

# ORA Office Hours: Agreement Types and Fibi Routing

School of Medicine  
Office of Research Administration

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M E D I C I N E

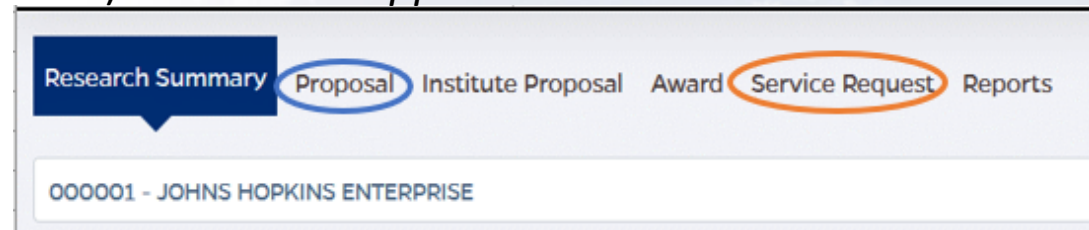
# Office Hours Overview

- I. Welcome
- II. Routing proposals, awards, and agreements to ORA
  - i. Fibi Proposal tab
  - ii. Fibi Service Request tab
  - iii. Agreements not submitted through Fibi
  - iv. Fibi Training Resources
- III. Open Q&A with panel of ORA Staff

# Fibi: Proposals and Service Requests

## When to use a Proposal record vs. a Service Request record:

- **Proposal records are used for new funding (proposals and awards), including:**
  - All grant proposals (new, resubmission, or renewal)
  - New funded contracts
  - Supplements to a funded grant or contract (adding new funding not previously proposed)
  - New Master Agreements
    - *Master Agreements do not include funding, but are required to have an IPN for future Task Order linking in Fibi*
  - Task Orders under an existing Master Agreement
- **Service Request records are used to amend funded and unfunded projects and request new unfunded agreement types:**
  - Modifications to grants and contracts (funded and unfunded) *other than supplements*
  - Prior approval requests
  - No-Cost Extension requests
  - New Unfunded Collaboration Agreements
  - New Materials Transfer Agreements



# Coeus to Fibi Cheat Sheet



COEUS			FIBI		
Funded Proposals/Awards			Funded Proposals/Awards		
Item Being Submitted	Coeus Proposal Type		Fibi Tab	Service Request Category	Type
New proposal or funded agreement (Grant or Contract)	New	→	Proposal	N/A	New
Resubmission of a competitive grant application	Resubmission	→	Proposal	N/A	Resubmission
Competitive Renewal of a grant	Renewal	→	Proposal	N/A	Renewal
Supplement to a proposal or award (Grant or Contract)	Supplement	→	Proposal	N/A	Supplement
Task Order under a Master Agreement	Task Order	→	Proposal	N/A	Task Order
Master Agreement	Negotiation Only	→	Proposal	N/A	Master Agreement
Continuation/Progress Report/Modification of a Grant or Subgrant	Continuation	→	Service Request	Award	Progress Report/Continuation/Modification to a Grant or Subgrant
Funded contract modification	Continuation	→	Service Request	Award	Modification of a Funded Contract (SOM only)
No-Cost Extension Request	Administrative Action	→	Service Request	Award	No-Cost Extension
Carryover Request (Prior Approval)	Administrative Action	→	Service Request	Award	Carryover (Prior Approval)
PI Change Request (Prior Approval)	Administrative Action	→	Service Request	Award	PI Change Request
Request for Approval of a Foreign Component (Prior Approval)	Administrative Action	→	Service Request	Award	Foreign Component (Prior Approval)
Prior Approval Request - Other	Administrative Action	→	Service Request	Award	Prior Approvals - Other
Unfunded Agreements			Unfunded Agreements (SOM only)		
New Unfunded Collaboration Agreement/Contract	Negotiation Only	→	Service Request	Service Request	Unfunded Collaboration (*see note below)
Modification of an Unfunded Contract	Revision (no funding)	→	Service Request	Service Request	Modification of an Unfunded Contract (SOM only)
Materials Transfer Agreement	Negotiation Only	→	Service Request	Service Request	Materials Transfer Agreement (**see note below)
New Sponsor and Pre-Award Requests			New Sponsor and Pre-Award Requests		
New Sponsor Request	Webforms : New Sponsor Request	→	Service Request	Service Request	New Sponsor Request
Pre-Award Request	Webforms : Pre-Award Request	→	Service Request	Institute Proposal	Pre-Award Request
Data Use and Confidentiality Agreements			SUBMITTED OUTSIDE OF FIBI (SOM only)		
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>
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>

