JH Fibi
Office of Research Information Systems

How to Create a Proposal and Service Request

For up-to-date information and other Resources, please visit:

https://research.jhu.edu/oris/

Last Updated:

10/23/2023

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Coeus – Archive

Coeus will be archived when Fibi goes live. It will no longer be available for submitting proposals, but it will be accessible to see information previously submitted before Fibi was implemented. Limited data will also be migrated into Fibi from Coeus including:

- All submitted PDs
- PDs with a sponsor deadline 30 days or less from date of go-live (with status of In Progress, Rejected or Recalled).
- All IPs from FY 2006 to present.
- IPs older than 2006 that are attached to SAP grants.
- All awards in SAP.

Access –

Fibi is a web-based application. For best performance, use Chrome, Edge, or Firefox as the web browser. Internet Explorer is not supported.

If the user is accessing Fibi and not on-site at JHU, then the VPN (Virtual Private Network) must be connected before Fibi can be accessed.

- ☐ Go to – https://fibi.johnshopkins.edu/fibi/
- ☐ Enter your JHEDID and password as you do to login to your computer.
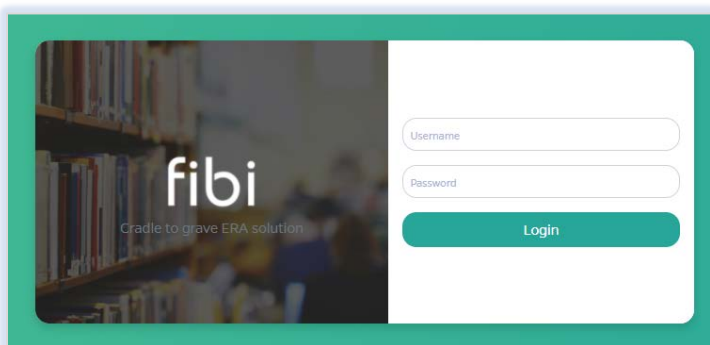
General Information about Fibi

Proposals are entered into Fibi and routed to approvers. Many departments review their own proposals before they are then routed to the Research Administration Office. Once the proposal has been routed to the Research Administration Office, it is reviewed for completeness, accuracy, and compliance. **Research Administration requires 3 business days for a full review.**

The proposal is reviewed in Fibi and in some cases, the Sponsor's Portal as well. Proposals are reviewed for both compliance with JHU requirements and compliance with the Sponsor's requirements. Once the review is complete, the Research Administration Office may have more questions and return the record to the submitting department for follow-up actions.

Once a proposal is approved by the Research Administration Office, an Institute Proposal is created in Fibi and if the Proposal is funded, SAP will feed Award information to Fibi.

Icons and Symbols

Icon	Description
🛈	Information - last updated by / created by username, date and time
👁	View or open
⎘	Copy
✏	Edit
📄	Export Proposal
🗑	Delete
💾	Save
?	Request for Support
✕	Close
⤓	Download
📄↻	View previous versions
⇄	Replace file
≫ ≪	Expand/Collapse
👤+	Add Personnel
🏠	Lead Unit
📅	Calendar
❓	Help Text
⋮	More Actions
↩	Go back
🔍	Search
🧑	Accessibility
⍰	FAQ
⏻	Logout

Landing Page – Dashboard - Research Summary Tab

The user's Landing Page, also known as the Dashboard, will look similar to this:
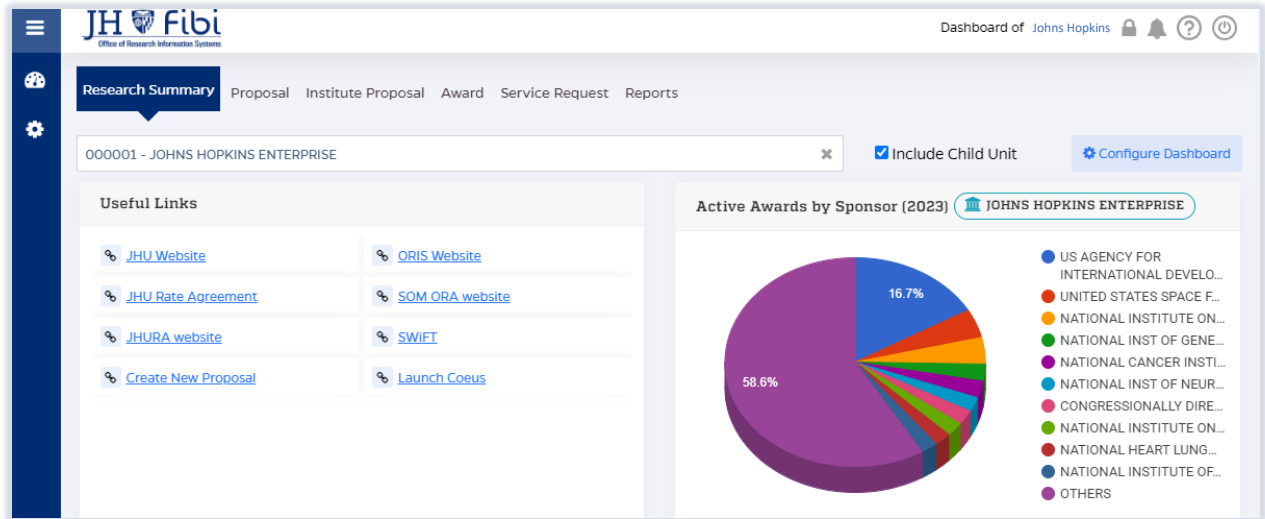
- ☐ Choose the **Dashboard icon** in the upper left corner to bring you back to the landing page/dashboard at any time, see above.
- ☐ Choose the **Preferences icon** in the upper left corner of the screen to change the notifications received.
- ☐ Choose the **Configure Dashboard icon** located in the upper right corner of the **Dashboard** to change the widgets visibility and location on the landing page.

Widgets

Widgets are the boxes that show on the landing page which show data, useful links, support requests and action items for the specific user. These widgets can be moved and turned on and off as specified by the user.

In the upper right corner, you can choose the department or Research Administration Office groupings to apply to some of the widget information displayed.
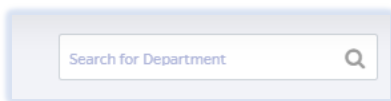
If nothing is entered in this field, the information will default to the user's home lead unit. The user will not be able to access other departments unless the user has assigned roles and rights in those cost centers. ORIS can assist with granting access.

To change the layout of the Dashboard Landing page:

☐ Click on the **Configure Dashboard icon** ⚙ Configure Dashboard in the upper right corner of the screen.

☐ Turn **Widgets** on and off by choosing the toggle button (On ○) next to each Widget until it displays your desired choice, either **On** or **Off.**

☐ Click and drag the widget desired to move it in order on this page. The widget will move on the **Dashboard Page** to the order you selected.
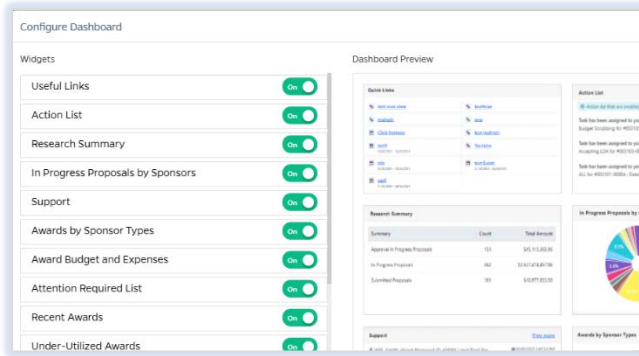
Using Widgets

Certain Widgets can display data by specified departments. If the user has access to multiple departments, the filter can be changed at the top of the screen to apply to various widgets.
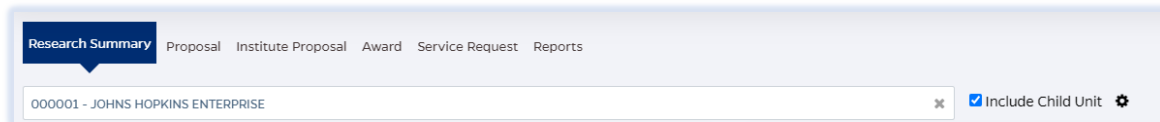
☐ Begin typing part of the name of the department and a dropdown menu will populate and then choose the department from the dropdown menu.
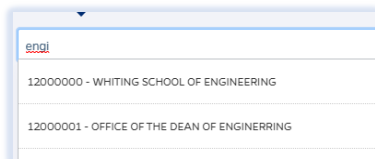
☐ Check or uncheck the Child Unit box as desired. ☑ Include Child Unit

A Child Unit falls under the Parent Unit in the Unit Hierarchy. For example, Bioethics Institute is the Parent Unit and the Units below are the Child Units.
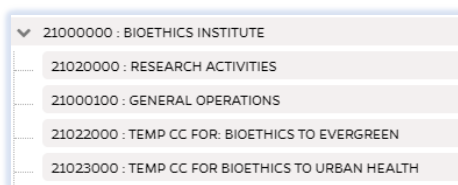
Widget Chart

Widget Name	Description
Action List	Widget that displays the logged in user's pending action items. Shows outstanding actions related to Pre-review, Certification, Routing, Service requests, etc.
Active Awards by Sponsor	Pie chart shows the count of active awards for the fiscal year displayed with the status of active for all Sponsors. • The pie wedges show the percentage of total awards as well as the total amount of the awards from each sponsor. • The widget shows the top 10 sponsors and then combines the rest of all sponsors into Others. • The widget can display the information by lead unit. User must have VIEW_PROPOSAL right either in the Lead unit or for the Proposals. • The count is hyperlinked to a list of records making up the totals displayed.
Active Awards by Sponsor Types	Table shows the count of active awards for all Sponsor types. • The rows show the Count as well as the Sum of the Award Anticipated from each sponsor type. • The count is hyperlinked to a list of records making up the totals displayed.
Awards by Sponsor Type	Pie chart shows the count of awards shown against each Sponsor Type. • Financial Year is the start date of the Award. • Lists the major sponsors in the Pie Chart; awards belonging to the remaining sponsors will be listed as "other." • Award status not equal to Pending.
In Progress Proposals by Sponsors	Pie chart shows the count of Proposals for each Sponsor with a status of *In Progress* and *Rejected/Recalled*. • Financial Year is the start date of the Proposal. • Lists the top 10 sponsors by name; proposals belonging to the remaining sponsors types will be listed as "other". • User must have VIEW_PROPOSAL right either in the lead unit or in the Proposal.
Institute Proposal by Lead Unit *Coming Soon*	Table shows Institute Proposals for JHU Lead Units specified by the user in the search field • Each row displays Pending, Not Funded, Funded, and Withdrawn IPs. • The count has a hyperlink; upon clicking, the user will be directed to a list of records that make up the totals displayed.
Institute Proposals by Sponsor – Current FY	Table shows Institute Proposals for all of JHU by Sponsor for the Current FY • Each row displays Pending, Not Funded, Funded, and Withdrawn IPs. • The count has a hyperlink; upon clicking, the user will be directed to a list of records that make up the totals displayed.

