

## Preparing an agreement/contract for submission to a **commercial** sponsor.

### This Business Process will be used to route an application through Coeus when a proposal is being submitted to a commercial Sponsor.

- Clinical Research Defined as: All **commercial** Clinical Research that involves patients or PHI, or clinical testing or procedures, or drug/device diagnostic testing in humans or any planning/lab/clinical service in support of such clinical research.
- Fells Point ORA Office: All **commercial** contracts/agreements associated with Clinical Research performed as outlined above will be reviewed at the Fells Point ORA location.
- Broadway ORA Office: All documents pertaining to other **commercial** research (**any research other than Clinical Research as defined above**) will be reviewed at the Broadway ORA location.

### COEUS Proposal Development Items to be Completed

- Title of Project
- Start Date of Project and End Date of Project
- PLEASE NOTE: Proper selection of *Proposal Type* is critical for accurately routing your proposal to the correct ORA office for review. Please see *Proposal Type* definitions for appropriate selection.**

  - Proposal Type (Continuation, Internal Application, Negotiation Only, New, No-Cost Extension, Pre-Application, Renewal, Resubmission, Revision, Task Order.)
- PLEASE NOTE: Proper selection of *Activity Type* is critical for accurately routing your proposal to the correct ORA office for review. Please see *Activity Type* definitions for appropriate selection.**

  - Activity Type (Organized Research, Instruction, Other Sponsored Activity, Clinical Research)
- PLEASE NOTE: Proper selection of *Award Type* is critical for accurately routing your proposal to the correct reviewer at the correct ORA office for review. Please see *Award Type* definitions for appropriate selection.**

  - Award Type (Grant, Contract, Cooperative Agreement, Clinical Trial, Fixed Fee, Subgrant, Subcontract)
- Sponsor
- Prime Sponsor (If applicable)
    - Required field (when JHU is submitting this proposal to another institution.)
- Sponsor Proposal No
- Original Proposal
- Due Date of Proposal
- Investigators
    - List all JHU faculty proposed in this proposal.

- Investigator effort charged on this proposal.
- Certify all investigators.

➤ Investigators Effort

- Effort charged to this proposal. If cost sharing is involved, the cost sharing question under Questionnaire (Research Compliance Questions) section must be marked “YES” and an I/O provided.

➤ Special Reviews (if applicable)

- Animal Usage, Biohazard Materials, Foundation Relations, Hazardous Chemicals, Human Subjects, International Programs, Radioactive Isotopes, Recombinant DNA, Space Change, Stem Cell, TLO Review (Potential Conflict).

➤ Science Codes (if applicable)

- AIDS/HIV, Cancer, Vaccine, Women’s Health, International Proposal, Hopkins, Maryland, Baltimore, Career Award, International Programs, Foundation Relations, HIPAA, Confidentiality Agreement, ARRA.

➤ Questionnaire (Research Compliance Questions)

- If cost sharing question is marked “YES”, provide the cost sharing I/O in the comment section.

➤ Yes/No Questions

➤ Narrative Uploads (All labeled as “OTHER”)

- Supplemental Information for Corporate Agreements Sheet (SIS)
- Budget (Internal and/or External)
- Electronic Word formatted version of the agreement
- Name of sponsor’s contact person and their contact information (phone #, email address, etc.)
- Work Scope/Protocol
- PI Certification (**REQUIRED**)

➤ Budgetary Information

- Yearly direct and indirect costs
- F&A Rate
- On/Off Campus

➤ Route your proposal for review

**NOTE: All SOM staff and faculty with significant research involvement must complete the required on-line e-Courses before access will be granted to the Coeus system.**

- To complete the required e-Courses, log in to: <http://training.jhu.edu/html/Main/default.asp>
- Select Financial Administrative Training
- Select Financial and Administrative Training Program Sequence

➤ **Complete 1 – Introduction to Financial Administration**

- The University as a Business Organization
- Basic Accounting Principles
- Federal Cost Principles
- Finance Overview including Chart of Accounts
- Business Transactions
- SAP R/3 Navigation

➤ **Complete 2 - Sponsored Projects**

- Intro to Sponsored Projects
- Proposal Preparation

Instructor lead, hands on, training classes are also offered. To register for an ORIS Proposal Development course, please go to [mylearning.johnshopkins.edu](http://mylearning.johnshopkins.edu) portal. Once you are logged in, select myLearning, search the Course Catalog for the University, under the Financial and Business Systems menu, under the Sponsored Project menu, ORIS offers six classes in the Coeus system. Pre-requisites are required prior to registering for Coeus training.

Upcoming Instructor Led Hands-On Training (February, March, April 2010):

February 18 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

February 19 – Coeus Premium Proposal Development and Proposal Budgeting, JHU @ Eastern

February 22 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

February 24 – Coeus Premium Proposal Development and Proposal Budgeting, 2024 E. Monument Street

February 26 – Coeus Premium Proposal Development and Proposal Budgeting, JHU @ Eastern

March 1 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

March 2 – Coeus Premium Proposal Development and Proposal Budgeting, JHU @ Eastern

March 5 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 8 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

March 9 – Coeus Premium Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 11 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 15 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

March 18 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 29 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

April 1 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

April 5 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

April 8 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

April 12 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

April 15 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street