# Fibi: Proposals

When to use a **Proposal** record:

Item Being Submitted	Proposal Type in Fibi
New proposal or funded agreement (grant or contract)	New
Resubmission of a competitive grant proposals	Resubmission
Competitive renewal of a grant	Renewal
Supplement to a proposal or award (grant or contract)	Supplement
New Master Agreement	Master Agreement
Task Order under a Master Agreement	Task Order

# Grant Proposal

- A grant proposal is a request for funding for a specific purpose or project that is submitted to a funder in the form of an application.
- Grant proposals are routed through Fibi as a proposal PD

**Deadline Policy:** For applications with a sponsor-imposed due date, complete and final applications are due to ORA **at least 3 business days prior to the sponsor due date**. ORA cannot guarantee a thorough review of any applications submitted less than 3 business days prior to the sponsor's due date.

- Routed to Grants Team

# Grant Award

- A grant award is a legal agreement of financial assistance providing money, property, or both to an eligible entity to carry out an approved project or activity in response to a submitted proposal.
- Grant agreements are routed through Fibi as a proposal PD only if one was not created at the time of proposal submission.
- Reviewed by Grants Team (federal and non-commercial grant awards) or MRB Contracts (commercial grant awards)

# Funded Contract

- A funded contract is a legally binding agreement that obligates funds to cover the procurement of goods or services.
- Funded contracts should be routed to ORA through a Fibi proposal PD:
  - For non-clinical research agreements, “Organized Research” should be selected as the Activity Type.
  - Funded contract agreements for commercially sponsored clinical research should be routed with an Activity Type of “Clinical Research” and will be handled by CRC.
- Routed to MRB Contracts or CRC



# Clinical Trial Agreement (CTA)

- CTAs outline the governing terms and obligations that apply to all parties when a clinical trial is conducted.
- For commercially sponsored clinical trials, the Fibi Proposal Activity Type must be “Clinical Research” so that these clinical trial agreements will route to CRC.
- For federal, non-profit, or other non-commercially sponsored clinical trials, the Fibi Proposal Activity Type must be “Organized Research” so that these clinical trial agreements route to ORA.
- Routed to MRB Contracts or CRC

# Supplement

- Supplements are proposals that request additional funding, equipment, time, etc. to expand the scope of work for a current proposal, award, or contract.
- Supplements are adding **new** funding to an existing grant or contract that was **not** captured in the original proposal PD.
- Supplements are routed through Fibi as a proposal PD, linking to the original Institute Proposal Number (IPN).
- Routed to MRB Contracts, CRC, or Grants Team

# Master Agreement

- A Master Agreement does not procure or specify a firm quantity of services except through the issuance of individual task orders. This proposal contains no budget amounts; its purpose is to request ORA create an Institute Proposal record for the entire master agreement, under which future task orders will be created and linked.
- Master Agreements are routed through Fibi as a proposal PD.
- Routed to MRB Contracts or CRC

# Task Order

- A Task Order proposal requests funds for work or services conducted under an existing master agreement.
- Task Orders are routed through Fibi as a proposal PD, linking to the master agreement.
- Routed to MRB Contracts, CRC, or Grants Team

# Fibi: Service Requests

When to use a **Service Request** record:

Item Being Submitted	Service Request Type
Grant or Subgrant continuation/progress report/modification	Progress Report/Continuation/Modification of a Grant or Subgrant
Funded Contract modification	Modification of a Funded Contract (SOM only)
No-Cost Extension Request	No-Cost Extension
Carryover Request (Prior Approval)	Carryover Request (Prior Approval)
PI Change Request (Prior Approval)	PI Change Request
Request for approval of a Foreign Component (Prior Approval)	Foreign Component (Prior Approval)
Other type of Prior Approval	Prior Approvals - Other
New Unfunded Collaboration Agreement/Contract	Unfunded Collaboration
Modification of an Unfunded Contract	Modification of an Unfunded Contract (SOM only)
Materials Transfer Agreement	Materials Transfer Agreement

