

JHURA AGREEMENT REVIEW PROCESS

DAY	ACTION
1-3	<ul style="list-style-type: none"> • Department or sponsor sends agreement (referencing Coeus PD number, if applicable) via e-mail to JHURA inbox JHURA@jhu.edu maintained by SPS. • SPS logs agreement and forwards to CA/GA. • If CA/GA receives agreement directly from department or sponsor, CA/GA forwards to JHURA inbox, along with identifying information, to be logged. • CA/GA scans what was received, acknowledges receipt via e-mail to PI/department/sponsor, and asks for any additional items (such as SOW, Attachments, etc.) and copies SPS. • CA/GA logs agreement in Excel Log. • CA/GA forwards to Sponsored Projects Specialist to: log in Access, create IIS, start a folder, and if a mod for a funded agreement, pull existing file. • If it's an agreement with money (funded), CA/GA determines whether there is an associated Coeus PD. • If it is not associated with an existing Coeus PD, CA/GA instructs department to create one. (Funded agreements should be reviewed prior having an associated Coeus PD, but will not be processed for signature without one). • If it's an MTA, CA/GA determines if it is accompanied by an MTA Review Form. If not, CA/GA instructs department that dept will need to complete and submit form (signed by PI) prior to CA/GA review of the MTA. <p>If CDA is on sponsor template, CA/GA conducts initial review to determine if substantial revisions are needed. If so, and PI needs CDA right away, convert it to JHURA model agreement and send to Executive Director for signature. If substantial revisions are needed and PI does not need CDA right away, CA/GA contacts sponsor suggesting use of the JHURA model agreement.</p>
4-7	<ul style="list-style-type: none"> • CA/GA reviews agreement for completeness. • If record incomplete, CA/GA requests information from PI/Department and/or sponsor. • If we will be requesting changes, and changes cannot be made in Adobe, request Word version from department and then sponsor if department does not have it. • If new agreement, CA/GA determines if JHURA has had same agreement previously. • If JHURA has had same agreement previously, CA/GA obtains a copy for comparison.
7-10	<ul style="list-style-type: none"> • CA/GA conducts substantive review of agreement. • If there was a prior agreement, CA/GA compares the two. • CA/GA completes IIS in entirety. • CA/GA discusses potential issues with and gets clarification from PI and Department as needed. • CA/GA identifies all potential contractual issues and drafts revisions using redlines. • CA/GA include in redlines any comments/questions for Secondary Reviewer (Associate/Assistant Director). • CA/GA provides to Secondary Reviewer completed IIS, redlined agreement, all supporting documentation, complete background information, and copy of prior agreement if applicable. • CA/GA alerts Secondary Reviewer if agreement is with certain foreign sponsors. • CA/GA updates PI and department (and sponsor, as appropriate) as to status, including the issues and any questions that arise from CA/GA or Secondary Reviewer review. • Secondary Reviewer makes determination within 24 hours whether agreement will be passed on to Executive Director or Associate Vice Provost for secondary review. • Secondary Reviewer passes agreement with certain foreign sponsors to Associate Vice Provost for review and input.

11-14	<ul style="list-style-type: none"> • If needed, Secondary Reviewer engages Executive Director and/or Associate Vice Provost regarding contractual issues, as advises CA/GA as to status. • If there are substantial changes suggested, clear with Associate Vice Provost before sending to sponsor. • Secondary Reviewer reviews and redlines agreement, signs and indicates changes on the IIS, and returns it to CA/GA with feedback. • CA/GA reviews Secondary Reviewer feedback and follows up with Secondary Reviewer with any questions. • CA/GA sends inquiry to GC, Risk Management, Insurance, or other office as directed by Secondary Reviewer. • CA/GA provides requested revisions to sponsor, outlining the major issues in e-mail, and offers a telecon with sponsor for further discussion as needed. • CA/GA briefs PI and Department as to status in a separate e-mail than above.
14-21+	<ul style="list-style-type: none"> • CA/GA follows up with sponsor requesting feedback, repeating as needed no less than weekly. • Once CA/GA receives initial comments from sponsor: <ul style="list-style-type: none"> - If further negotiations necessary, CA/GA schedules telecon with sponsor (to include sponsor decision-maker) within one week. - CA/GA engages Secondary Reviewer for further review and discussion as appropriate. - Secondary Reviewer engages Executive Director and/or Associate Vice Provost as appropriate. - CA/GA contacts GC, Risk Management, Insurance, or other office as directed by Secondary Reviewer. - CA/GA continues to negotiate agreement with sponsor based on feedback received from Secondary Reviewer or other office per above. • If sponsor not responsive: <ul style="list-style-type: none"> - If sponsor not responsive to email, CA/GA attempts to reach with phone call(s). - CA/GA identifies and contacts supervisor of sponsor POC and notifies dept/PI of action in separate e-mail. - CA/GA requests PI contact counterpoint at sponsor. - If SPH, CA/GA recommends pre-award account to department as appropriate.