report Sent	
		Previous Checklist(s)	
		Created on 8/14/2019 by Pokharel, Inash	
		Last modified on 8/20/2019 by Machavarapu, Laxmi	

Figure 42: View Finance Subaward (Page 1)

SharePoint 2013 Staging Publishing Farm > Subaward Workflow Information Tracking (SWiFT) System > SWiFT

Actions | [Home] | [Back] | [Forward] | [Refresh] | 2 of 2 | [Find Next] | [Menu]

SWiFT ID - 10400

Subaward Type - New Subaward

Finance

SAP Grant #	
Full Subrecipient Legal Name	ALBERT JOHN
Responsible Cost Center #	
Principal Investigator for IO	Andrews, John S
Principal Investigator PERNR for IO	53636
Location	On Campus
990 Country Code	Barbados
IO # to Reduce	35636
Sponsored Class to Reduce	685858
Subaward IO Budget Class 642400 (Direct Cost)	\$756,858.00
Subaward IO Budget Class 699998 (Indirect Cost)	\$35,636.00
Subaward Total Budget	\$792,494.00
JHU F&A Base \$ Amount	\$0.00
JHU F&A Rate	8.00 %
JHU F&A Cap	\$8.00
IO Request Comments/Notes	
Contact Information	inash@jh.edu
Internal Order (96 IO #)	

Figure 43: View Finance Subaward (Page 2)

Click on the *Actions* menu for options to print or export the Finance subaward report.

11.5 Create FDP

Select **Create FDP** to generate the *FDP Cost Reimbursement Subaward* report. A popup window will appear containing links to open the FDP report PDF file or download it. This PDF form is automatically populated with SWiFT information and allows you to edit that data and fill in additional fields. An option is provided to download the PDF file.

11.6 Create FDP Modification

Select **Create FDP Modification** to generate the *FDP Research Subaward Agreement Amendment* report, containing information about revisions to a Subaward Agreement. This PDF form is automatically populated with SWiFT information and allows you to edit that data and fill in additional fields. An option is provided to download the PDF file.

11.7 Create JHU Subaward Long Form

Select **Create JHU Subaward Long Form** to generate the *Subaward Agreement Long Form* report. This Microsoft Word form is automatically populated with SWiFT information and allows you to edit that data and fill in additional fields. An option is provided to download the Word file.

11.8 Change Requestor

Select **Change Requestor** to modify the Requestor's name in a subaward record, modification, or VSA. The *Change Requestor* window will appear, as shown below.

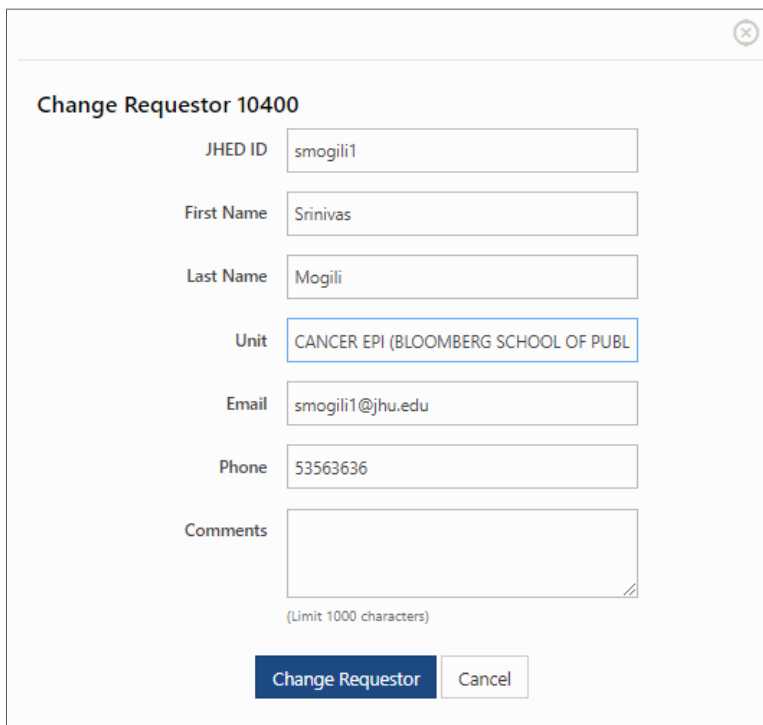


Figure 44: Change Requestor

Enter the information for the new requestor and click on **Change Requestor**.