# Service Request Categories

There are two categories of service requests used to route to ORA

- **Award:** used for requests linked to a funded project

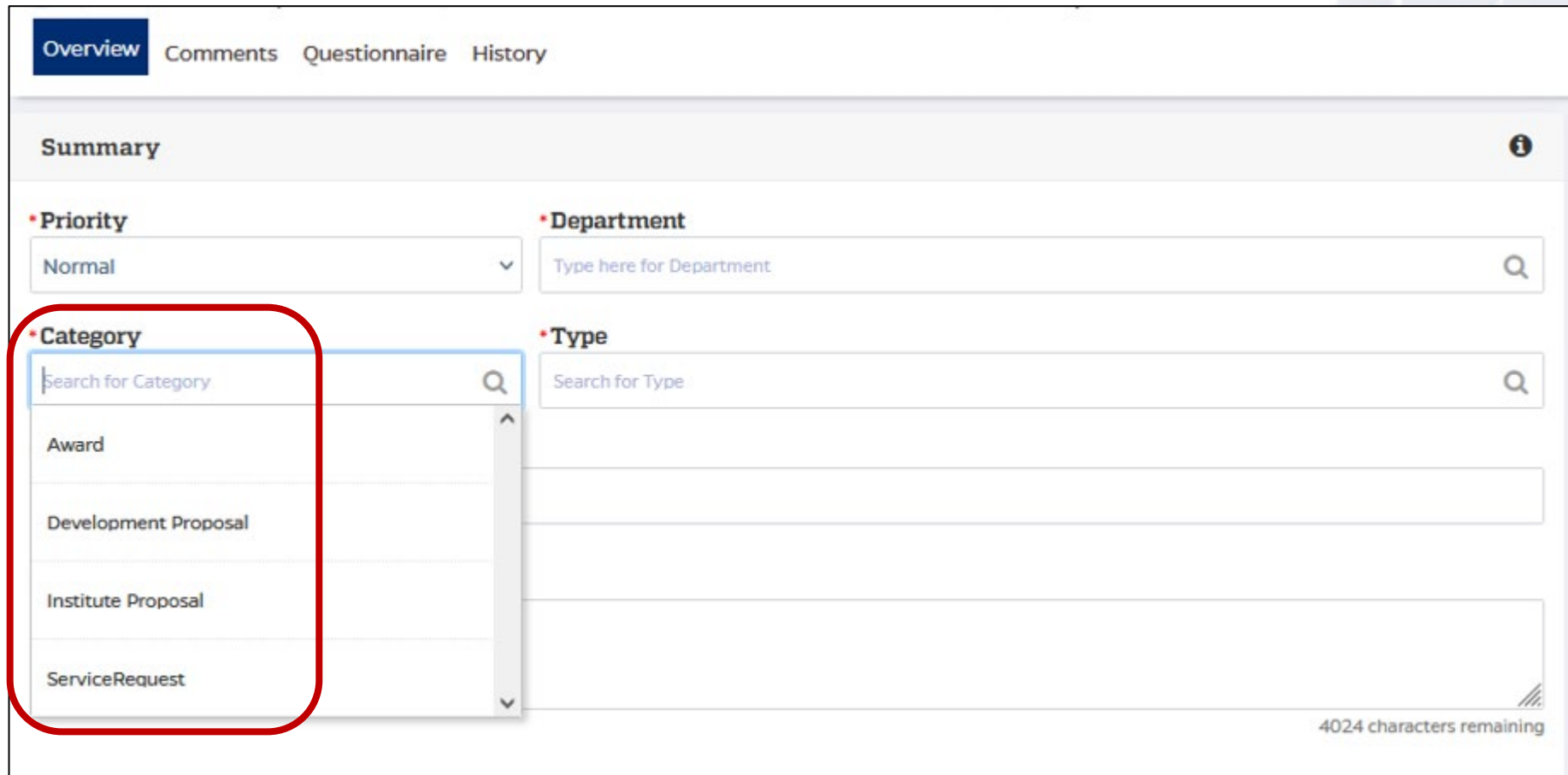
FIBI		
Funded Proposals/Awards		
Fibi Tab	Service Request Category	Type
Service Request	Award	Progress Report/Continuation/Modification to a Grant or Subgrant
Service Request	Award	Modification of a Funded Contract (SOM only)
Service Request	Award	No-Cost Extension
Service Request	Award	Carryover (Prior Approval)
Service Request	Award	PI Change Request
Service Request	Award	Foreign Component (Prior Approval)
Service Request	Award	Prior Approvals - Other

