

Sponsored Projects Administration

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Grant Submission/Pre-Award



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Financial Staff Responsibilities

- Meet with PI to review required documents and agree on timetable
- Draft Budget for review
 - The budget is finalized based on the PI recommendations, but the financial staff finalizes the rates and calculations based on JHURA and internal policies
- Communicate required documents needed from subcontractors and independent contractors to the PI
- Submit all documents into COEUS
- Obtain certifications/signatures as required
- Review submitted documents and communicate missing components to PI



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Principal Investigator's Responsibilities*

- Notify and meet with financial contact as soon as possible
 - The financial support staff supports multiple faculty who could be submitting on the same deadline so we need to coordinate multiple submissions within our office to provide proper support
- Confirm that COI and human subjects training current
- Write budget justifications, facilities section (boilerplate available) and/or abstracts
 - Finance staff can provide/drop in calculation information
- Adhere to JHU IDC policies
 - NICRA for Federal
 - 20% minimum for non-federal – regardless of agencies allowed rate (BI policy pending)

*some of these tasks may be delegated to PI specific administrative or programmatic support staff



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Principle Investigator's Responsibilities

- Prepare/Collect Biosketches
- Review/write subcontractor budgets/budget justifications in conjunction with subcontractor
- Review Biosketches of subs.
- Foster relationships with subcontractors
 - The financial staff is unable to participate in communicating with the subcontracts during the pre-award phase because we do not know the key players or have a relationship with them



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Due dates/deadlines

- Submit bio-sketches, budget, justifications and signatures/certifications at least 5 business days before it is due to JHURA preferably as soon as possible
- Provide all scientific components in final format no later than noon on the day it is due to JHURA
- Submissions are due to JHURA 5 business days before it is due to the sponsor (not including the due date)
 - NO EXCEPTIONS – if submitted late JHURA does not guarantee a thorough review



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JHURA Due Dates

Day Due to Sponsor	Scientific Docs to Finance Staff
Monday	Noon previous Monday
Tuesday	Noon previous Tuesday
Wednesday	Noon previous Wednesday
Thursday	Noon previous Thursday
Friday/Saturday/Sunday	Noon previous Friday



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Post Award



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Financial Staff Responsibilities

- Maintain other support (admin coordinator should handle initial formatting)
- Work with JHURA and finance to set up account in SAP
- Allocate budget in SAP system
- Process invoices, reimbursements, shopping carts, purchase orders
- Set up subcontract agreements with JHURA and in SAP
- Submit and set up independent contractor agreements
- Prepare salary spreadsheets for review



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Financial Staff Responsibilities

- Review statements each month and reconcile payroll and expenditures
 - If we are unsure, we will contact you to verify an expense or payroll posting is accurate
- Inform PI if burn rate is abnormal and seek solution
- Provide guidance and oversight regarding allowable/unallowable usage of funds and compliance with sponsor, JHU and gov't guidelines
- Work with research accounting to prepare financial status reports

A detailed list of financial staff responsibilities is available from finance office



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Principal Investigator Responsibilities

- Review monthly reports you receive via email and inform financial staff if something is not correct
- Review and sign off on invoices as requested including subcontractor invoices and independent contractors
 - High risk subaward payments require extensive documentation to include how you are monitoring performance.
 - It is your responsibility to do routine programmatic reviews including check-in calls and site visits for the purpose of invoice payment certification
- If spending is abnormal inform financial staff of reasoning and determine next steps.
- Notify finance if you anticipate needing to rebudget significantly or as carryover request.
- Facilitate necessary correspondence with program officer



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Shared Responsibilities

- Review and understand the sponsors terms and conditions
- Timely communication
 - Finance staff will respond within two business days.
- Routine (documented) reviews. PI/Finance must meet quarterly to review account balances and salary allocations. Suggested meeting internal is bi-monthly.
- Timely submission of all progress and scientific reports is the responsibility of the PI
- Timely submission of financial reports is the responsibility of the finance staff member
- Signature authority lies with specific individuals in the business office
 - Neither finance or the PI are **not** authorized to sign any legal document on behalf of JHU including contracts, purchase agreements, etc.



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