NOTE: Verify that the JHED ID and Email are accurate before submitting the change. If they are incorrect, the requestor will not be able to see the SWiFT subaward record and will not receive emails from the system.

11.9 Copy Into New Subaward

If you would like to create a subaward record using the information from an existing subaward record, you can create from one to ten copies of the existing subaward record. This will prevent having to manually enter the information in each new subaward record.

Note: You cannot copy a modification into a new subaward record.

To create copies of an existing subaward record, open it and Select **Copy Into New Subaward**. The *Copy Into New Subaward* window will appear, as shown below.

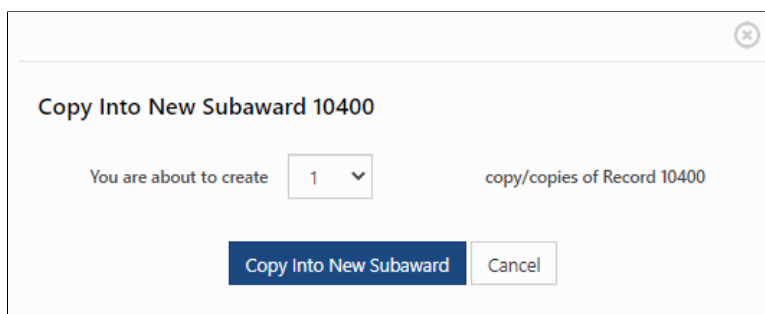


Figure 45: Copy Into New Subaward

Select the number of copies you wish to make and click on **Copy Into New Subaward**. The new subaward records will contain the information from the *Basic Information*, *Finance*, and *JHU Contacts* tabs of the existing subaward record.

11.10 Delete

This action is only available for subaward records that are in Draft state.

Select **Delete** to delete the subaward record that you are currently viewing. The *Delete Subaward* confirmation window will appear, as shown below.

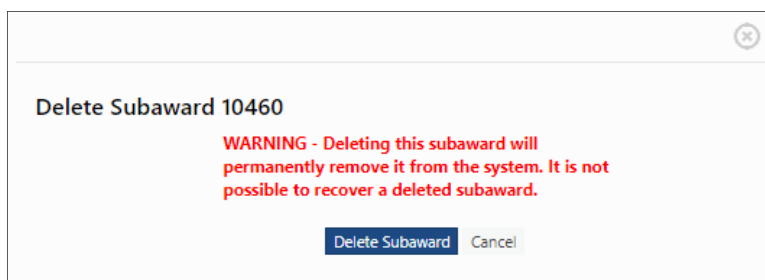


Figure 46: Delete Subaward

If you would like to permanently delete the subaward record, click on **Delete Subaward**. To leave without deleting the subaward record, click on **Cancel**.

12 EMAILS GENERATED BY SWIFT

The following table describes the emails that are sent by SWiFT throughout the process. Italicized words in the *Subject* and *Body* column represent the fields that will populate the email with specific information for that message.

	Title	Subject	Body	Recipients
1	JHSPH Finance Submitted for Processing	SWiFT <i>SWiFT ID</i> request has been submitted	SWiFT <i>SWiFT ID</i> has been submitted for processing by <i>RequestorName</i> and requires a new subaward IO.	Finance, Department, Additional Contacts
2	Submitted for Processing	SWiFT <i>SWiFT ID</i> request has been submitted	SWiFT <i>SWiFT ID</i> has been submitted for processing by <i>RequestorName</i> and requires a new subaward IO. <i>SAP Grant #: SAPGrantNumber</i> <i>Responsible Cost Center: CostCenter</i>	Research Admin
3	Current Owner Assigned	SWiFT <i>SWiFT ID</i> has been assigned	SWiFT <i>SWiFT ID</i> has been assigned to <i>CurrentOwner</i> . Please direct all questions and issues regarding this issue to <i>Current Owner</i> .	Department, Additional Contacts, Invoice Contact, Requestor, Current Owner
4	Sent to Subrecipient	SWiFT <i>SWiFT ID</i> has been sent to Subrecipient	SWiFT <i>SWiFT ID</i> has been sent to the Subrecipient on <i>DateSentToSubrecipient</i>	Research Admin, Department, Additional Contacts, Invoice Contact, Requestor
5	PEA Received	Partially executed subagreement received for SWiFT <i>SWiFT ID</i>	The subrecipient has returned a partially executed copy of the subject subagreement.	Research Admin, Invoice Contact, Requestor,
6	FEA Completed	Subaward for SWiFT <i>SWiFT ID</i> has been fully executed	The subaward <i>SWiFT ID</i> has been fully executed. Please be sure that you have an approved shopping cart if the subaward is new. Fully executed new subaward will be sent to you and the subrecipient once the shopping cart is approved and the PO is assigned. Modifications which have been fully executed will be sent to you and the subrecipient once the PO is updated.	Research Admin, Department, Additional Contacts, Invoice Contact, Requestor
7	JHSPH Finance Returned for Edit	SWiFT <i>SWiFT ID</i> has been returned for editing	SWiFT <i>SWiFT ID</i> has been returned to you by <i>SenderName</i> for editing for the following reason(s): <i>Comment</i> Please make the necessary corrections and re-submit for processing.	Research Admin, Department, Additional Contacts, Requestor
8	Returned for Edit	SWiFT <i>SWiFT ID</i> has been returned for editing	SWiFT <i>SWiFT ID</i> has been returned to you by <i>SenderName</i> for editing for the following reason(s): <i>Reason</i> Please make the necessary corrections and re-submit for processing.	Research Admin, Department, Additional Contacts, Invoice Contact, Requestor