Pending Institute Proposals by Sponsor Type	Table shows Institute Proposals by Sponsor Type • Each row displays the count and total request amount of funding • The count has a hyperlink; upon clicking, the user will be directed to a list of records that make up the totals displayed.
Pending Proposals and Active Awards by Sponsors	Table displays the Count as well as the Sum of requested dollars for pending proposals of the sponsor selected in the first row and the Count as well as the Sum of requested dollars for awards from the selected sponsor in the second row. • The count has a hyperlink; upon clicking, the user will be directed to a list of records that make up the totals displayed. • Pending proposals are the list of proposals with status "Not awarded." • The user can switch between *Sponsor* and *Sponsor hierarch*y in order to search for various sponsors to display
Proposals by Sponsor - Current FY	Table shows the count of Proposals submitted and awarded in the current Financial Year against each Sponsor (**Submission date** must be in current FY). • Lists the major sponsors by Name; proposals belonging to the remaining sponsors will be listed as "other". • User must have VIEW_PROPOSAL right.
Proposal by Sponsor Types	Pie chart displays the percentage of total and the count of Proposals with the statuses for each Sponsor type - *Approval in Progress*, *In Progress*, and *Submitted*. User must have VIEW_PROPOSAL right in either in the lead unit or the Proposal.
Proposal Status Check	Research Administrators can use this widget to estimate incoming workloads for themselves and for their team. • Based on the selected deadline date, the widget lists the count of proposals. Users can change the dates in the deadline date filter. • The count is hyperlinked to a list of records making up all the totals displayed. • User must have VIEW_PROPOSAL right either in the lead unit or in the Proposal.
Research Summary	Table lists the count of Proposals and their total budgeted amount by status - *Approval in Progress, In Progress,* and *Submitted.* • User must have VIEW_PROPOSAL right either in the lead unit or in the Proposal.
Research Summary by Date	Table displays the research summary count based on the proposal created date. • User can change the time period. • The widget lists the proposals count with the status - *Approval in Progress, In Progress proposals, and Submitted proposals.* User must have VIEW_PROPOSAL right either in the lead unit or the Proposal.
Submitted Proposals by Lead Unit Coming Soon	Table displays a count of proposals submitted and awarded in the current Financial Year by Department. User must have VIEW_PROPOSAL right.
Support	Shows list of Support requests
Useful links	List of useful URLs, including a shortcut to create a Proposal.

Tabs on the Landing Page/Dashboard explained:

When you click on each tab a second menu row may open with more options. Tabs will vary based on your roles and access.

Research Summary - Refers to the **Landing Page**/**Dashboard**, see previous section. There is no secondary menu for this page.

Proposal – Use the **Proposal tab** to view proposals and create new proposals. The secondary menu opens with the choices: My Proposals and All Proposals.

Institute Proposal – Use the **Institute Proposal tab** to find Proposals that have been submitted to the sponsor and have been assigned an Institute Proposal Number (IPN). Statuses include: Pending, Funded, and Not Funded.

Award – Use the **Award tab** to review award information. These records are proposal that have been funded. Statuses include: Active, Inactive, Pre-award, Terminated, Closed, and Hold.

Service Request – Use the **Service Request tab** to complete various requests based on each module – Proposal Development, Institute Proposal, Award and Service Request.

These requests replace some of the requests previously made in Webforms and some proposal types which include:

❖ Revision

Previously Continuation:
❖ RPPR/Progress Reports

Previously Administrative Action:
❖ NCE – No Cost Extension
❖ Carryover – Prior Approval
❖ PI Change – Prior Approval
❖ Foreign Component – Prior Approval
❖ Prior Approval – Other - excluding Carryover, PI Change, and Adding Foreign Component
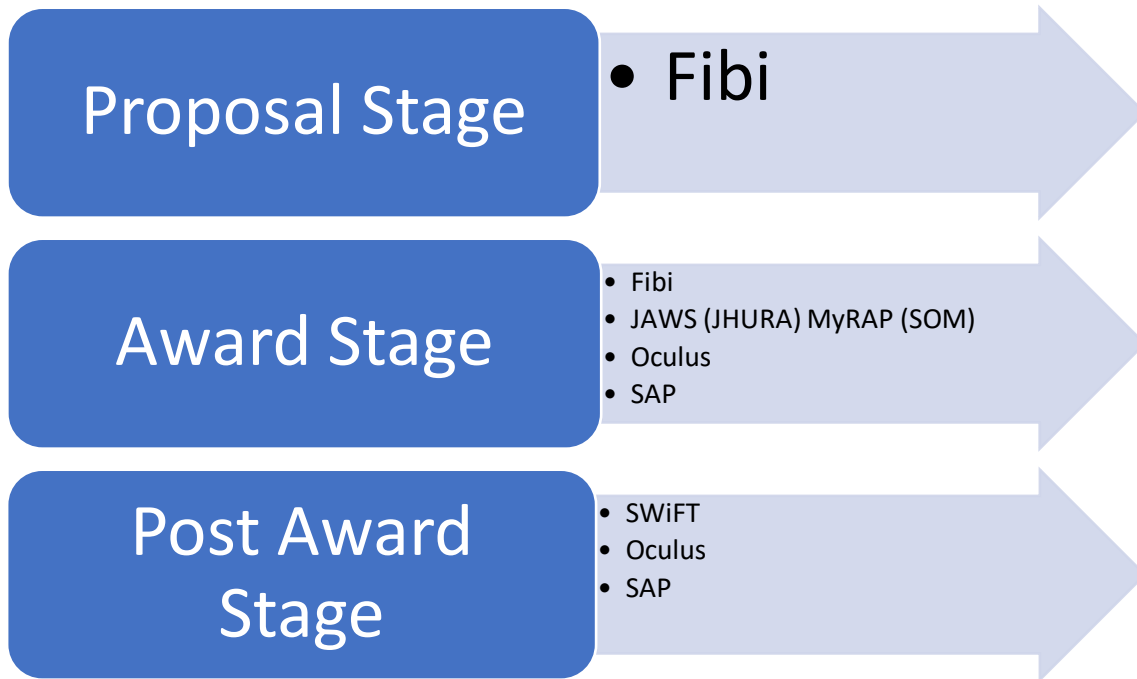
Previously Negotiation only (SOM only):
❖ Materials Transfer Agreement
❖ Confidential Disclosure/Non-disclosure
❖ Unfunded Collaboration

Previously Webform Request:
❖ New Sponsor Request
❖ Pre-award Request

Reports – Use the **Reports tab** to run **BIRT Reports.** The reports will be migrated from Coeus and should look familiar to users who run them regularly.

Overview of Systems

Proposal Stage	• Fibi
Award Stage	• Fibi • JAWS (JHURA) MyRAP (SOM) • Oculus • SAP
Post Award Stage	• SWiFT • Oculus • SAP

Fibi (Previously Coeus): The system of record for **proposals** for the university. Fibi is used at the department level to create proposals and by JHURA/ORA to approve proposals. – Supported by ORIS

JAWS: The JHURA Agreement Workflow System (JAWS) is JHURA's centralized, on-line database for tracking and managing all sponsored agreements, including negotiation, workflow and document storage.

MyRap: MyRAP is an online system developed to provide PIs and their administrative Partners real-time access to the status of their research agreements and contracts as they are being reviewed, negotiated and processed by the Offices of Research Administration. Launched in Fall 2011, the system is used by School of Medicine, Bloomberg School of Public Health, Zanvyl Krieger School of Arts and Sciences, School of Nursing, and Research Projects Administration on behalf of the Whiting School of Engineering and others.

Oculus: Oculus is a workflow tool and **document storage** system. The types of documents currently being stored include grants and research documentation. Oculus is used by JHURA/ORA to workflow award documents for SAP setup.

SAP: SAP is an enterprise-wide suite of applications used to process all **financial** and administrative transactions.

SWiFT: The Subaward Workflow Information Tracking System (SWiFT) is used to input the information required by JHURA/ORA to write a complete **outgoing subaward** and subsequent modifications.

Creating an Original Proposal

All proposals must be submitted in Fibi before they can be submitted to the sponsor in order for Research Administration to properly review and vet information. Only the JHU Central Research Administration Offices (JHURA and SOM ORA) have signing authority.

Three business days are required for full review. If a proposal is submitted with less than three business days, Research Administration cannot guarantee a full review.

☐ Click on **CREATE NEW PROPOSAL** found in the Useful Links widget.
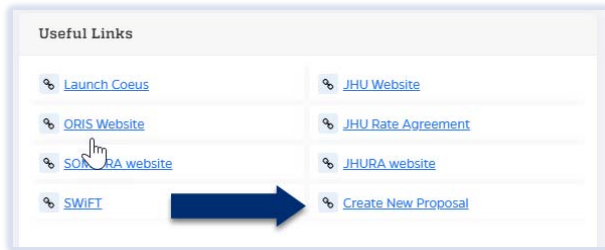
— or —

☐ Click on **PROPOSAL** tab.

☐ Click on **Create New Proposal** button and the **General Proposal Information** page will open.
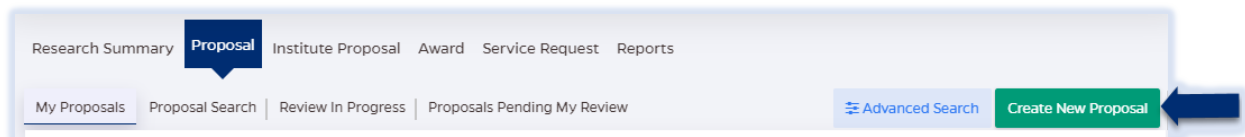
General Tab

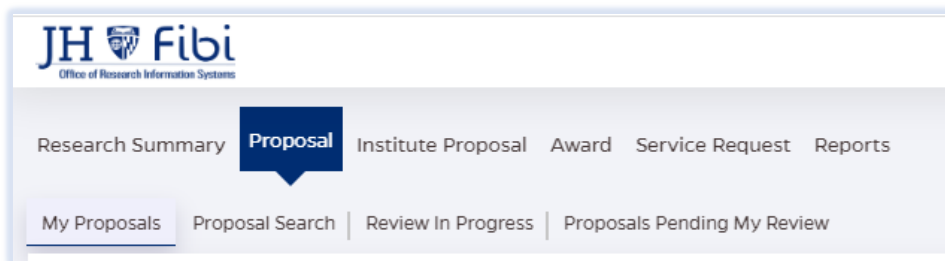- ☐ Complete all fields possible or applicable. You will not be able to proceed unless all required fields are completed. A Red Asterisk * denotes information is required. Fields are explained on the next page.

- ☐ Click on the **Proceed** button, the Proposal Development Record will be assigned an identifying number by Fibi which is displayed at the top of the record.

- ☐ Take note of the PD number for easy reference. This information will appear at the top of the screen in bold, blue text.

General Information Fields Explained

Original Award # (SAP Grant #)

☐ Enter the original award #, also known as the SAP #, if applicable. SAP Grant numbers contain 6 digits followed by 3 digits. (Example: 624065-001)

This field is an elastic search and awards can also be found with other search terms as described in the field.

This field is **required if** the Proposal Type is Supplement or Renewal. Leave this field blank for New, Resubmission, or Task Order.

Original Award #

Search: Award #, Account#, Title, Principal Investigator, Lead Unit, Sponsor 🔍

Original Proposal # (Original IPN)

☐ Enter the Original Institute Proposal Number (IPN), if applicable.
*This field is required if the Proposal type is Renewal, Resubmission, Supplement, and Task Order.

You can search using various fields if you don't know the IPN. For example, enter text from the title or the PI's name to find the correct IPN in the dropdown.

Original Institute Proposal #

Type here for Original Institute Proposal # 🔍

*Proposal Title - REQUIRED

☐ Enter the title of the research proposal.

Titles need to be descriptive and specific and they need to match exactly on all documentation including the sponsor's portal. This field has a maximum of 1000 characters including spaces. See the sponsor's announcement or guidelines for requirements.

* Proposal Title ❓

Type here for Proposal Title

1000 characters remaining

*Principal Investigator (PI) - REQUIRED

☐ Enter the PI's last name and the dropdown will open with options. Enter *LAST NAME, FIRST NAME*.

* Principal Investigator   ◉ Employee ○ Non-Employee

Search an employee 🔍

PIs must always be a JHU employee/faculty, so the **Employee** choice must be chosen.

*Lead Unit – REQUIRED – automatically populates

This field will automatically populate based on the PI's home unit. If the user does not have access to the PI's lead unit, it will remain blank. The dropdown will only display units in which the user has access.

The Lead Unit can be changed manually. Enter the unit as appropriate and a dropdown of available choices will show.