- **Service Request:** used for agreements without funding

Unfunded Agreements (SOM only)		
Fibi Tab	Service Request Category	Type
Service Request	Service Request	Unfunded Collaboration
Service Request	Service Request	Modification of an Unfunded Contract (SOM only)
Service Request	Service Request	Materials Transfer Agreement

# Service Request Categories

Service Request categories in Fibi:



The screenshot displays the 'Overview' tab of a service request form. The 'Summary' section includes fields for Priority (set to 'Normal'), Department (with a search prompt), Category (highlighted with a red rounded rectangle and an orange arrow), and Type (with a search prompt). The Category dropdown menu is open, showing options: Award, Development Proposal, Institute Proposal, and ServiceRequest (indicated by another orange arrow). A character count of '4024 characters remaining' is visible at the bottom right of the form.

Field	Value / Options
Priority	Normal
Department	Type here for Department
Category	Award, Development Proposal, Institute Proposal, ServiceRequest
Type	Search for Type

# Service Request Category: Award

Overview Comments Questionnaire History

### Summary

**• Priority**  
Normal

**• Department**  
Type here for Department

**• Category**  
Award

**• Type**  
Search for Type

- Carryover (Prior Approval)
- Foreign Component (Prior Approval)
- Modification of a Funded Contract (SOM only)
- No Cost Extension (NCE)
- PI Change (Prior Approval)
- Prior Approvals - Other
- Progress Report/Continuation/Modification to Grant or Subgrant

**Link Award**  
Search for Award

**• Subject**

**Description**



# Grant Continuations, Modifications, and Progress Reports

- A continuation is incremental funding to an existing grant that was already captured in the Proposal PD.
- Continuations/modifications, *other than supplements*, are routed through Fibi as a service request – SR category “Award” and SR Type “Progress Report/Continuation/ Modification to a Grant of Subgrant”
- Routed to MRB Grants Team

# Prior Approval Requests

Sponsors require prior approval for different changes:

- **Carryover** – process through which unobligated funds remaining at the end of the budget period can be carried forward to the next budget period. The carryover of funds allows the Grantees to use the unused prior year funds in the current budget period
- **Foreign Component** – addition of a foreign component to a project
- **PI Change** – If for any reason, a PI is added, removed, or replaced on a project, the sponsor must be notified and approval requested
- **Prior Approval/Other Category** – any other prior approval not captured above (e.g. SOW change or rebudget request)
- Routed to MRB Contracts or Grants Team

# No-Cost Extension Requests

- No-Cost Extension – allows a grantee to extend the project period end date and budget period, *without additional funding*, for the sole purpose of completing project activities.
- Routed to MRB Contracts, CRC, or Grants Team

# Modification to an Existing Funded Contract

- Modifications to an existing contract are routed through Fibi as a service request
- Modifications to a funded contract, *other than supplements*, are submitted as SR Category: “Award” and SR Type “Modification to a funded contract”
- Routed to MRB Contracts or CRC

# Service Request Category: Service Request

Overview | Comments | Questionnaire | History

### Summary

**• Priority**  
Normal

**• Department**  
Type here for Department

**• Category**  
ServiceRequest

**• Type**  
Search for Type  
Materials Transfer Agreement  
Modification of an Unfunded Contract (SOM only)  
New Sponsor Request  
Unfunded Collaboration (SOM only)

**• Subject**

**Description**

4024 characters remaining

# Unfunded Collaboration Agreements

- Unfunded collaborations are contractual agreements which do not involve any funding. These can include MOUs, service agreements, equipment loan agreements, IP licensing agreements, etc.
- New unfunded collaboration agreements are routed through Fibi as a service request: SR category “Service Request” and SR type “Unfunded Collaboration”
- Routed to MRB Contracts or CRC

\* **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.