	Title	Subject	Body	Recipients
9	JHSPH Finance Edit Complete	SWiFT <i>SWiFT ID</i> has been resubmitted	SWiFT <i>SWiFT ID</i> has been resubmitted for processing by <i>SenderName</i> and requires a new subaward IO. SAP Grant #: <i>SAPGrantNumber</i> Responsible Cost Center: <i>CostCenter</i>	Finance
10	Edit Complete	SWiFT <i>SWiFT ID</i> has been resubmitted for processing	SWiFT <i>SWiFT ID</i> has been resubmitted by Requester for processing.	Research Admin
11	On Hold	Subaward <i>SWiFTRecordNumber</i> on hold	Per discussions between department and Research Administration Subs, the completion of the subagreement for SWiFT <i>SubawardID</i> has been put on hold. Please contact Research Administration Subs if/when the situation changes. Research Administration Comments: <i>Comment</i>	Research Admin, Department, Additional Contacts, Invoice Contact, Requestor
12	Withdrawn	Subaward has been withdrawn	Dear <i>RequestorName</i> : At your request, SWiFT <i>SWiFT ID</i> has been withdrawn from the Subaward checklist system. It will no longer appear in the queue to be worked on. Thank you.	Requestor
13	IO96 Workflowed	Your subaward IO request for SWiFT <i>SWiFT ID</i> has been sent	Your subaward IO request has been sent to Sponsored Shared Services for setup in SAP. If you have any questions, please contact: JHSPH Finance - JHSPH.BSPHSponsored@jhu.edu .	Research Admin, Department, Additional Contacts, Requestor
14	IO96 Entered	96 # has been entered for SWiFT <i>SWiFT ID</i>	The 96 internal order for SWiFT <i>SWiFT ID</i> is now active – <i>InternalOrder96IO</i> . Please submit your SAP shopping cart so that there are no delays in processing your subagreement.	Department, Additional Contacts, Requestor
15	FEA Sent To Subrecipient	Subaward <i>SWiFT ID</i> has been fully executed	The Subaward has been fully executed. SAP Grant #: <i>SAPGrantNumber</i> Subrecipient: <i>SubrecipientLegalName</i> Thank you, The Subs team	Requestor
16	Remove Hold	Subaward off hold	Per discussions between department and Research Administration, the completion of the subaward <i>SubawardID</i> has been taken off hold.	Research Admin, Finance, Department, Additional Contacts, Invoice Contact, Requestor
17	Mod Submitted for Processing	SWiFT <i>SWiFT ID</i> request has been submitted	SWiFT <i>SWiFT ID</i> has been submitted for processing by <i>RequestorName</i> . SAP Grant #: <i>SAPGrantNumber</i>	Research Admin, Department, Additional Contacts

13 JHURA SWIFT SURVEY

When a date is entered and saved for the first time in the *FEA Sent to Subrecipient* field in the *Subaward Status* panel, email messages will be sent to the PI and Requestor 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 SWiFT record in the last 90 days. A survey request will not be sent if the PI unit is from the School of Medicine.