

# Appendix C: Dean of the School of Medicine Signature Authority Delegation

## DEAN OF THE SCHOOL OF MEDICINE SIGNATURE AUTHORITY

Type of Agreement (School of Medicine)	Authorized Signing Official
All School of Medicine sponsored research agreements	<ul style="list-style-type: none"> <li>• Executive Vice Dean</li> <li>• Vice Dean for Research</li> <li>• Vice Dean for Clinical Investigation</li> <li>• Senior Associate Dean for Clinical Trials</li> <li>• Associate Dean for Research Affairs</li> <li>• Executive Director, Clinical Research Contracting (“CRC”)</li> </ul>
<b>Research Grants</b>	
Grant applications and correspondence for federal and non-profit sponsors (including incoming subgrants)	Deans, Office of Research Administration (“ORA”) Directors , Grants Associates, and Senior Grants Specialists
Negotiated grant/subgrant awards, including modifications, for non-profit sponsors	Deans, ORA Directors, Grants Associates, Contracts Associates
Grant-related prior approval requests and administrative actions (including relinquishing statements, final invention reports, IRB and IACUC certifications, etc.)	Deans, Directors, Grants Associates, Senior Grants Specialists
Negotiated grant awards, including applications and modifications, for commercial sponsors	Deans, ORA Directors, Senior Grants Associates, Contracts Associates
<b>Research Contracts</b>	
Clinical research contracts for commercial sponsors	Deans, CRC Executive Director, CRC Senior Associate Directors, CRC Associate Directors, and CRC Assistant Directors
All research contracts and subcontract proposals	Deans, ORA Directors, Contracts Associates
Sponsored research/collaboration agreements with non-profit sponsors	Deans, ORA Directors, Senior Contracts Associates
Sponsored research/collaboration agreements with commercial sponsors	Deans, ORA Directors, CRC Executive Director
Research contracts with federal government sponsors	Deans, ORA Directors, Contracts Associates
Data use agreements (FDP terms)	Deans, ORA Directors, Senior Contracts Associates, CRC Executive Director, CRC Senior Associate Directors, CRC Associate Directors, CRC Assistant Directors, CRC Contracts Manager
Data use agreements (non-FDP terms)	Deans, ORA Directors, CRC Executive Director, CRC Senior Associate Directors, CRC Associate Directors, CRC Assistant Directors, CRC Contracts Manager
Material transfer agreements (outgoing transfer of JHM biospecimens to commercial recipients)	Deans, ORA Directors, CRC Executive Director

Material transfer agreements (all others)	Deans, ORA Directors, Senior Contracts Associates
Services agreements (non-profit sponsor), including services provided to JHHS entities	Deans, ORA Directors, Senior Contracts Associates
Services agreements (commercial sponsor)	Deans, ORA Directors, CRC Executive Director
Memoranda of Understanding	Deans, Directors
Master agreements	Deans, CRC Executive Director
NDA's related to sponsored research	Deans, ORA Directors and Contracts Associates, CRC Directors, CRC Contracts Associates, CRC Contracts Manager
Administrative actions (no cost extensions, modifications that do not materially change terms)	Deans, ORA Directors and Contracts Associates, CRC Directors, CRC Contracts Associates, CRC Contracts Manager
NIH GDS Extramural Institutional Certifications	Associate Dean, Human Research Protections and Director of the Human Research Protections Program Office of Human Subjects Research
<b>Outgoing Subawards</b>	
Outgoing subgrants on FDP template (including modifications)	Deans, ORA Directors, Contracts Associates, Senior Subawards Associates, Subawards Associates
Outgoing subgrants on non-FDP template (including modifications)	Deans, ORA Directors, Contracts Associates, Senior Subaward Associates
Subcontracts from a non-profit or government prime awardee	Deans, ORA Directors, Contracts Associates, Senior Subaward Associates
Subcontracts from a commercial prime	Deans, ORA Directors
Outgoing Subcontracts for Translational Breast Cancer Research Consortium (TBCRC) Studies (all primes)	Deans, CRC Executive Director, ORA and CRC Directors, CRC Sr Contracts Associates
<b>Contracts Regarding Human Subjects Research</b>	
Application for certificate of confidentiality	Associate Dean, Human Research Protections and Director of the Human Research Protections Program Office of Human Subjects Research, OHSR Director of Operations
Data safety monitoring plans	Associate Dean, Human Research Protections and Director of the Human Research Protections Program Office of Human Subjects Research, OHSR Director of Operations
IRB authorization agreements (Reliance Agreements)	Associate Dean, Human Research Protections and Director of the Human Research Protections Program Office of Human Subjects Research, OHSR Director of Operations
Unaffiliated Individual Investigator Agreements	Associate Dean, Human Research Protections and Director of the Human Research Protections Program Office of Human Subjects Research, OHSR Director of Operations
Federal Wide Assurance for the Protection of Human Subjects in Research	Vice Dean for Clinical Investigation
Certification of Human Subjects Research Approval	Deans, ORA Directors, Grants Associates

<b>Clinical Services Agreements with other JHM Entities</b>	
Inter-Entity Agreements between JHU on behalf of the JHUSOM and other JHM entities and affiliates, except for service or clinical agreements delegated to ORA or the CPA.	JHU Controller
Work Orders to the Master Agreement between JHU and Johns Hopkins Health Care	Vice Dean for Clinical Affairs and President of the Clinical Practice Association (“CPA”)
Work Orders to the Master Agreement between JHU and Johns Hopkins International	Vice Dean for Clinical Affairs and President of the CPA
Lease Schedules to the Master Leased Employees Agreement between JHU, The Johns Hopkins Health System Corporation (“JHHS”), Sibley, Suburban, Howard County, Bayview and the Johns Hopkins Hospitals dated July 1, 2019	Vice Dean for Clinical Affairs and President of the CPA
<b>Clinical Associate Agreements between JHUSOM and Employees</b>	
Clinical Associate Agreements	Vice Dean for Clinical Affairs and President of the CPA
Clinical Services Agreements between JHUSOM and Third Parties	
Non-Disclosure Agreements for Clinical Activities	Vice Dean for Clinical Affairs and President of the CPA
Term Sheets/Memorandums of Understanding for Clinical Activities	Vice Dean for Clinical Affairs and President of the CPA
Clinical Services Agreements, including On Call Agreements with JHHS entities	Vice Dean for Clinical Affairs and President of the CPA
Executive Health Clinical Services Agreements	Vice Dean for Clinical Affairs and President of the CPA
Telemedicine Services Agreements	Vice Dean for Clinical Affairs and President of the CPA
Laboratory Services Agreement (Immunogenetics Laboratory only)	Vice Dean for Clinical Affairs and President of the CPA