

Proposal & Service Request Types Reference

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 (SOM only)	Negotiation Only	➔	Service Request	Service Request	Unfunded Collaboration (*see note below)
Modification of an Unfunded Contract (SOM only)	Revision (no funding)	➔	Service Request	Service Request	Modification of an Unfunded Contract (SOM only)
Materials Transfer Agreement (SOM only)	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 (SOM only)			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: https://jhmi.co1.qualtrics.com/jfe/form/SV_9YqLXWGDxp2w4e2
Confidentiality/Non-Disclosure Agreement (new or modification)	Negotiation Only		N/A	N/A	Confidentiality/Nondisclosure Agreement (CDA/NDA) requests should be emailed directly to SOMNDA@jh.edu

* **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.