

User Guide
for
Subaward Workflow Information Tracking System
(SWiFT)
for
JHU Research Administration (JHURA)
Departments



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1 PURPOSE

The Subaward Workflow Information Tracking System (SWiFT) is used to input the information required by Johns Hopkins University Research Administration (JHURA) to write a complete subaward and subsequent modifications.

This *Subaward Workflow Information Tracking System User Guide for JHURA Departments* provides an overview of the basic functions and usage of the Subaward Workflow Information Tracking System (SWiFT).

2 SYSTEM FUNCTIONS

The Subaward Workflow Information Tracking System (SWiFT) provides the ability to enter and submit subaward records to JHURA, and to log and report on the stages of the subaward record creation and modification process.

3 GETTING STARTED

To use the Subaward Workflow Information Tracking System (SWiFT), go to <https://jhurasystems.jhu.edu>. Log on to the system using your JHED ID and password, and then click on the SWiFT icon. The *My Subawards in Progress* page will be displayed.

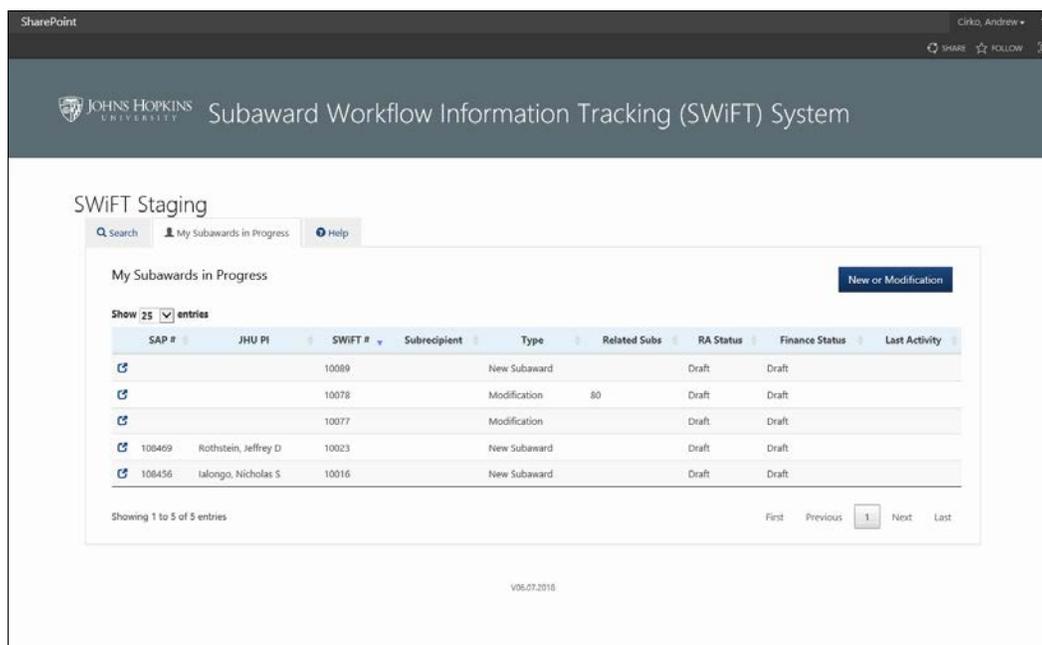


Figure 1: Initial SWiFT Screen

SWiFT allows you to search for an existing subaward record (Section 4), view a list of your subaward records that are in progress (Section 5), create a new subaward record (Section 6), or modify an existing subaward record (Section 8).

Notes:

Unless otherwise noted in the field description tables in this guide, the information in the subaward record forms must be entered manually by the requestor.

The Actions dropdown list appears on several pages in this system, and the available options are specific to those pages. The Actions options available for each page and a description of these options are located in Section 10, Options for Actions Dropdown List

Several different emails are generated by the system and sent to the requestor during the subaward record approval process. These emails are described in Section 11, Emails Generated by the System.

4 SEARCHING FOR A SUBAWARD RECORD

To search for an existing SWIFT subaward record, click on the **Search** tab. The *Search* page will be displayed, as shown below.