*Proposal Type - REQUIRED

☐ Select the appropriate entry from the drop-down list. This information may be specified in the sponsor's announcement or guidelines.
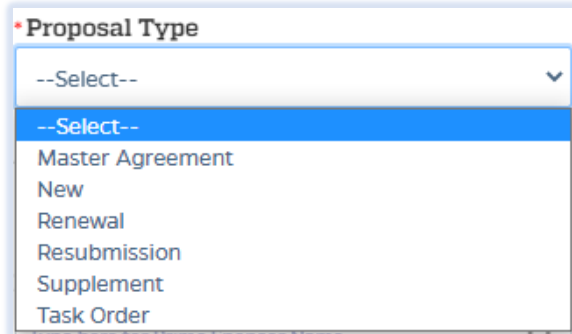

More detailed information can be found in the Proposal Type Chart – Appendix A.

Notice that some of the Proposal types previously in Coeus have now been converted to Service Requests in Fibi. The purpose of Service Requests is to streamline the effort required to input and review these actions. If a new Institute Proposal Number (IPN) is not needed, it is likely a Service Request will suffice.

*Proposal in Response - REQUIRED

☐ Choose from the dropdown: Federal Solicitation, Internal, Limited Submission, Non-Federal Solicitation, Others, SBIR Solicitation, STTR Solicitation, Unsolicited, Verbal Request for Proposal
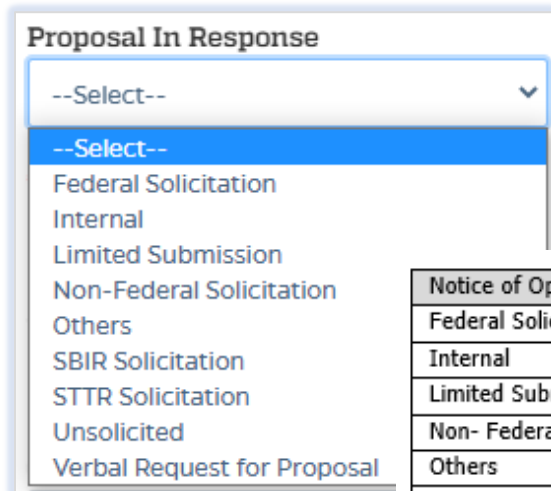
| Notice of Opportunity	Description
Federal Solicitation	Federal published announcement
Internal	Institutional program, JHU is the sponsor
Limited Submission	Requires approval from RDT
Non- Federal Solicitation	Foundation, industrial, or any non-federal sponsor
Others	Opportunities that do not fit other categories
SBIR	Small Business Innovation Research
STTR	Small Business Technology Transfer
Unsolicited	Open announcement or no announcement
Verbal Request	Communication from Sponsor

*Activity Type - REQUIRED

- ☐ Select the appropriate entry from the **Activity Type** drop-down list or enter the first characters until the type appears. These are F&A Functions.

Refer to the announcement and Divisional policy to determine the **Activity Type**. Activity Type, also known as the F&A Function is based on Scope of Work. If you are unsure of which activity type to choose, please confer with the Principal Investigator or your Research Administration office for further assistance. The entry in this field determines the F&A rate applied, so selecting the correct value is important.

The Activity Type Chart – Appendix B describes the different types of activity available from the dropdown menu.

*Anticipated Award Type – REQUIRED

- ☐ Select the **Anticipated Award Type** from the drop-down list.
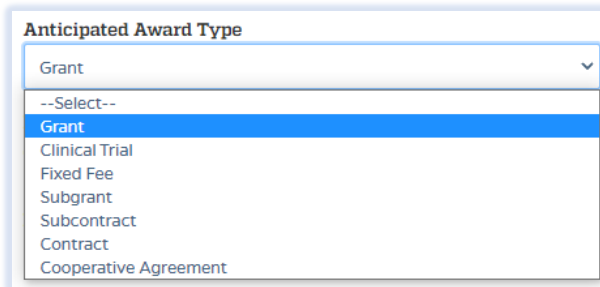
Check the Funding Opportunity Announcement or confirm with the sponsor to determine.

*Agency/Sponsor — REQUIRED

The sponsor is the organization providing funds.
- ☐ Enter the abbreviation for the sponsor or part of the Sponsor's name and a box will dropdown with choices.
- ☐ Click on the appropriate name.
  - If you are unable to find the Sponsor in the dropdown, you must request a New Sponsor by completing a Service Request.
  - If your proposal will be a subgrant/subcontract for another organization's submission, enter the submitting organization as the Sponsor.

*Proposed Start Date — REQUIRED

- ☐ Enter the date the project is expected to start or choose the **Calendar** icon 🗓 and click on the date.

  To advance the calendar to a different year, click on the **Month Name** and a new window will open with choices. Refer to the sponsor's announcement or guidelines for acceptable dates.

*Proposed End Date — REQUIRED

- ☐ Enter the date the project is expected to end or choose the **Calendar icon** 🗓 and click on the date. Refer to the sponsor's announcement or guidelines for acceptable dates.

Duration – automatically populates

No action is required. This field automatically calculates the duration of the research based on Start and End Dates entered.

Prime Sponsor

This field is **required if** your proposal will be a *subgrant/subcontract* for another organization's submission.

☐ Enter the agency providing funds to the sponsor provided in the Agency/Sponsor field.

If your institutional proposal is not a subgrant/contract, leave this field blank.
If the sponsor you need is not available from the dropdown menu, you must request that a new sponsor be added to SAP by completing a Service Request.

Sponsor Proposal No.

Required if the **Proposal Type** is *Renewal* or *Continuation*. Sponsors often assign numbers to identify proposals in their own systems.

Search the Award module or Institute Proposal module, as appropriate, to find this number.

Sponsor Deadline Date

☐ Enter the date the proposal is due to the sponsor or choose the **Calendar** icon 📅 and click on the date.

The Deadline Date should be the date it is due to the sponsor unless the date falls on a weekend or holiday.

- o Published Grant Deadlines occasionally fall on weekends or JHU holidays, but should be entered in Fibi as a JHU business day.
  - ▪ If the deadline falls on a weekend or holiday, be sure to use the prior business day unless the sponsor allows additional time. Always confirm with the funding opportunity announcement or sponsor's guidelines before choosing a deadline.
- o If the deadline includes a time earlier than 5pm, you should contact your Grants Associate to let them know.
- o Include any special submission guideline/instructions in COMMENTS – go to the Comments Tab.
- o If this record is for an incoming subgrant/contract, please use the date the sponsor requires the documents signed by the AOR (Authorized Organization Representative) and returned.
- o If there is no published deadline, the date listed should be at least 3 business days from when the Research Administration Office receives the proposal for grants. Please refer to your Research Administration Office website for more information.

Internal Deadline Date - automatically populates

This is automatically calculated based on the Sponsor's Deadline Date entered.

Funding Opportunity Number

This number is needed in the case of federally sponsored awards and can be found on the Funding Opportunity Announcement.

Examples include:
NIH Opportunity ➝ PA-22-063
NSF Opportunity ➝ NSF 21-111

CFDA No.

Catalog of Federal Domestic Assistance (CFDA) number assigned by sponsor for funding opportunity. A CFDA number is a five-digit number assigned in the awarding document to most grants and cooperative agreements funded by the Federal government.

Keywords of Research

Please provide a maximum of 6 keywords (no more than 80 characters each).

Abstract

Please provide a succinct and accurate description of the proposal in no more than 500 words. The abstract should include: academic significance of the research, hypotheses or research questions to be addressed, approach and feasibility of the study.

☐ Click on the **PROCEED** [Proceed] button and a Proposal Record will be created. Fibi will assign an Identification Number to the record and the Status will continue to show **In Progress**.

Once the Proposal has been started (the user must click on Proceed) the following information will populate at the top of the screen and more tabs will display:

PD#169888 : Best Practices in Training Personnel on Research Administration Systems
⊙ Period : 04/12/2023 - 04/11/2024   👤 PI : Schultz, Ronald   🏠 Lead Unit : 10100801 - OFFICE OF RESEARCH INFORMATION SYSTEMS

Proposal General Other Information Budget Questionnaire Attachments Comments Permissions Review ORIS Support Certification

PD# or Proposal# — Fibi assigns a number when the proposal is created or once you enter the initial required information and Click on **Proceed**.

☐ Take note of this number for easy reference. This information will appear at the top of the screen in bold, blue text.

Lead Unit — This is a read-only field fed by Fibi using the PI's home unit.

☐ Verify that it is the correct unit for the PI and this proposal. You can only change the lead unit to cost centers for which you have access to submit proposals.

To change the Lead Unit denoted by the blue house icon 🏠:

☐ Click on the **edit** icon 🖉 next to the Principal Investigator (PI).

☐ Enter the desired unit in the **Department** field for the PI.

☐ Click on the grey house icon 🏠 to change it to blue. The blue house icon 🏠 denotes the Lead Unit. The user cannot change the Lead Unit to a Department unless the user has access to said department.

☐ Click on the **Update Key Personnel** button Update Key Personnel .

Status — This field is determined by the user's actions. The status of the Proposal Record will show in the upper right-hand corner of the Proposal Record.

The possible statuses are:

Status	Description
In Progress	Proposal is being worked on; it has not been submitted for approval
Approval in Progress	Submitted for internal approval
Recalled	Recalled from approval by the creator
Rejected	Rejected by an Approver
Submitted	Approved by Institutional Approvers

Continue entering information in the fields that have now opened as appropriate:

☐ Continue to scroll down on the **General Information** page to the **Key Personnel** section.

Key Personnel

☐ Click on **EMPLOYEE** or **NON-EMPLOYEE** as appropriate. Employees are JHU Faculty and Staff. Non-Employees are personnel from other organizations.

☐ Enter all or part of the persons last name or JHEDID. The flexible search will show names which contain your search terms in the JHEDID and Last Name. Names will begin to appear in the dropdown menu. Choose the appropriate name. See example below:

☐ Click on **--SELECT--** in the Role field and choose the appropriate title from the dropdown menu. If you choose **Key Study Personnel**, the **Project Role** field will open and a description or title can be typed into the text field.

☐ Input additional **Department(s)** if needed. Occasionally, faculty have a dual assignment.

☐ The **Department** can also be deleted by clicking on the red X next to the name.

ELECTRICAL AND COMPUTER ENGINEERING ✖   Biomedical Engineer ✖

☐ Input the % of Effort.

% of Effort ❓

eg: 100, 99.99, 10.22, 25 etc
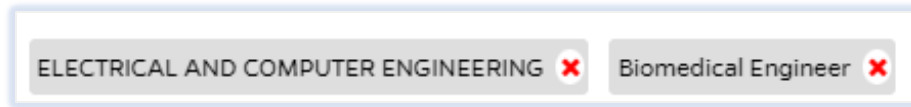
☐ Click on **Add Key Personnel** [Add Key Personnel] and the name and information will display below the input fields.

Name	Role	Department(s) / Organization(s)	Designation	% of Effort	Training	Certification	Actions
🔒 Guider, Tracey	Lead Principal Investigator	🏠 TRANSITION GUIDES	No designation specified	100	⚠ Incomplete	⚠ Incomplete	👁 ✏ 🗑 ⋮
🔒 Gasior, Angela	Co-Investigator	🏠 RESEARCH PROJECTS ADMINISTRATION	Grants Associate	5	⚠ Incomplete	⚠ Incomplete	👁 ✏ 🗑 ⋮

☐ If effort needs to be corrected, click on the **Edit** ✏ icon under the **Actions** column and change. Click on **Update Key Personnel** and you will see the change below the input fields.

Actions column explained:

Actions

👁 ✏ 🗑 ⋮
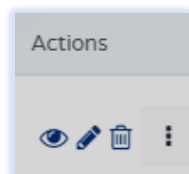
👁   **View** more details about the personnel

☐ Click on the view icon, to see personnel details.

✏   **Edit** role, effort, or Department assignment

If role, effort, or department assignment needs to be corrected:

☐ Click on the **Edit** icon under the **Actions** column and make changes.

☐ Click on **Update Key Personnel** to save the changes.

🗑 **Delete** Personnel

☐ Click on the **Delete** icon to remove personnel from the record.

