

MINUTES OF MEETING

Prepared By	Anu Johnson	Mode	Zoom	Date	12-09-2020
				Time	9 am EST
Meeting	Session 5: Proposal Types				
Attendance	Attendees				
	Ellen Morthole				
	Bob Taylor				
	Ron Schultz				
	Emily Yuan				
	Sabari Nair				
	Krishna Prasad				
	Anu Johnson				

No	Meeting Agenda
1	Follow up items from previous meeting
2	Current Proposal Types and workflow
3	Proposal Types – Decision making
4	Proposal Types- Reclassification
5	Award variation requests

Discussion Points	
No	Details
1	Follow up on Centrifly access – Bob will get access to a jump server in Centrifly.
2	Proposal Types – Green colored types – All proposals that gets a funding (competing types) Purple colored types – non funding proposals – non-competing types.
3	PD to IP mapping – Every PD created in Coeus generates an IP irrespective of the proposal type. Some proposal types will be linked to Original IP number and award number. This is the soft link in Coeus. Award number and Original IP are entered in the PD record. Medusa will pull these soft links and show in the medusa if the IP stays in pending status. This works well for task orders and continuation proposal types at JHU.

4	<p>Limited submissions are not handled through Coeus right now. JHU would like to see how Fibi can achieve this.</p> <p>Fibi's proposal module or grant call module can be leveraged to achieve this.</p>
5	<p>Internal applications – JHU funding research proposals – not tracked and kept in Coeus right now. These opportunities are broadcasted via newsletters or emails to departments right now.</p> <p>These proposals won't have an entry in SAP GM module.</p> <p>Leverage Fibi's grant call module to publish the opportunities to department/campus. Proposals can be created and link to the grant call.</p> <p>Sponsored awards are created under GM module in SAP. Internal applications are created under different SAP module</p>
7	<p>Pre-applications – these proposals are shell proposals or proposal intent which only captures an idea. Not much details are captured in these proposals.</p> <p>To achieve this in Fibi proposal module, leverage copy and link proposals. For example, ideas can be captured as pre-application - proposal type. These proposals stay in the system and if it gets converted to a full proposal, utilize copy and link to the new proposal which can in turn converted to IP and award.</p>
8	<p>Master Agreement - Shell proposals with no dollar amounts. No award created for MAs. This is created to link task orders.</p>
9	<p>Task Order – every project under each MA is a standalone Task Order type proposal and task orders are linked to MA's IP.</p> <p>Task orders work like new proposals and each task order will be different and will become award. With in award side task orders will be linked to IP.</p>
10	<p>Negotiation Only – proposals are captured in Coeus and used to link or feed to other Agreements generation systems. Medical school use negotiation only proposal type to feed negotiation details to their negotiation system.</p> <p>JHU is not using Coeus negotiation module</p> <p>JAWS is the agreements management system used by non-medical schools currently at JHU. Coeus master data is fed to JAWS and JAWS will track agreement/negotiation activities and generate zip file on the final agreement and trigger notifications to other teams to get SAP account set up.</p>
11	<p>Triage questionnaire to guide user to choose proposal type – JHU is open to it and interested in seeing Fibi's capabilities.</p>

Action Items					
No	Action item	Owner	Target Date	Status (Open / Closed)	Remarks
Current Meeting 12-4-2020					
1	Plan for Fibi demo on Grant Call to capture limited submissions, internal funding.	Anu	1/21/2021	Open	
Previous Meetings					
1	Jira project setup	Anu	12/18/2020	Open	
2	Centrify setup follow up	Bob	12/18/2020	Open	Bob, Vineeth and Anu met on 12/3/2020. Bob will follow up with JHU IT team to check more possibilities.
3	Current & Pending requirements and pain points – Connect with SMEs	Bob	12/18/2020	Open	
4	Proposal Types: Follow-up session to schedule to finalize.	Anu	12/9/2020	Closed	Meeting done on 12/09/2020
5	Proposal Budget: Follow-up session will be scheduled to finalize the requirements	Anu	12/14/2020	Open	Meeting scheduled for 12/14/2020
6	JHU decision – Proposal pre-review, Support functionality	JHU Team	1/11/2021	Open	
7	Coeus – business rules and functions, meta rules, maps	Bob	12/9/2020	Closed	Once Polus get Coeus QA application access, this can be extracted from the server. QA is production copy and refreshed recently.