

MEMORANDUM

TO: Department Directors, Principal Investigators and Department Administrators

FROM: Edward D. Miller, M.D.
Dean of the Medical Faculty
CEO, Johns Hopkins Medicine

DATE: July 1, 2007

RE: Institutional Official Signing Authority for Grants, Contracts and Other Research Related Documents (*Effective July 1, 2007*)

Listed below are the primary institutional officials who are authorized to sign sponsored research and technology transfer documents on behalf of The Johns Hopkins University School of Medicine.

Chi V. Dang, M.D., Ph.D.
Vice Dean for Research

Daniel E. Ford, M.D., M.P.H
Vice Dean for
Clinical Investigation

Wes Blakeslee, J. D.
Associate Provost & Director,
Licensing & Technology
Development

Michael B. Amey, M.A.S.
Associate Dean for
Research Administration

Julie Gottlieb, M.A.
Assistant Dean for
Policy Coordination

Barbara L. Starklauf, M.A.S.
Assistant Dean for
Human Subjects Research
Compliance

**Office of Licensing &
Technology Development**
R. Keith Baker, Ph.D.,
Licensing Director & Portfolio
Director
Julia M. Brill, J.D., Portfolio
Director
Glen L. Steinbach, M.B.A.,
Senior Director

Office of Research Administration¹
Linda B. Queen, Ph.D., Deputy Director
Joanne Frantz, M.A.S., Associate Director
Gayle Mowbray Walters, M.S., M.A.S., Associate Director
A. Keith Weiner, J.D., Associate Director for Contracting
Nicole Leonard, J.D., Associate Director
Michelle P. Linehan, Assistant Director
Scherer Sanders, Ph.D., Assistant Director
Patricia Travis, R.N, Ph.D., Associate Director, Clinical
Trials
Karen Roz, Associate Director
Mont Brownlee III, J.D., Assistant Director
Carlos Braxton, J.D., Snr. Grants and Contract Associate
Suzette F. Morgan, Grants Associate
Lealie M. Perry, Grants Associate
Amy B. Rost, Grants Associate
Angela Sciuto, Grants Associate
Leerin Shields, Subawards Associate

Judith A. Carrithers, J. D.
Director for Human Subjects
Research Operations

Please prepare the appropriate signature block on documents that need to be signed. If another institutional officer must sign due to unavailability of the primary official, the signature provided will be "for" the individual listed.

¹ See Departmental Assignments List in the Sponsored Projects Handbook, Appendix A
Online at <http://www.hopkinsmedicine.org/Research/ora/index.html>

TYPE OF DOCUMENT	FORWARD TO:	SIGNATURE BY:
Applications, awards, correspondence for Non-Profit Sponsors (all)	ORA	Grants Associate
Competing Grant Applications to Govt. Sponsors	ORA	
NIH competing F, K, R, DP1, DP2, T types		Grants Associate
NIH competing M, P, S, and U types		Deputy, Associate, and Assistant Directors
All other competing federal grants (e.g., DOD, NSF, etc)		Deputy, Associate, and Assistant Directors
Non-competing Grant Applications to Govt./Non-Profit Sponsors	ORA	Grants Associate or Department Administrator where authorized for NIH
Subcontracts (Incoming & Outgoing)	ORA	Deputy, Associate, and Assistant Directors
Subcontract Modifications (Incoming/Outgoing)	ORA	Subawards Associate
Contracts ² /Research Collaborations/Commercial Grants (w or w/o \$; Proposals and awards, all sponsors)	ORA	M. Amey, or in his absence Deputy or Associate Directors
Contracts that include a commercial license	ORA/JHTT	C. Dang, W.D. Blakeslee or R. Keith Baker
Master Agreements	ORA	M. Amey, C. Dang or D. Ford
Prior Approval Requests and Administrative Updates for all grants (e.g. no-cost extension letters, cover letters for just-in-time info, pre-award cost prior approvals, and letters of request for change in institution or Principal Investigator.)	ORA	Grants Associate
Indemnification Agreements	ORA	M. Amey, or in his absence Deputy or Associate Directors
Awarded Contract Admin. Actions (not increased work scope or \$)	ORA	Deputy, Associate, and Assistant Directors
Final Invention Statements	ORA	Grants Associate
Relinquishment Statements	ORA	Grants Associate
Certificate of Animal Care and Use Approval	ORA	Grants Associate, Subawards Associate, or Deputy, Associate, and Assistant Directors
Research Policies of JHM	Vice Deans	C. Dang or D. Ford
Federal Wide Assurance (FWA) for the Protection of Human Subjects in Research	OHSR	D. Ford
Certificate of Confidentiality Application	OHSR	B. Starklauf, or J. Carrithers
Data Safety Monitoring Plan	OHSR	B. Starklauf, or J. Carrithers
IRB Authorization Agreement	OHSR	B. Starklauf, or J. Carrithers
Unaffiliated Investigator Agreement	OHSR	B. Starklauf, or J. Carrithers
Certification of Human Subjects Research Approval Status	ORA/OHSR	Deputy, Associate, and Assistant Directors, or Subawards Associate (ORA), or B. Starklauf, or J. Carrithers (OHSR)
Consulting Agreements	OPC	J. Gottlieb (when JHU signature required)
Non-Disclosure Agreements related to Consulting	OPC	J. Gottlieb (when JHU signature required)
Non-Disclosure Agreements related to Sponsored Research	ORA	M. Amey, or Deputy, Associate, and Assistant Directors
License Agreements	JHTT	W.D. Blakeslee, R. Keith Baker, or G. L Steinbach
Non-Disclosure Agreements related to Licensing	JHTT	W.D. Blakeslee, R. Keith Baker, J. Brill or G.L. Steinbach
Material Transfer Agreements	JHTT	W.D. Blakeslee, J. Brill or G.L. Steinbach
Patent Related Documents (Power of Attorney)	JHTT	W.D. Blakeslee, R. Keith Baker, or G.L. Steinbach
Confirmatory License to the Government	JHTT	W.D. Blakeslee, R. Keith Baker, or G.L. Steinbach
Stock Related Agreements (Stock Escrow, Stock Purchase etc.)	JHTT	W.D. Blakeslee, R. Keith Baker, or G.L. Steinbach

			Telephone	Fax
Vice Deans	Vice Dean for Research	Broadway Research Bldg. Suite 115	410-955-2411	410-502-3667
	Vice Dean for Clinical Trials	Broadway Research Bldg. Suite 115	410-287-4234	410-502-5228
ORA	Office of Research Administration	Broadway Research Bldg., Suite 117	410-955-3061	410-502-7832
	Clinical Trials Contracting & Support Services	1629 Thames Street, Suite 200	410-955-1566	410-502-6004
OHSR	Office of Human Subjects Research	Reed Hall, Suite B-130	410-955-3008	410-9555-4367
OPC	Office of Policy Coordination	100 N. Charles Street, Suite 500	410-516-5560	410-516-6399
JHTT	Johns Hopkins Technology Transfer	100 N. Charles Street, Suite 500	410-516-8300	410-516-4411
				410-516-5113 for IP Related Documents
				410-516-6499 for MTAs

²all proposals to commercial sponsors are considered contracts