Organization

All outgoing subaward organizations must be listed in this section. Special performance site locations can also be entered here.

1. The **Organization Types** are **JHU Performance Site** or **Outgoing Subaward.** Choose appropriately.

2. Click on the **Organization Name** field. This is an elastic search so any part of the Organization Name can be used to find an organization.

3. Location – If a more specific place within the organization needs to be named such as a lab, the **Location** field can be used. It is an optional field.

4. Congressional District – Below is a guide for entering the Congressional District:

MD-007	**for district benefit**
MD-All	**for statewide benefit**
US-All	**for nationwide benefit**
00-000	**for international benefit**

If an Organization is not listed in the dropdown to choose, you can add to the Rolodex/Address Book by clicking on the **+Add to Address Book** link located below the **Organization Name** field. Enter as much information in the box that opens.

Tip: Enter "Created by: your name" in the comment field to assist in locating the Organization in the future.

Special Review

1. Click on the down arrow **(v)** next to **--Select--** in the **Type field** and choose the type of review from the dropdown menu that applies. If none apply, skip this step.

2. Click on the down arrow **(v)** next to **--Select--** in the **Approval Status field** and choose the status from the dropdown menu that applies.

3. Complete other fields as appropriate. **Protocol Number, Application Date, Approval Date, Expiration and Comments** should be entered if applicable and the information is available. A Protocol Number is required if the status is approved.

4. Click on **Add Special Review**.

5. Repeat steps 1-4 as many times as needed for other types of reviews.

Areas of Research/Social Challenge Area

Science Codes previously found in the Questionnaires will now be located as a dropdown option in the Area of Research.

At least one **Area of Research/Societal Challenge Area** must be chosen. If none apply, **NONE** is also an option.

- ☐ Click on the **Area** field and you will see the options available.
- ☐ Click on **Add Area.**

Multiple Areas can be added by repeating the two steps above.

Tabs in the Proposal Record

Once all of the fields have been entered on the **General Page**, click on the tabs that have opened and enter more information. Tabs include: **Proposal, Other Information, Budget, Questionnaire, Attachments, Comments, Permissions, ORIS Support, Certification,** and **Route Log** - upon completion and submission of the record for approval.
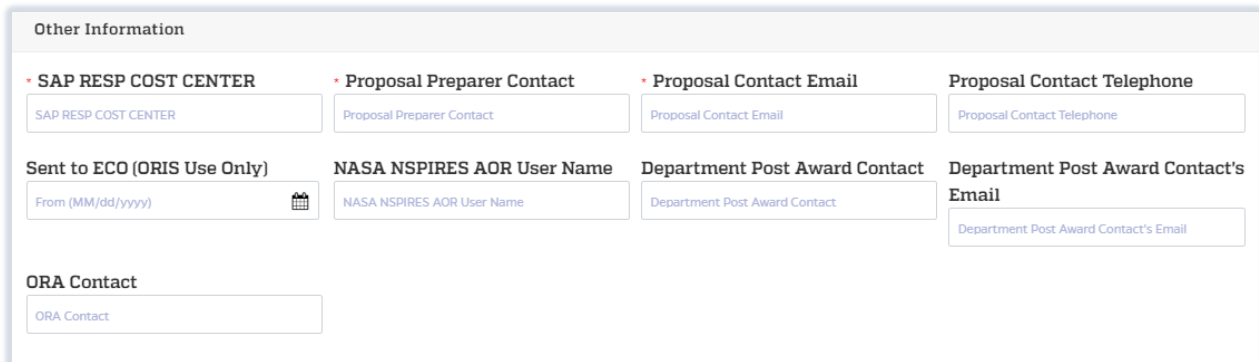
Proposal

No further information needs to be added on this tab. **This is view only information**. All of the information in the proposal record is displayed here for easy review.

Click on the other tabs to edit the information that is displayed on this page.

Other Information

1. Click on the **Other Information tab** at the top of the screen.

   This tab is used to identify the contact person who can assist the Research Administration Office with questions about the proposal.

2. Complete all applicable fields. Fields denoted with a red asterisk * are required.

SAP Responsible Cost Center*

☐ Enter the 10-digit Responsible Cost Center for funding. The first 8-digits must match the lead unit chosen on the General page.

Proposal Preparer Contact*

☐ Input your full name here.

Proposal Contact Email*

☐ Input your email address here.

Proposal Contact Telephone

☐ Input your phone number where you can be contacted during business hours here.

Department Post Award Contact

- ☐ Once the proposal is awarded, this is the contact for the individual who manages post award actions at the Department level.

Department Post Award Contact's Email

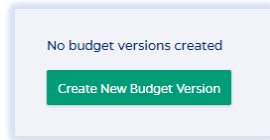- ☐ Enter the email of the Department or individual named as the Department Post Award Contact.

ORA Contact – will automatically populate
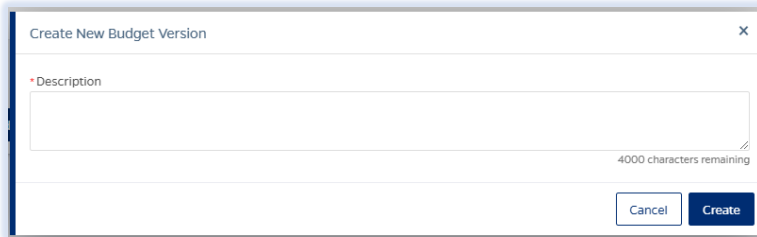
- ☐ No action required.
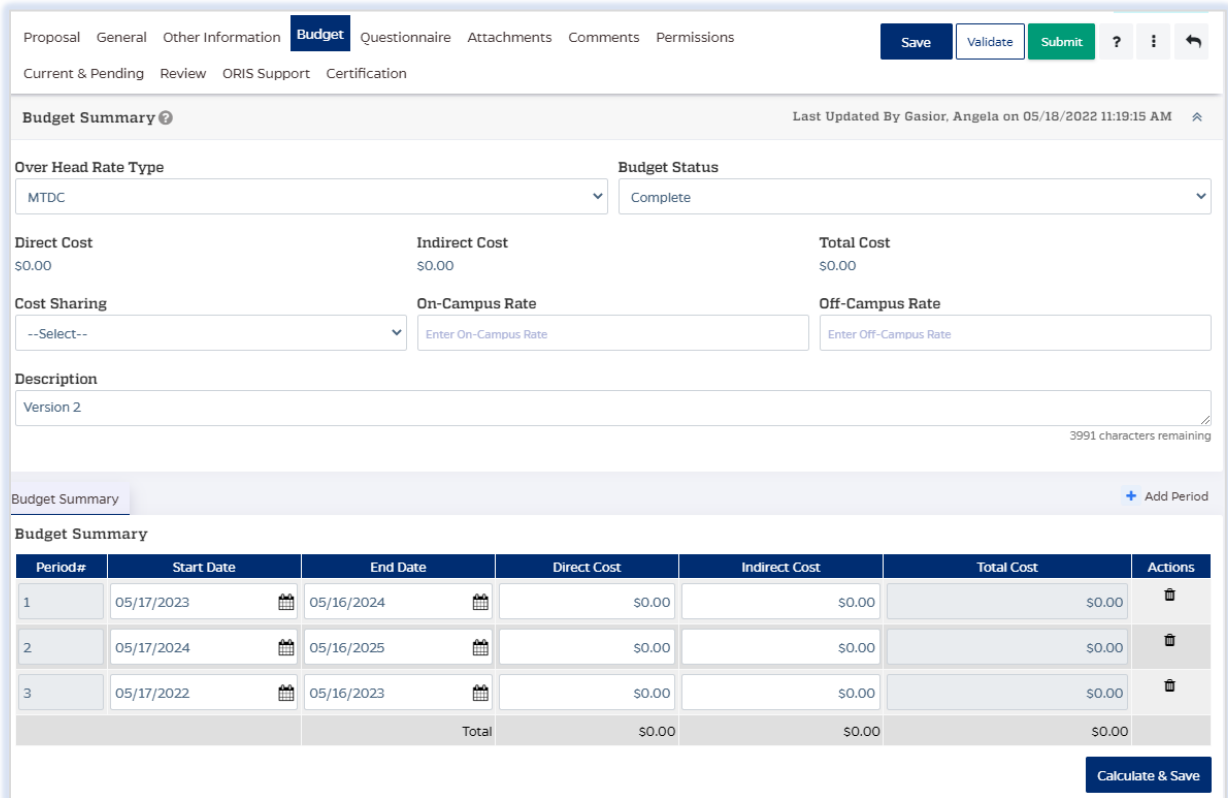
3. Click on **SAVE** button.

Budget

- Click on the **Budget** tab [Budget] at the top of the screen.
- Click on the **Create New Budget Version button**.

No budget versions created

Create New Budget Version

- Enter a *Description* for the Budget and click on the **Create** button.

Create New Budget Version ✕

* Description

4000 characters remaining

Cancel Create

The budget window will open:

Proposal General Other Information **Budget** Questionnaire Attachments Comments Permissions

Current & Pending Review ORIS Support Certification

Save Validate Submit ? ⋮ ↩

Budget Summary ⓘ

Last Updated By Gasior, Angela on 05/18/2022 11:19:15 AM ⌃

Over Head Rate Type
MTDC

Budget Status
Complete

Direct Cost
$0.00

Indirect Cost
$0.00

Total Cost
$0.00

Cost Sharing
--Select--

On-Campus Rate
Enter On-Campus Rate

Off-Campus Rate
Enter Off-Campus Rate

Description
Version 2

3991 characters remaining

Budget Summary

＋ Add Period

Budget Summary

Period#	Start Date	End Date	Direct Cost	Indirect Cost	Total Cost	Actions
1	05/17/2023 📅	05/16/2024 📅	$0.00	$0.00	$0.00	🗑
2	05/17/2024 📅	05/16/2025 📅	$0.00	$0.00	$0.00	🗑
3	05/17/2022 📅	05/16/2023 📅	$0.00	$0.00	$0.00	🗑
		Total	$0.00	$0.00	$0.00	

Calculate & Save

☐ Choose the correct **Over Head Rate Type** from the dropdown.

Abbreviations explained:

MTDC = Modified Total Direct Costs
None = None
S&W = Salary and Wages
TDC = Total Direct Costs

☐ Choose the appropriate description form the **Cost Sharing** dropdown menu.

Cost Sharing Type	Description
None	No cost sharing
Prohibited	The sponsor does not permit cost sharing.
Required by Sponsor	The Sponsor requires cost sharing and an attachment from the sponsor explaining the cost sharing details is required.
Voluntary	The PI has decided to cost share and has Department Business Office approval. An approval attachment must be uploaded on the **Attachment** tab.

☐ Click on **Save** button in the upper right corner for all changes made to fields located above the Budget Summary chart.

NOTE: This **Save** button only saves changes made to fields described above and will <u>not</u> save the **Budget Summary** table.

☐ Enter your *Direct Costs* and *Indirect Costs* for each year of the project.

☐ Click on the **Calculate and Save** button for all changes made in the Budget Summary Chart.

- ☐ Change the *Budget Status* to **Complete** when appropriate, choose **Complete** from the dropdown menu. The budget must be marked complete before the proposal can be submitted.

Budget Status

Complete

- ☐ Click on the **SAVE** button.

To add a budget period:
- ☐ Click on **Add Period** on the right side of the screen. + Add Period
- ☐ Click on the **Add** button**.**

Add Period   ×

Are you sure you want to add a new budget period?

Cancel   Add

To delete a budget period:
- ☐ Click on the **Delete** icon next to the chosen budget period. 🗑

NOTE: The budget dates must match the start and end dates entered on the **General** tab.

- ☐ Click on the **Calculate & Save** button Calculate & Save in the bottom right corner.

NOTE: The **Calculate & Save** button only saves changes made to the **Budget Summary table**, not the budget information at the top of the screen.

- ☐ If comments are needed regarding the budget, click on the **Comments** tab in the menu bar.

