

Proposal and Service Request Types

Proposals	Fibi Tab	Type
New proposal or funded agreement (Grant or Contract)	Proposal	New
Resubmission of a competitive grant application	Proposal	Resubmission
Competitive Renewal of a grant	Proposal	Renewal
Supplement to a proposal or award (Grant or Contract)	Proposal	Supplement
Task Order under a Master Agreement	Proposal	Task Order
Master Agreement	Proposal	Master Agreement

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

Service Requests - previously requested through Webforms	Description	Fibi Tab	Service Request Category	Type	Comment
New Sponsor Request	When creating a record in Fibi, if the sponsor does not show in the dropdown as an option this means the Sponsor does not exist in SAP.	Service Request	Service Request	New Sponsor Request	Once the request is received by SPSS, it can take up to 3 business days to process.
Pre-Award Request	A Pre-award Request is submitted to establish a grant and cost object in SAP to record costs allocable for work being performed as described in a previously submitted proposal that has not been formally awarded by the sponsor but is expected.	Service Request	Institute Proposal	Pre-Award Request	

SOM only Service Requests	Description	Fibi Tab	Service Request Category	Type
Funded contract modification		Service Request	Award	Modification of a Funded Contract (SOM only)
Unfunded Service Requests	Description	Fibi Tab	Service Request Category	Type
New Unfunded Collaboration Agreement/Contract	<p>Unfunded Collaborations are contractual agreements which do not involve any funding, excluding CDAs, DUAs, and MTAs.</p> <p>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.</p>	Service Request	Service Request	Unfunded Collaboration
Modification of an Unfunded Contract	Revisions or modifications can include the amendment of an unfunded contract.	Service Request	Service Request	Modification of an Unfunded Contract (SOM only)
Materials Transfer Agreement (Unfunded)	<p>Material Transfer Agreements (MTAs) are contractual documents used for the acquisition of various biological and research materials, and can include data.</p> <p>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.</p>	Service Request	Service Request	Materials Transfer Agreement

Outside of Fibi:

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/Nondisclosure Agreement (CDA/NDA) requests should be emailed directly to: SOMNDA@jh.edu