# Modification to an Unfunded Contract

- Modifications to an unfunded contract are routed through Fibi as a service request.
- Modifications to an unfunded contract are submitted as SR Category “Service Request” and SR Type “Modification of an unfunded contract”
- Routed to MRB Contracts or CRC

# Materials Transfer Agreement (MTA)

- MTA's are contractual documents used for the acquisition of various biological and research materials, and can include data.
- A Fibi service request should be routed to ORA, *unless* an information sheet for the MTA has already been submitted to JHTV. If a JHTV MTA request has already been submitted, no Fibi service request is required for ORA MRB; CRC does require a service request.
- Outgoing transfers of human biospecimens will require approval from the IRB's Biospecimen Transfer Committee (BTC). If this applies to your project, please submit a [Biospecimen Transfer Information Form](#) to the JHM IRB via the [eIRB2](#) system.
- Routed to MRB Contracts or CRC

**\*\* 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.**



# New Sponsor Requests

If a sponsor does not display in Fibi, then it does not exist in SAP and a new sponsor will need to be requested in Fibi.

Routed to SPSS.

Overview Comments Questionnaire History

Summary

• Priority: Normal

• Department: Type here for Department

• Category: ServiceRequest

• Subject:

Description

• Type:

- Materials Transfer Agreement
- Modification of an Unfunded Contract (SOM only)
- New Sponsor Request
- Unfunded Collaboration (SOM only)

4024 characters remaining

# Pre-Award Requests

## Service Request Category: Institute Proposal

A pre-award account establishes an SAP grant number for a project that has not yet formally been awarded by a sponsor, but is anticipated to be awarded within 90 days.

SR category “Institute Proposal” and SR Type “Pre-Award Request”

Routed to ORA, then SPSS.

The screenshot displays a service request form with the following fields and options:

- Overview** (selected), Comments, Questionnaire, History
- Summary** (with an information icon)
- Priority**: Normal (dropdown menu)
- Department**: Type here for Department (text input with search icon)
- Category**: Institute Proposal (dropdown menu, highlighted with a blue box)
- Type**: Search for Type (dropdown menu, highlighted with a blue box, showing "Pre-award Request" as an option)
- Link Institute Proposal**: Search for Institute Proposal (text input with search icon)
- Subject**: (text input)
- Description**: (text input)
- 4024 characters remaining

# Agreements Not Submitted Through Fibi

Two agreement types are **not** submitted via Fibi:

- **Data Use Agreements (DUA)**
- **Non-Disclosure/Confidentiality Agreements (NDA/CDA)**

# Data Use Agreement (DUA)

- A DUA is a contractual document used for the transfer of data where the data is nonpublic or is otherwise subject to some restrictions on its use.
- DUA requests that do not include funding should be submitted to ORA for review via the new [DUA Request Form](#). Requests that include nominal costs associated with the transfer of data are eligible to use this form.
- DUA's that include incoming or outgoing funding should continue to be submitted to ORA as a new funded contract via the [Fibi](#) routing system (Proposal PD).
- Outgoing DUA requests (where JHU is sending data to an outside entity) that involve human subjects data going to a commercial entity will be triaged to CRC.
- Routed to MRB Contracts or CRC

# Confidentiality/Non-Disclosure Agreement (CDA/NDA)

- A CDA/NDA is a contractual agreement which defines information the parties will share with each other, but wish to restrict from wider use and dissemination. The parties agree not to disclose the non-public information covered by the agreement.
- All School of Medicine CDA/NDA requests for review and inquiries, irrespective of whether they are with clinical or non-clinical parties; or whether they are for clinical or pre-clinical projects, should be sent to email address [SOMNDA@jh.edu](mailto:SOMNDA@jh.edu).
- Routed to CRC