Proposal   General   Other Information   Budget   Questionnaire   Attachments   **Comments**

- ☐ Choose **Budget** from the **Comment Type** dropdown list. Click on **Add** when satisfied with the comments entered.

*Comment Type   *Comment   ☐ Private Comment
[Select Comment Ty ▼]   Write your comment here   Add Comment
                                                           4000 characters remaining
                    🔗 Add Attachments

General Comments 0   Budget 0 | General Comments(Notepad) 0

To Print the Budget Summary:

1. Click on the **More Actions** icon ⋮ in the upper right corner.
2. Choose **Print Budget** for the dropdown list. The **Print Budget** option will not be available until the budget information has been entered.
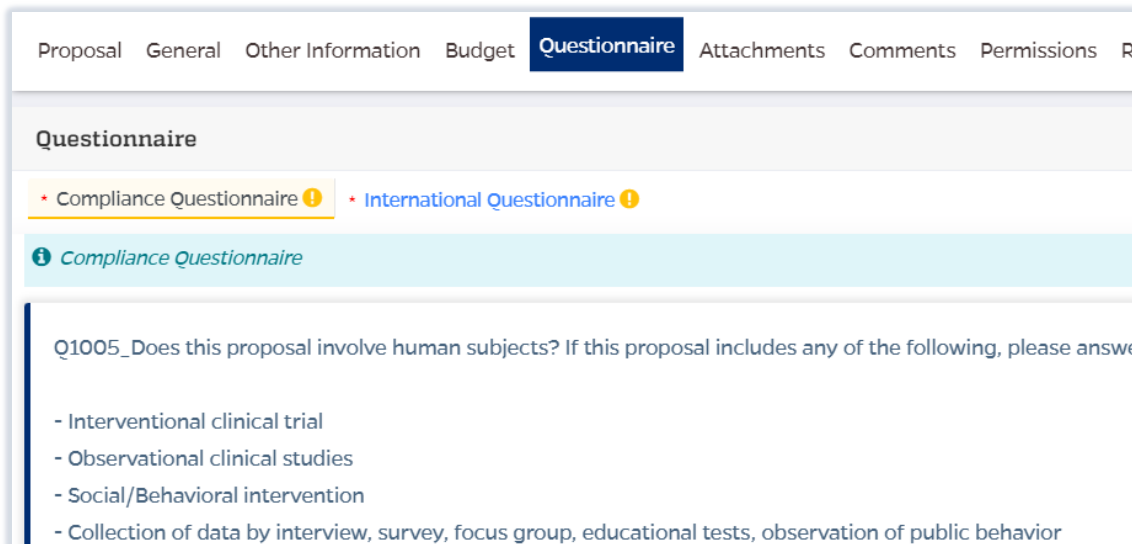
Questionnaire

Questionnaires must be completed by the PI in order to submit a proposal or service request for approval in Fibi. Department personnel can input the answers in Fibi for the PI if a document signed by the PI matching all the answered questions is also uploaded as an attachment. If the PI completes the Questionnaires in Fibi, the signed attachment is not needed as Fibi notes the user who completes the Questionnaire in the system.

Users can access the Questionnaires once a Proposal Development record/Service Request has been started and the status is *In Progress.*

To complete Questionnaires:

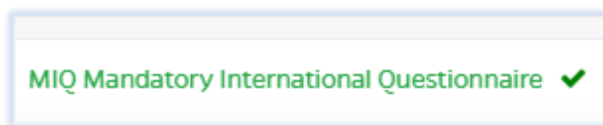☐ Click on the **Questionnaires** tab in the menu at the top of the screen.

Once the Questionnaire tab is chosen, one or more tabs will show with Questionnaires that must be completed in order to submit the Proposal Development Record. Questionnaires will display with a yellow exclamation mark if they are not completed.

The tab displays in black font and a yellow background to indicate the Questionnaire being answered.

☐ Choose the appropriate answers for each questionnaire. The PI must provide this information or complete the Questionnaire in Fibi.
☐ Click on the **Save** button.

Once all the questions have been completed in the Questionnaire, the tab will display with green writing and a green checkmark and Last Updated by (Name) will show in the upper right corner.
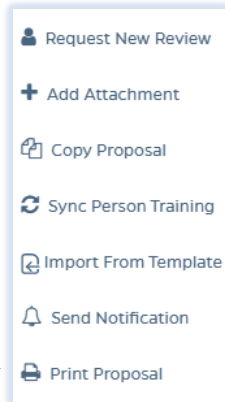

All Questionnaires must be completed before a Proposal Development record can be routed for approval.

To print the blank questionnaires and certifications for signing:

☐ Click on **More actions** icon (elipsis) and choose **Print Proposal** from the dropdown menu.

☐ Then choose Print Proposal from the dropdown menu

- 👤 Request New Review
- ➕ Add Attachment
- 📋 Copy Proposal
- 🔄 Sync Person Training
- 📄 Import From Template
- 🔔 Send Notification
- 🖨 Print Proposal

☐ Then choose one of the following from the dropdown menu:

- o **Fillable PI Questionnaire Certification** (includes the certification and questionnaires for the PI to complete)
- o **Fillable JHU Personnel Certification** (includes the certification questions only for JHU Key Personnel)
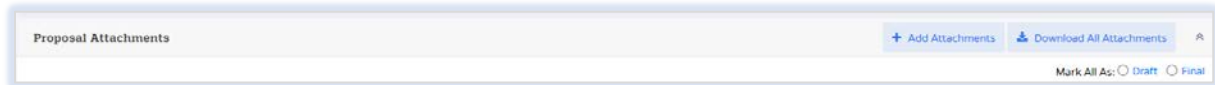
Attachments

☐ Open a proposal by clicking on the **Proposal** tab.

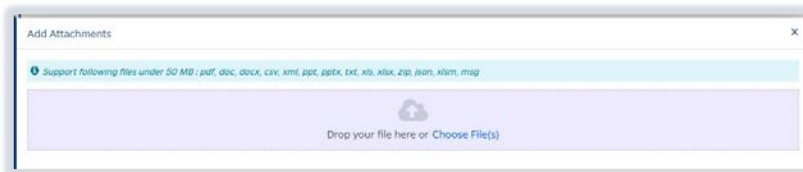☐ Click on the **Attachments** tab Attachments at the top of the screen.
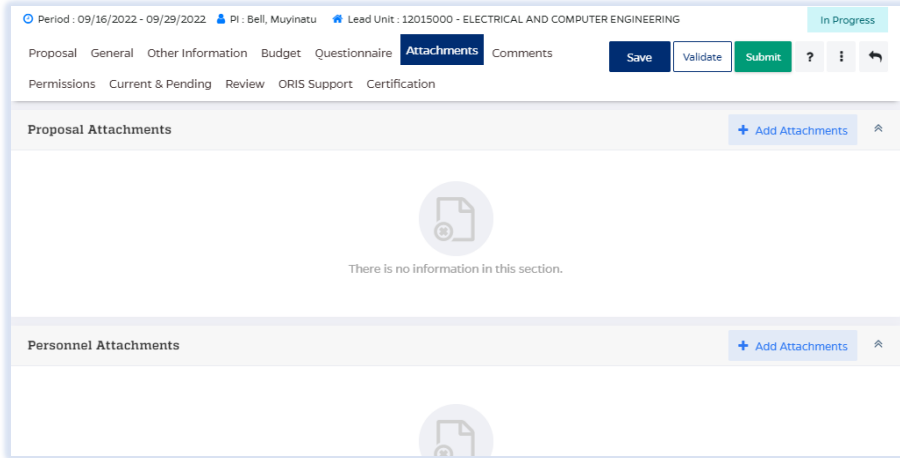
For **General Proposal Attachments**:

☐ Click on the **+ Add Attachments button.**

☐ The box below will open.

    o Click and drag your documents into this box. You can click and drag a box around multiple attachments at one time and drop them all into the box at once.


— or —

    o Click on **Choose File(s)** and click on each document to upload. Then click **Open**. The user can highlight multiple files in the list that opens to upload multiple files at once, by holding the **Ctrl** button and clicking on each document.

☐ Choose the appropriate **Attachment Type** from the dropdown for each document uploaded. Attachment types marked as *Confidential* can not be seen by PIs and Key Personnel.

☐ Enter a Description in the **Description field**. (Optional)

☐ Change the **Status field** from *Draft* to *Final* as appropriate using the dropdown menu.

☐ Click on the **Add** button.
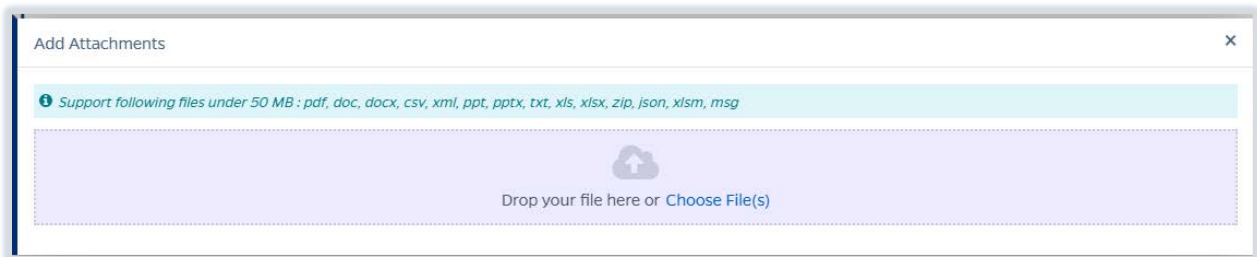
For **Personnel Attachments**:

☐ Click on **+ Add Attachments.**   + Add Attachments

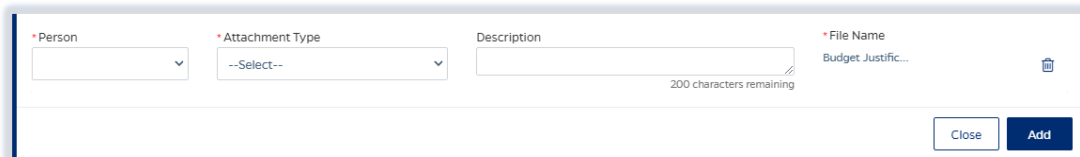| Personnel Attachments	+ Add Attachments ☆
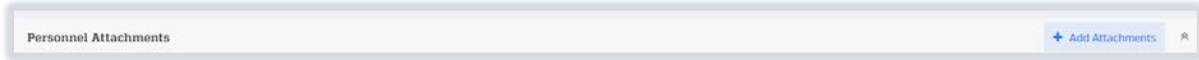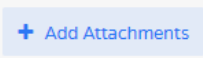
☐ The box below will open.
  o Click and drag your documents into this box. You can click on multiple attachments at one time and drop them all into the box at once.
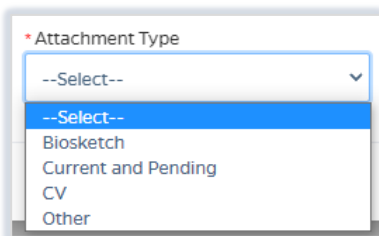
— or —

  o Click on **Choose File(s)** and click on each document to upload. Then click **open**.

Add Attachments   ✕

❶ *Support following files under 50 MB : pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsm, msg*

Drop your file here or Choose File(s)

☐ Choose the appropriate **Person** from the dropdown menu for the document.

*Person	*Attachment Type	Description	*File Name
⌄	--Select-- ⌄		Budget Justific... 🗑
		200 characters remaining	

Close   **Add**

☐ Choose the appropriate **Attachment Type** from the dropdown for each document uploaded.

*Attachment Type

--Select--   ⌄

--Select--
Biosketch
Current and Pending
CV
Other

☐ Enter a Description in the **Description field**. (Optional)

☐ Change the **Status field** from *Draft* to *Final* as appropriate using the dropdown menu.

☐ Click on **Add** button.

