

**Coeus to Fibi Cheat Sheet: Proposal & Service Request Types**

COEUS		FIBI			Responsible Office/Team			
Funded Proposals/Awards		Funded Proposals/Awards			Handled by:			
Item Being Submitted	Coeus Proposal Type	Fibi Tab	Service Request Category	Type	Grant	Contract	Clinical Research Contract	
New proposal or funded agreement (Grant or Contract)	New	→	Proposal	N/A	New	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Resubmission of a competitive grant application	Resubmission	→	Proposal	N/A	Resubmission	ORA Grants Team	N/A	N/A
Competitive Renewal of a grant	Renewal	→	Proposal	N/A	Renewal	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Supplement to a proposal or award (Grant or Contract)	Supplement	→	Proposal	N/A	Supplement	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Task Order under a Master Agreement	Task Order	→	Proposal	N/A	Task Order	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Master Agreement	Negotiation Only	→	<b>Proposal</b>	N/A	Master Agreement	N/A	ORA Contracts Team	CRC Contracts Team
Continuation/Progress Report/Modification of a Grant or Subgrant	Continuation	→	Service Request	Award	Progress Report/Continuation/Modification to a Grant or Subgrant	ORA Grants Team	N/A	N/A
Funded contract modification	Continuation	→	Service Request	Award	Modification of a Funded Contract (SOM only)	N/A	ORA Contracts Team	CRC Contracts Team
No-Cost Extension Request	Administrative Action	→	Service Request	Award	No-Cost Extension	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Carryover Request (Prior Approval)	Administrative Action	→	Service Request	Award	Carryover (Prior Approval)	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
PI Change Request (Prior Approval)	Administrative Action	→	Service Request	Award	PI Change Request	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Request for Approval of a Foreign Component (Prior Approval)	Administrative Action	→	Service Request	Award	Foreign Component (Prior Approval)	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Prior Approval Request - Other	Administrative Action	→	Service Request	Award	Prior Approvals - Other	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Unfunded Agreements		Unfunded Agreements (SOM only)			Grant	Contract	Clinical Research Contract	
New Unfunded Collaboration Agreement/Contract	Negotiation Only	→	Service Request	Service Request	Unfunded Collaboration (*see note below)	N/A	ORA Contracts Team	CRC Contracts Team
Modification of an Unfunded Contract	Revision (no funding)	→	Service Request	Service Request	Modification of an Unfunded Contract (SOM only)	N/A	ORA Contracts Team	CRC Contracts Team
Materials Transfer Agreement	Negotiation Only	→	Service Request	Service Request	Materials Transfer Agreement (**see note below)	N/A	ORA Contracts Team	CRC Contracts Team
New Sponsor and Pre-Award Requests		New Sponsor and Pre-Award Requests			Grant	Contract	Clinical Research Contract	
New Sponsor Request	Webforms : New Sponsor Request	→	Service Request	Service Request	New Sponsor Request	N/A	N/A	N/A
Pre-Award Request	Webforms : Pre-Award Request	→	Service Request	<b>Institute Proposal</b>	Pre-Award Request	ORA Grants Team	ORA Contracts Team	N/A
Data Use and Confidentiality Agreements		SUBMITTED OUTSIDE OF FIBI (SOM only)			Grant	Contract	Clinical Research Contract	
Data Use Agreement (new or modification)	Negotiation Only	N/A	N/A	Data Use Agreements (DUA) should be submitted to ORA using the new DUA Qualtrics form: <a href="https://jhmi.co1.qualtrics.com/jfe/form/SV_9YqLXWGDxp2w4e2">https://jhmi.co1.qualtrics.com/jfe/form/SV_9YqLXWGDxp2w4e2</a>	N/A	ORA Contracts Team	CRC Contracts Team	
Confidentiality/Non-Disclosure Agreement (new or modification)	Negotiation Only	N/A	N/A	Confidentiality/Nondisclosure Agreement (CDA/NDA) requests should be emailed directly to <a href="mailto:SOMNDA@jh.edu">SOMNDA@jh.edu</a>	N/A	N/A	CRC Contracts Team	

\* **Licensing Agreements, Equipment Loan Agreements, and Memos of Understanding** can be submitted via the Unfunded Collaboration Service Request option. Please upload the agreement in place of the SOW attachment. If the PI will not have effort, please put "N/A". If the agreement relates to a funded award, please reference that relationship in the comments section (e.g. with SAP #). Finally, please clarify the nature of the agreement (e.g. "this is a Licensing Agreement") when asked for any other relevant information.

\*\* For **Materials Transfer Agreements** related to a funded award, please reference that relationship in the comments section (e.g. with SAP #). Combined Materials Transfer and Data Use Agreements (MTA/DUA) should be submitted via Fibi as an MTA.

\*Commercial grant awards now route to the ORA Commercial Contracts team