# Routing Table



FIBI			Responsible Office/Team		
Funded Proposals/Awards			Handled by:		
Fibi Tab	Service Request Category	Type	Grant	Contract	Clinical Research Contract
Proposal	N/A	New	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Proposal	N/A	Resubmission	ORA Grants Team	N/A	N/A
Proposal	N/A	Renewal	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Proposal	N/A	Supplement	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Proposal	N/A	Task Order	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
<b>Proposal</b>	N/A	Master Agreement	N/A	ORA Contracts Team	CRC Contracts Team
Service Request	Award	Progress Report/Continuation/Modification to a Grant or Subgrant	ORA Grants Team	N/A	N/A
Service Request	Award	Modification of a Funded Contract (SOM only)	N/A	ORA Contracts Team	CRC Contracts Team
Service Request	Award	No-Cost Extension	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Service Request	Award	Carryover (Prior Approval)	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Service Request	Award	PI Change Request	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Service Request	Award	Foreign Component (Prior Approval)	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Service Request	Award	Prior Approvals - Other	ORA Grants Team	ORA Contracts Team	CRC Contracts Team
Unfunded Agreements (SOM only)			Grant	Contract	Clinical Research Contract
Service Request	Service Request	Unfunded Collaboration	N/A	ORA Contracts Team	CRC Contracts Team
Service Request	Service Request	Modification of an Unfunded Contract (SOM only)	N/A	ORA Contracts Team	CRC Contracts Team
Service Request	Service Request	Materials Transfer Agreement	N/A	ORA Contracts Team	CRC Contracts Team
New Sponsor and Pre-Award Requests			Grant	Contract	Clinical Research Contract
Service Request	Service Request	New Sponsor Request ( <b>routes to SPSS</b> )	N/A	N/A	N/A
Service Request	<b>Institute Proposal</b>	Pre-Award Request	ORA Grants Team	ORA Contracts Team	N/A
SUBMITTED OUTSIDE OF FIBI (SOM only)			Grant	Contract	Clinical Research Contract
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
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

**Note:** Grant awards funded by a commercial/for-profit sponsor are reviewed by the ORA Commercial Contracts Team

# Fibi Resources

- ORIS website for training materials: <https://oris.jhu.edu/>



<p><b>Quick Videos</b> Like to learn visually? Each of these videos is a 1-5 minute snippet of Fibi functions.</p>	<p><b>Snapshots</b> Prefer to read a quick description with screen shots? Snapshots provide a static view of Fibi functions.</p>	<p><b>User Guides</b> Love the details? Full instructions, step-by-steps and explanations of Fibi's function-ality are here.</p>	<p><b>Classes</b> These three-hour sessions introduce users to Fibi, creating, editing and submitting a PD for approvals.</p>	<p><b>Introductory Presentations</b> Want to see an overview of available resources?</p>
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- [ORA Fibi training page](#) (links to ORIS pages)



Video Tutorials (1-5 minutes each) <i>These videos do not have sound</i>	Snapshot Guides <i>Printable instructions</i>	User Guides, FAQs and Additional Resources
+ How to Build a Proposal in Fibi	+ General Fibi Guides	+ Fibi User Guides
+ Fibi Communication: Approvals, Service Requests, and Support	+ Proposal Development (PD) Guides	+ Full Training Videos
+ Medusa and Reporting in Fibi	+ Service Request Guides: Continuations, Prior Approvals, and Administrative Actions	+ ORIS FAQs: General, Proposal Development, and Service Requests
+ Fibi Troubleshooting	+ Service Requests Guides: Contract Revisions, MTAs, and Unfunded Collaborations	+ Additional Reference/Glossary Guides
	+ SPSS-Type Guides: New Sponsors and Pre-Award Requests	

- ORA's [Coeus-to-Fibi cheat sheet](#)



COEUS		FIBI			
Funded Proposals/Awards		Funded Proposals/Awards			
Item Being Submitted	Coeus Proposal Type	Fibi Tab	Service Request Category	Type	
New proposal or funded agreement (Grant or Contract)	New	→ Proposal	N/A	New	
Resubmission of a competitive grant application	Resubmission	→ Proposal	N/A	Resubmission	
Competitive Renewal of a grant	Renewal	→ Proposal	N/A	Renewal	
Supplement to a proposal or award (Grant or Contract)	Supplement	→ Proposal	N/A	Supplement	
Task Order under a Master Agreement	Task Order	→ Proposal	N/A	Task Order	
Master Agreement	Negotiation Only	→ Proposal	N/A	Master Agreement	
Continuation/Progress Report/Modification of a Grant or Subgrant	Continuation	→ Service Request	Award	Progress Report/Continuation/Modification to a Grant or Subgrant	
Funded contract modification	Continuation	→ Service Request	Award	Modification of a Funded Contract (SOM only)	

# Q & A Panel

## ORA Panelists:

- Ashley Evans, Assistant Director (Grants)
- Jessica Atlass Roscoe, Sr. Operations Manager
- Neha Parikh, Assistant Director (Contracts)
- Emily Black Moore, Sponsored Projects Associate (Contract Specialists)
- Amy Rost, Sr. Grants Associate (Grants)
- Paul Stuart, Jr., Sr. Subawards Associate (Outgoing Subawards)