Once documents have been attached, they can be deleted and replaced. The user can also edit the Attachment type and Description for each document. The chart below describes the icons and actions for each icon.

|		
✏️	Edit the details.	
🗑️	Delete the document.	
⬇️	Download the document.	
🔁	Replace will insert a new version of the document chosen.	
📄	The version icon will allow the user to see previous versions of the document one it has been replaced.	

Comments

Comment tabs can be found in all types of records including Proposals (PD), Institute Proposals (IP), Awards, and Service Requests. Comments can be added to records at any time, including once a PD has been approved/submitted.

For adding Comments in Proposals, IPs, and Service Request complete the following steps:

1. Click on the **Comments** tab.

Proposal General Other Information Budget Questionnaire Attachments **Comments** Permissions Current & Pending Medusa Review
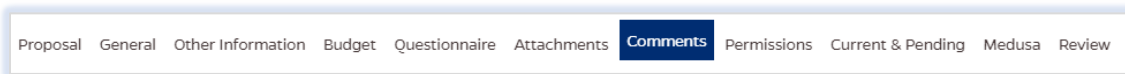
2. Choose the appropriate **Comment Type** from the dropdown menu.

3. Enter the Comments into the **Comments** box.

4. Click on **Add Comments** button.

5. The user can add attachments as well to this page to further explain comments written by clicking on the **Add Attachments** link.

6. Comments can be marked private so that only the user and the Research Administration Office can see the comments by clicking on the **Private Comments** box.
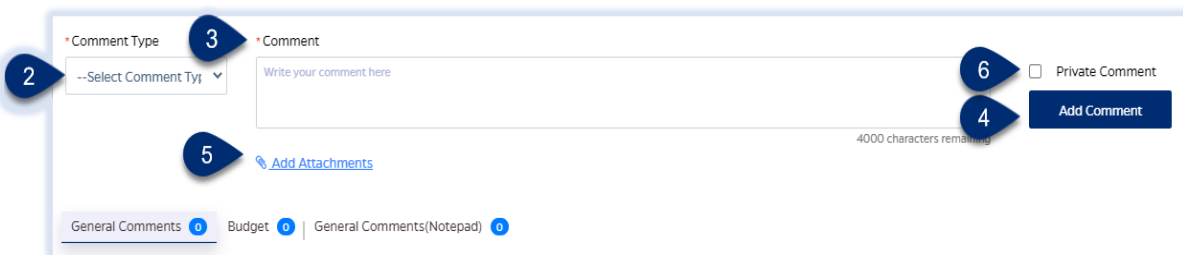
Comments will also display on the **Proposal** tab by category.
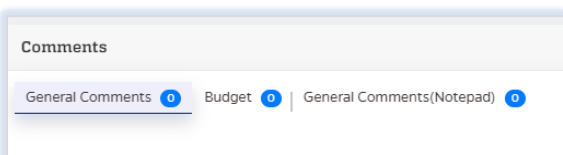
Permissions

At times, the need will arise to grant other people roles on a proposal during its creation.
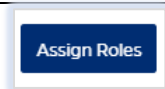
From the Permission Tab:

To Add a User:

☐ Enter the person to be added in the **Person** field. You can enter the individual's last name or the JHEDID and a dropdown of choices will populate. Click on the name in the dropdown.

☐ Then choose the desired role from the dropdown in the **Roles** dropdown menu.

Roles and function include:

Proposal Aggregator	Edit and submit a proposal for approval
Proposal Budget Creator Role	Edit the budget
View Proposal	The ability to view

☐ Click on the **Assign Roles** button.

To delete a user:

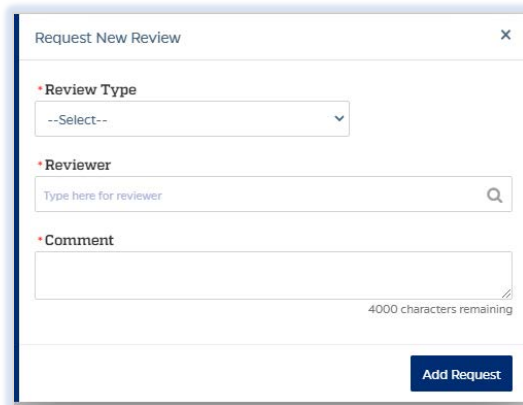Click on the delete icon 🗑 next to the individual that should be deleted.

Review (pre-review)

Departments can request pre-reviews from JHU personnel, such as PIs, supervisors or colleagues they specify. This process can be used before submitting to the Research Administration Office for official approval.

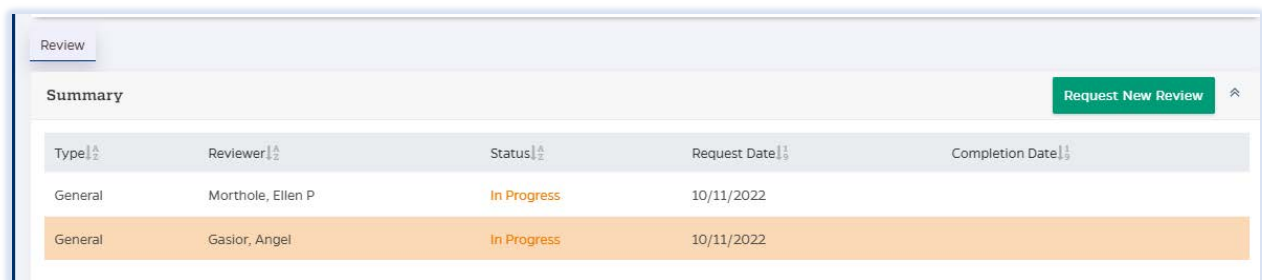☐ **Click** on the **Review** tab and click on **Request New Review** button.
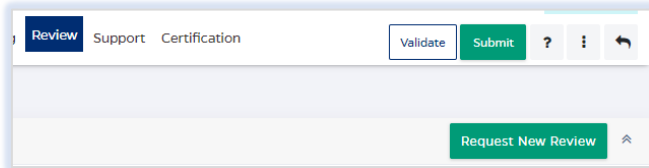
☐ Choose the appropriate **Review Type** from the dropdown menu.

☐ Enter the *Reviewer* you wish to review your question(s). Enter the individual's last name and a dropdown will begin to populate.

☐ Enter your question(s) in the **Comment** box.

☐ Click on **Add Request** button.

The user will see the request in the PD record:

The Reviewer should receive an email notification and see the request on their Action List. Reviewers can **Write a Review**, **Return to Applicant**, and **Complete Review** all of which require a comment.

Technical Support

Email ORIS

Users can email the ORIS team at oris@jhu.edu for any technical issue they may have using Fibi.

ORIS Support Tab

If a user is in the midst of creating a proposal and is having technical difficulty, the ORIS team can be reached directly through the Proposal Development record.

☐ Click on the **ORIS Support** tab at the top of the screen.
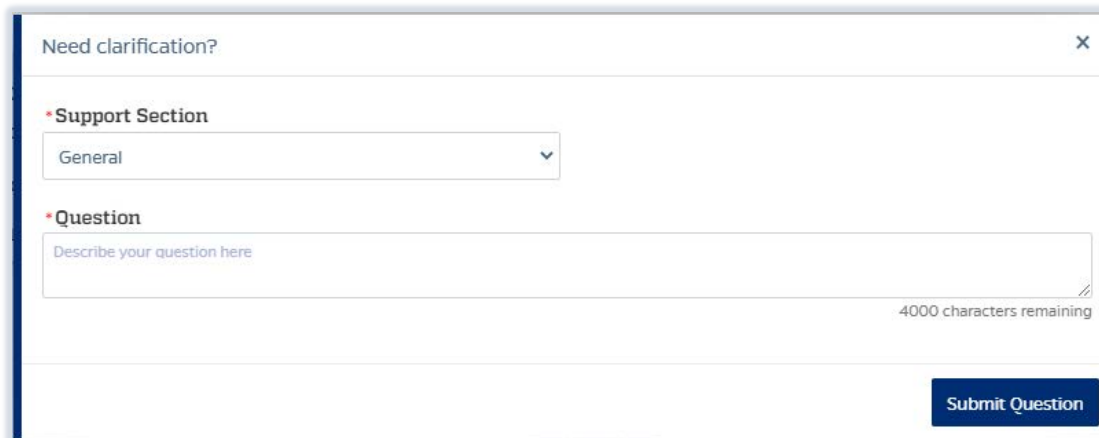
☐ Click on the **Request for Support** button in the upper right corner.

The following box will open requesting input:

☐ Choose the appropriate category from the **Support Section** dropdown and type in your question in the **Question** field.

ORIS will respond and the user will receive a notification email. The response will show in the record on the ORIS Support tab in which the question was initiated.

☐ To see the response in Fibi, navigate to another tab in the proposal and then click on the ORIS Support tab again or click on refresh ⟳ in the browser.

Certification

Key Personnel can complete their own certifications or the aggregator can complete the certifications by proxy.

☐ Click on the **Certification** tab.

☐ Click on the **edit icon** (blue pencil) next to the Key Personnel's name.

☐ Complete the Certification questions for each individual listed in the **Key Personnel** column on the left side of the screen.

☐ Choose **YES** or **NO** for each question according to the answers provided by the Key Personnel or the Key Personnel has access and can complete the certification in Fibi.

☐ Click on the **Save** button.
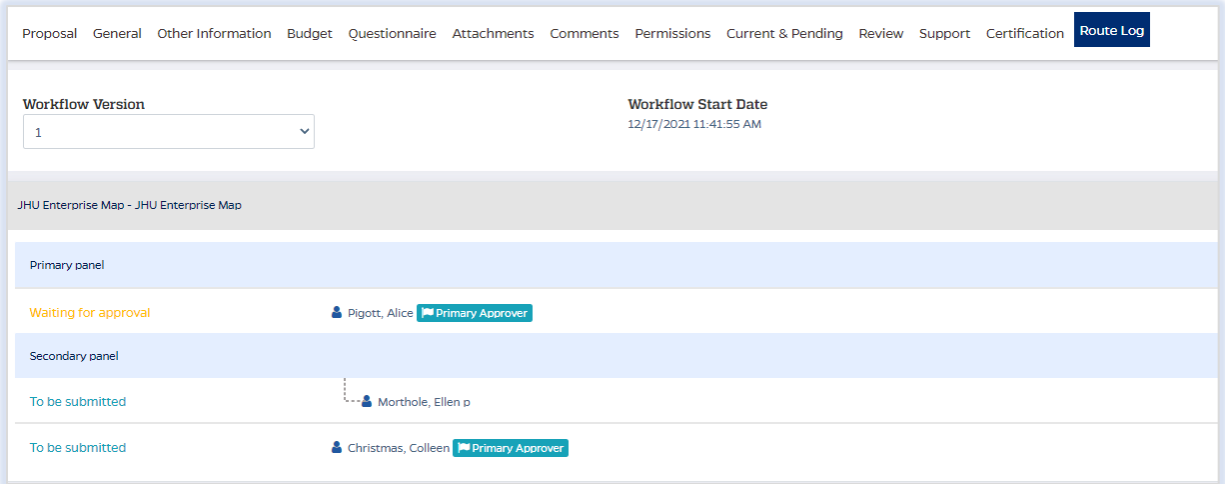
To send a notification to key personnel:

☐ Click on the notify icon (bell) next to the individual's name. This will send an email notification to the Key Personnel of choice that includes a link to the page in the record that needs to be completed.

Route Log

The **Route Log tab** Route Log will not display until the Proposal Record is created and submitted for approval.

All levels of approval can be viewed here. The Workflow Start Date shows when the creator of the record initially submitted the record for approval.

Waiting for Approval means the Proposal is in the approver's queue.

Validate and Submit

Validating a proposal before submission is recommended.

☐ Click on **Validate** in the upper right-hand corner of the screen and any errors or warnings will display.

