

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: October 8, 2009

RE: Institutional Official Signing Authority for Grants, Contracts and Other Research Related Documents (*Effective October 8, 2009*)

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

Wesley D. Blakeslee, J. D.
Executive Director,
Johns Hopkins Technology
Transfer

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
Peter Ball, J.D.,
Transactional Agreements
Manager
Glen L. Steinbach, M.B.A.,
Senior Director

Office of Research Administration¹
Joanne Frantz, M.A.S., Associate Director
Nicole Leonard, J.D., Associate Director
Scherer Sanders, Ph.D., Associate Director
Gayle Mowbray Walters, M.S., M.A.S., Associate Director
Michelle P. Linehan, Assistant Director
Mont Brownlee III, J.D., Associate Director for Contracting
Karen Roz, Associate Director
Patricia Travis, R.N, Ph.D., Associate Director, Clinical
Trials
Carlos Braxton, J.D., Sr. Grants and Contract Associate
Suzette F. Morgan, Grants Associate
Terry Choi, Grants Associate
Kate Mollen, Grants Associate
Amy B. Rost, Grants Associate
Marissa Pio Roda, Grants Associate
Alexandra Sedehi, Subawards Manager

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		Associate, and Assistant Directors
All other competing federal grants (e.g., DOD, NSF, etc)		Associate, and Assistant Directors
Non-competing Grant Applications to Govt./Non-Profit Sponsors	ORA	Grants Associate or Department Administrator where authorized for NIH
Subawards (Incoming & Outgoing)	ORA	Associate, and Assistant Directors
Subawards Modifications (Outgoing)	ORA	Subawards Manager
FDP Subcontracts	ORA	Subawards Manager
Contracts ² /Research Collaborations/Commercial Grants (w or w/o \$; Proposals and awards, all sponsors)	ORA	M. Amey, or in his absence Associate Directors
Contracts that include an exclusive commercial license	ORA/JHTT	C. Dang, W.D. Blakeslee or R. Keith Baker
Master Agreements	ORA	M. Amey, C. Dang or D. Ford
Collaboration Agreements, Data Use Agreements, Memoranda of Understanding	ORA	M. Amey or Associate Directors
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 Associate Directors
Awarded Contract Admin. Actions (not increased work scope or \$)	ORA	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 Manager, or, 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	Associate, and Assistant Directors, or Subawards Mgr (ORA), or B. Starklauf, or J. Carrithers (OHSR)
License Agreements (IP)	JHTT	W.D. Blakeslee, R. Keith Baker, or G.L. Steinbach
License Agreements (Software)	ORA	M. Amey or Associate Directors
Non-Disclosure Agreements related to Sponsored Research	ORA	M. Amey, or Associate, and Assistant Directors
Non-Disclosure Agreements related to Licensing	JHTT	W.D. Blakeslee, R. Keith Baker, Peter Ball or G.L. Steinbach
Material Transfer Agreements	JHTT	W.D. Blakeslee, Peter Ball 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	Vice Dean for Research	Broadway Research Bldg, Ste 115	410-955-2411	410-502-3667
Deans	Vice Dean for Clinical Trials	Broadway Research Bldg, Ste 115	410-287-4234	410-502-5228
ORA	Office of Research Administration	Broadway Research Bldg, Ste 117	410-955-3061	410-502-7832
	Clinical Trials Contracting & Support Svcs	1629 Thames Street, Ste 200	410-955-1566	410-502-6004
OHSR	Office of Human Subjects Research	Reed Hall, Ste B-130	410-955-3008	410-9555-4367
OPC	Office of Policy Coordination	100 N. Charles Street, Ste 500	410-516-5560	410-516-6399
JHTT	Johns Hopkins Technology Transfer	100 N. Charles Street, Ste 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