All errors must be corrected before you will be able to submit. Warnings will not prohibit submission, but need to be carefully considered if applicable.
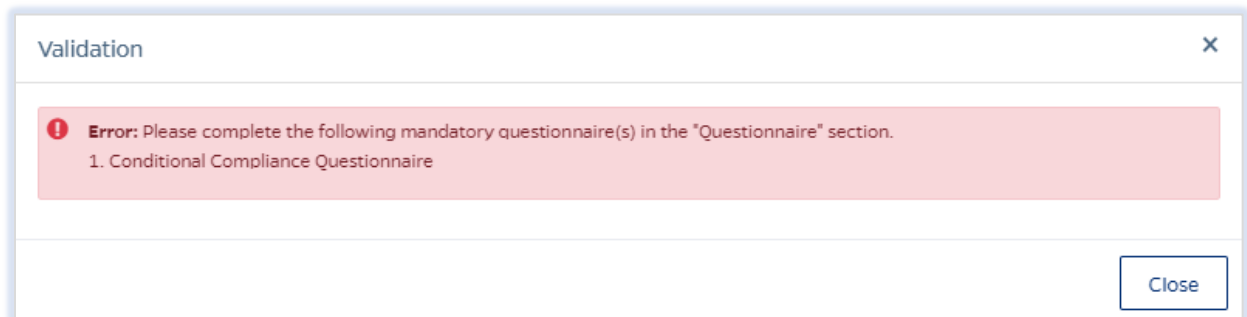
Submitting a proposal will route the proposal for review.

1. When all errors have been corrected and warnings have been appropriately addressed, click on **Submit button**.
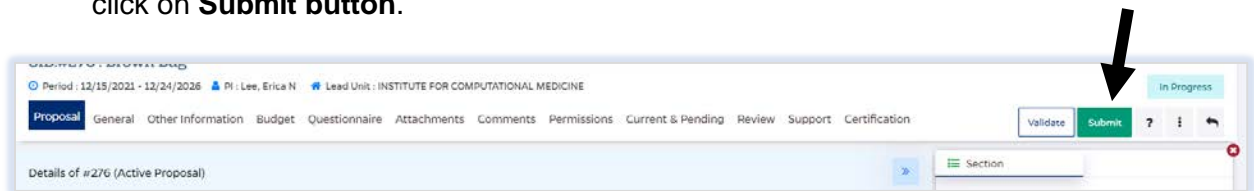
2. Click on **Yes button**, if you are ready to submit the proposal.
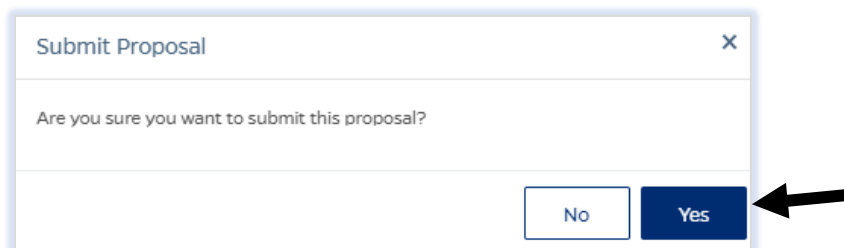
PD Summary

PD Summaries are available for review of information and are also used to assist with workflow from one office to another.

☐ Click on the **More Actions** Icon (ellipsis) ⋮ in the upper right corner.

☐ The click on **Print Proposal** in the dropdown menu.
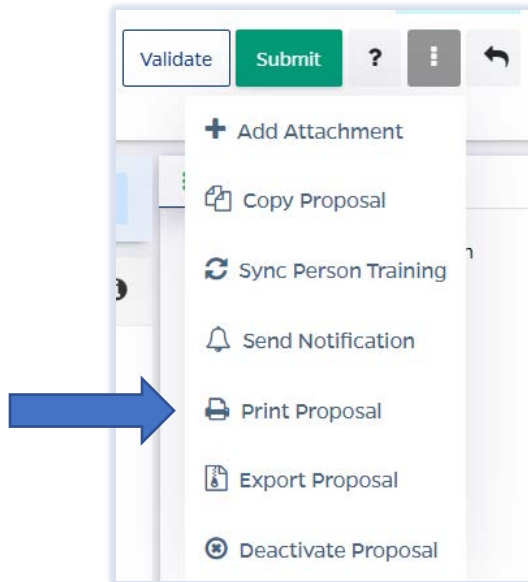
☐ Click on the box next to **Proposal Summary Form** and then click the **Print** button.
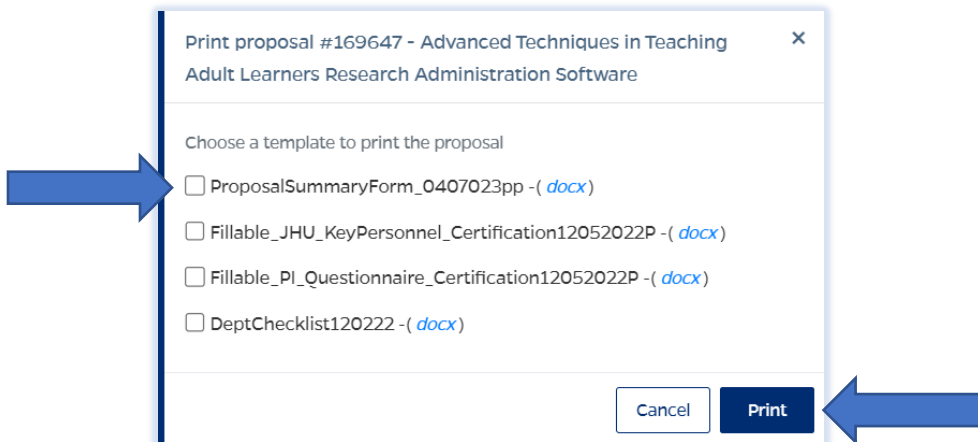
NOTE: If the PD Summary will not open, turn off the Pop-up Blocker for the browser in use.

JOHNS HOPKINS UNIVERSITY
PROPOSAL SUMMARY FORM

Proposal ID: 169647				Institute Proposal Number:		

KEY PERSONNEL						
Name	Dept.	Role	% Effort	COI Training	Effort Training	Certification
Bell, Muyinatu	12015000 - ELECTRICAL AND COMPUTER ENGINEERING	Principal Investigator	56.00	05/04/2020	07/05/2017	Complete
Black-Winstead, Myra A	000001 - JOHNS HOPKINS ENTERPRISE	Co-Investigator			01/09/2009	Complete
Judy, Thomas	12015000 - ELECTRICAL AND COMPUTER ENGINEERING	Co-Investigator			03/20/2009	Complete

GENERAL INFORMATION	
Sponsor (Application to): 300023 - ADVANCED BIONICS CORPORATION (ABC)	
Sponsor Type: Private Profit	**Sponsor Deadline:**
Prime Sponsor (if subaward):	

The PD Summary is a Microsoft Word document and can be saved or printed as any other Microsoft Word document.

☐ Click on File and choose the desired action from the menu.
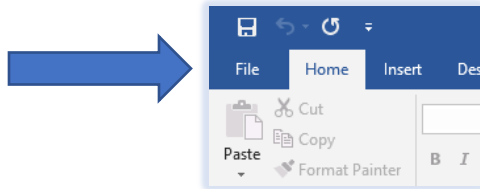
☐ Click on **Save**, **Save As** or **Print** as needed.
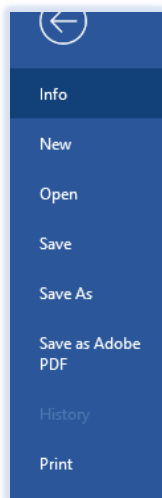
Recall

If you have submitted a proposal record for review and want to make changes to it, you need to recall the proposal. When a Proposal Development record has been routed for approval, it can be recalled for further edits. If the status shows as **Approval in Progress**, complete the following steps:

☐ Click on the **More Actions** button ⋮ in the upper right corner.

☐ Choose **Recall Proposal** from the dropdown menu.
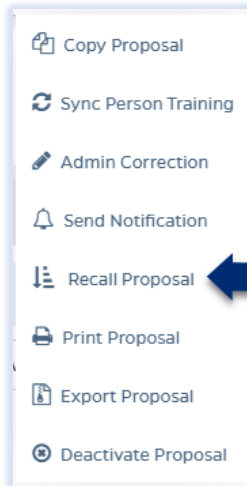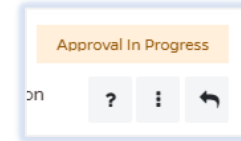
☐ Enter the reason the record needs to be recalled and click on the **Recall Proposal** button.
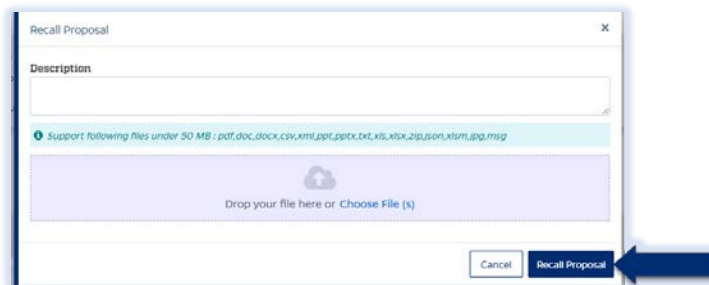
The status will change to *Recalled,* the user can make edits and submit again when ready.

☐ Click on the **Route Log tab** to see who recalled the Proposal Record.
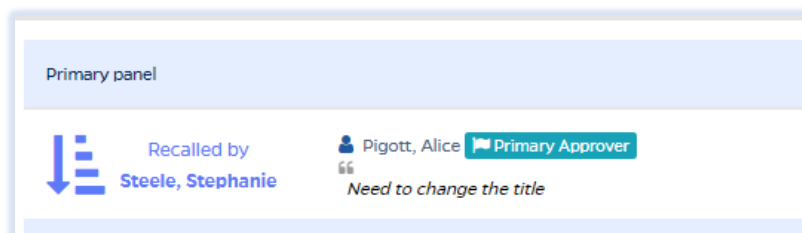
Creating a Service Request

Some proposal types previously in Coeus have been converted to Service Requests in Fibi. Service Requests streamline the effort required for input and review of these actions. Service Requests are linked to Records so only limited information needs to be entered in order to complete requests.

The following items are Service Requests:

- ❖ RPPR/Progress Reports (previously Continuation)
- ❖ NCE – No Cost Extension (previously Administrative Action)
- ❖ Prior Approvals (previously Administrative Actions)
    - o Carryover – Prior Approval
    - o PI Change – Prior Approval
    - o Foreign Component – Prior Approval
    - o Prior Approval – Other (excludes Carryover, PI Change, and Adding Foreign Component)
- ❖ SOM only (previously Negotiation Only)
    - o Materials Transfer Agreement (MTA)
    - o Confidential Disclosure/Non-disclosure (CDA)
    - o Unfunded Collaboration
    - o Revision (contracts only)
- ❖ New Sponsor Request (previously in Webforms)
- ❖ Pre-award Request (previously in Webforms)

To create a Service Request:
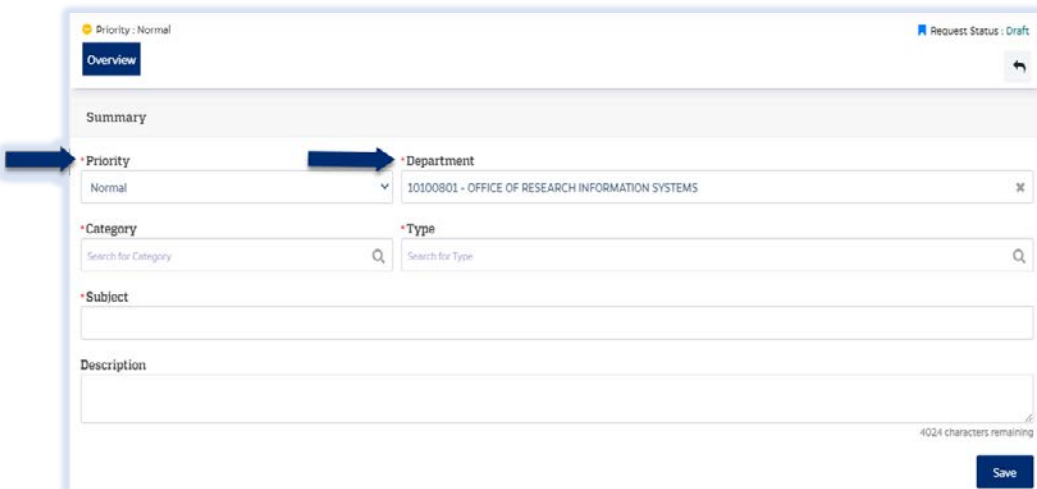
☐ From the Landing Page/Dashboard, click on **Service Request** in the top row.
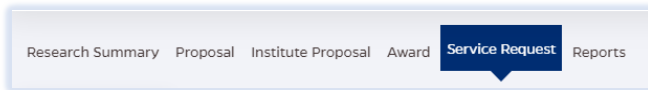
☐ Click on the green **Create New Service Request** button in the upper right corner.
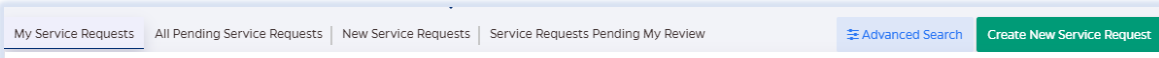
The following screen will open:

☐ The **Priority** dropdown menu can be changed if needed to *low* or *high*.

☐ The **Department** field is also editable, but defaults to the user's primary unit (cost center). To change this field, begin typing the unit name and a dropdown menu with options will open.

☐ Choose a **Category** and **Type** from the dropdown menus based on the following charts:

*Category	*Type
Award ✕	Prior Approvals - Other ✕

Choose the **Category – Award** for the following types Service Requests; these have the ability to link to an award:

Service Request Type (Type)	Previously known in Coeus as	Category in Fibi
RPPR/Progress Report	Continuation	Award
No Cost Extension (NCE)	Administrative Action	Award
Carryover (Prior Approval)	Administrative Action	Award
PI Change (Prior Approval)	Administrative Action	Award
Foreign Component (Prior Approval)	Administrative Action	Award
Prior Approvals – Other	Administrative Action	Award
Materials Transfer Agreement (MTA)	Negotiation Only (SOM only)	Award – If an award links to the MTA.

Choose the **Category – Service Request** for the following types of Service Requests:

Service Request Type (Type)	Previously known in Coeus or Webforms as	Category in Fibi
Confidential Disclosure/Non-disclosure Agreement (CDA)	Negotiation Only (SOM only)	Service Request
Unfunded Collaboration	Negotiation Only (SOM only)	Service Request
New Sponsor Request	Request a New Sponsor (Webforms)	Service Request
Materials Transfer Agreement (MTA)	Negotiation Only (SOM only)	Service Request if no award links to the request.
Revision (SOM Contracts only)	Revision	Service Request

Choose the **Category** – **Development Proposal** for the following types of Service Requests:

Service Request Type (Type)	Previously known in Coeus as	Category in Fibi
Revision (SOM Contracts only)	Revision	Service Request

Choose the **Category** – **Institute Proposal** for the following types of Service Requests:

Service Request Type (Type)	Previously known in Webforms as	Category in Fibi
Pre-award Request	Request a Pre-award Account	Institute Proposal

☐ For Service Request Types that have a category of Award, complete the **Link Award** field as appropriate. This field is an elastic search.

To search the Link Award field, the user can input:
- the sponsor, SAP award #, PI, or the title

Once the appropriate award appears, click on the award in the dropdown menu.
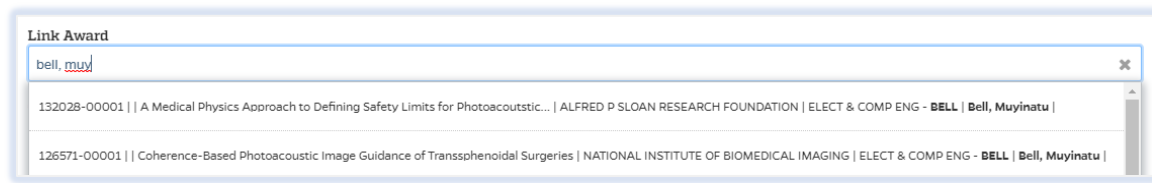
☐ Complete the Subject line in the **Subject** field. Subject fields will vary based on the type of Service Request. The first section of the Subject will be the type of Service Request followed by other identifying information that the user will need to input.

For this example, enter the due date, department, and PI.

☐ Click on the **Save** button [Save] in the bottom right corner. The Service Request has now been started and assigned a system number.

☐ Click on the **Questionnaire** tab and complete all questions on all questionnaires. Each questionnaire will begin as a <mark>yellow</mark> tab. There may be multiple questionnaires.

After the questionnaire is completed the tab will change to green.

☐ Click on the **More Actions** button in the upper right hand corner.

☐ Click on **Print Service Request.**

☐ Choose the appropriate fillable form from the list in the dropdown and then click on **Print**.

Print Service Request #7 - CDA/NDA/Other Entity /Dept. /PI /Due date

Choose a template to print the service request

☐ FillableRPPR10052023P -(*docx*)

☐ Fillable_RevisionSOMonly09292023P -(*docx*)

☐ FillablePriorApprovalOther09292023P (1) -(*docx*)

☐ FillablePIChangeApproval09282023P -(*docx*)

☐ FillableNCE09182023P -(*docx*)

☐ FillableMTA10052023P -(*docx*)

☐ FillableForeignComponentPriorApproval09292023P -(*docx*)

☐ FillableCDA09182023P -(*docx*)

☐ FillableCarryoverPriorApproval09282023P -(*docx*)

☐ ServiceRequestSummary06302023 -(*docx*)

☐ Fillable_SR_PI_Questionnaire_Certification -(*docx*)

☐ Send the fillable form to the PI to be completed and signed.

☐ Complete all Questionnaire tabs according to the PIs provided answers.

☐ Upload the signed fillable form to the Service Request where the PI Certification is requested.

If additional information or attachments need to be added:

☐ Click on the **Comments** tab.

The following files under 50 MB are supported: pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsm, jpg, msg.

☐ Click on the **Validate** button in the upper right corner to determine if further action is required. Fix any errors and evaluate if any warnings require changes. A Service Request can be submitted with warnings, but all errors that display must be fixed before Fibi will be able to route the Service Request for approval.

☐ Click on the **Submit** button when ready to submit.

🔖 Request Status : Draft

| Validate | Save | Submit | ↩ |

Medusa

Medusa is the tab that can be used to see all the connections between Proposal, Institute Proposal, and Award numbers. It can be accessed in various modules.

From a PD with a Submitted status:

☐ Click on the **Medusa** tab.

☐ Click on the **IP#** and then the **View** icon 👁 to view the Institute Proposal record.
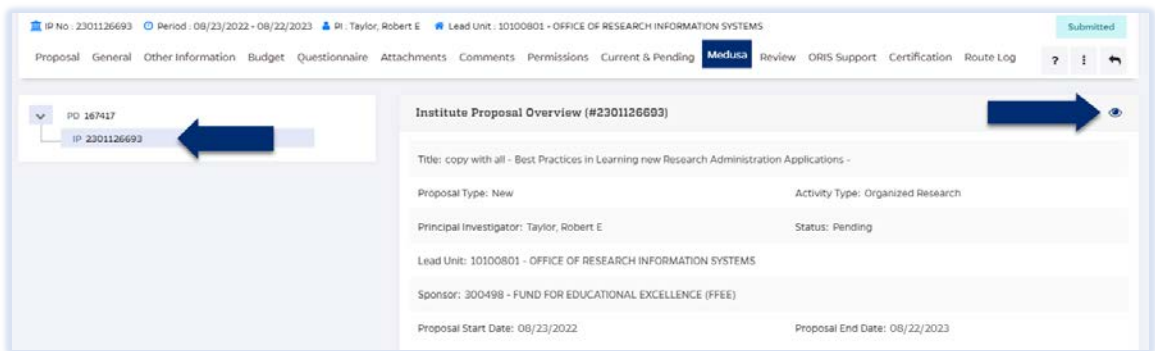
☐ To navigate back to the PD, click on the **Development Proposal Number** link.

The process works the same when opening Medusa from the IP and Award module.

Note: Arrows pointing to the right can be clicked to open more linked information.

Opens to:

Appendix A - Proposal Type Chart

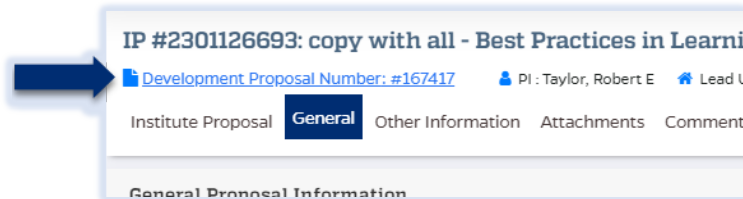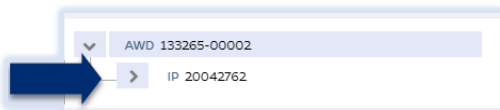| Proposal Type	Description
New	Application submitted for funding for the first time. This also includes multiple submission attempts within the same round.
Renewal	Project for which previous years of funding have elapsed. Renewals request additional funding to continue previously awarded projects through either an announced open competition or closed competition with no guarantee of funding. Proposals of this type generally receive a new SAP Grant record.
Supplement	Administrative and Competitive supplements are proposals that request additional funding, equipment, time, etc. to expand the scope of work for a current award. NIH calls this a "Revision." Applicants should contact the awarding agency for advice on submitting applications that request additional funding. Area of Research - Administrative Supplement or Competitive Supplement is required.
Resubmission	The second or third attempt at getting a project funded. The first attempt was submitted as "NEW." All subsequent attempts are resubmissions of the same application perhaps addressing concerns raised by a sponsor during their review.
Task Order	Proposal requesting funds for work or services conducted under an existing Master Agreement (a type of contract that does not procure or specify a firm quantity of services except through the issuance of individual Task Orders).
Master Agreement	Starting a new Master Agreement contract. This proposal contains no budget amounts; its purpose is to request Research Administration to create an Institute Proposal record for entire MA, under which future Task Orders will be created & linked.

Appendix B - Activity Type Chart

Activity Type	Description
Organized Research	Research activities include rigorous inquiry, experimentation or investigation to increase scholarly understanding in the involved discipline. Examples include awards: • to support research activities • to maintain facilities, equipment and/or operation of a facility that will be used for research • for the writing of books, when the purpose is to publish research results • for data collection, evaluation, analysis and/or reporting
Instruction	Instruction activities include any project where the purpose is to instruct any student at any location. Recipients of instruction may be JHU students or staff, teachers or students in elementary or secondary schools, or the general public. Examples include: • Curriculum development projects, including projects which involve evaluation of curriculum or teaching methods. Note that such evaluation may be considered "research" when the preponderance of activity is data collection, evaluation and reporting • Projects involving JHU students in community service activities for which they are receiving academic credit • Activities funded by awards to departments or schools for the support of students • Fellowship support for pre-doctoral and post-doctoral training activities, including grants funding dissertation work and related travel • Support for writing textbooks or reference books, or creating video or software to be used as instructional materials
Other Sponsored Activity	Other sponsored activities include programs involving work other than instruction and organized research. Most projects in this category do not directly involve students and gain little benefit from libraries, therefore the F&A rate applicable to this category is less than for Research or Instruction. Examples of Other Sponsored Activities include: Travel grants, Support for conferences, seminars or workshops, Support for University public events, Publications by JHU Press, Support for student participation in community service projects which do not result in academic credit, Support for projects pertaining to library collections, acquisitions, bibliographies or cataloging, Programs to enhance institutional resources (including computer enhancements), Health services projects
Clinical Research	Clinical Research includes all for profit corporation sponsored research (sponsor or prime sponsor, domestic or foreign) that involves patients or protected health information (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.