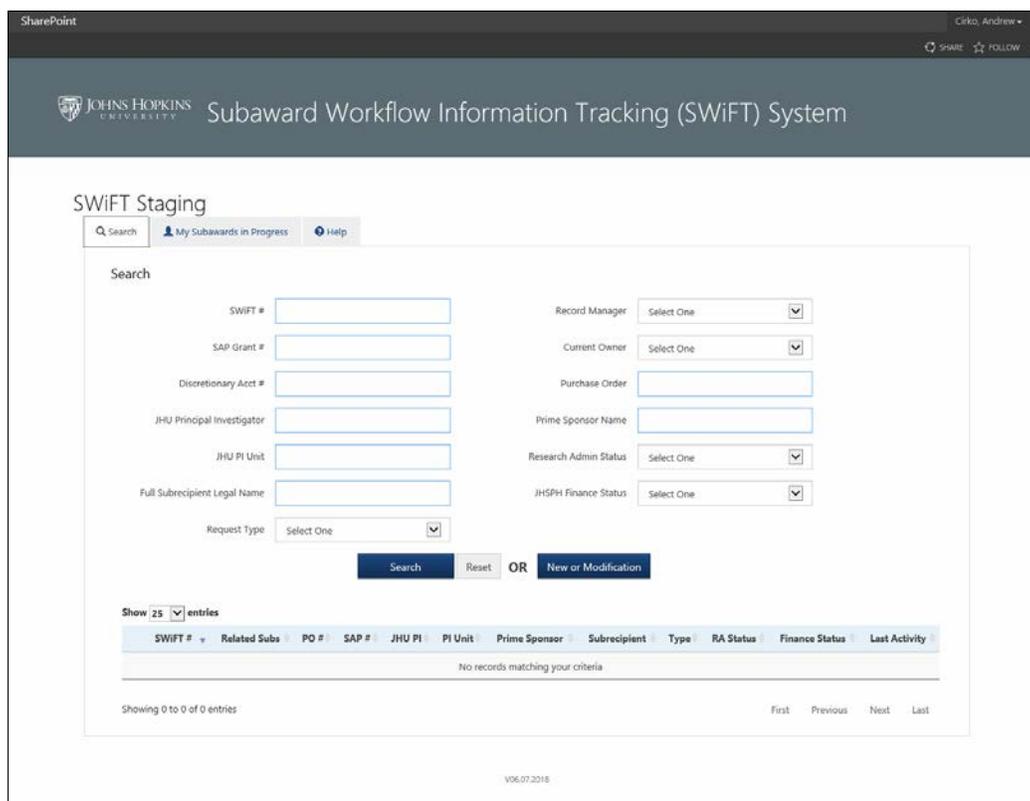


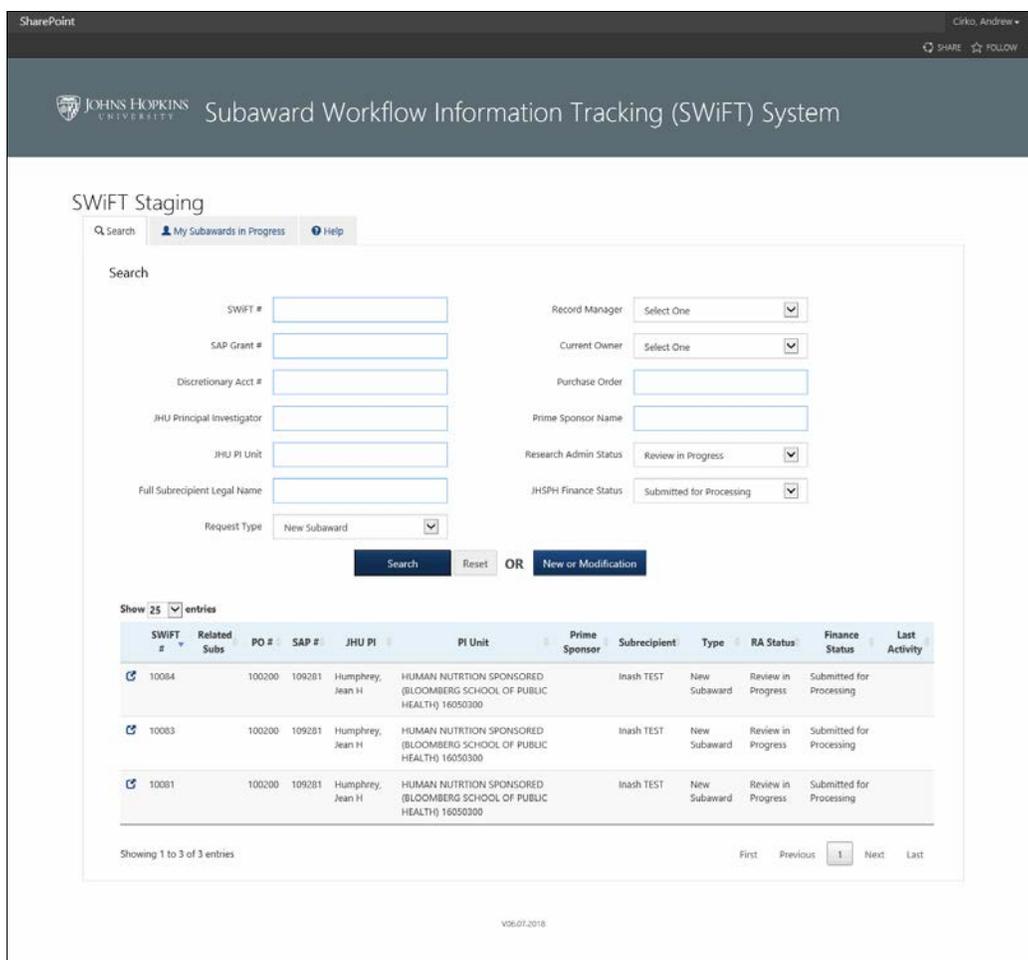
Figure 2: Search

The search fields are listed and described in the table below.

Search Field	Dropdown Choices
SWIFT #	
SAP Grant #	
Discretionary Acct #	
JHU Principal Investigator	
JHU PI Unit	
Full Subrecipient Legal Name	
Request Type	Modification New Subaward Vendor Services Agreement
Record Manager	All JHURA record managers in system.
Current Owner	All JHURA current owners in system.
Purchase Order	

Search Field	Dropdown Choices
Prime Sponsor Name	
Research Admin Status	Submitted for Processing Review in Progress Returned for Edit ORA Subaward Complete On Hold Withdrawn
JHSPH Finance Status	Submitted for Processing Review in Progress Returned for Edit Finance Subaward Complete On Hold Withdrawn N/A

Select the search criteria and click on **Search**. The search results will appear in the lower part of the page, as shown below.



SharePoint

JOHNS HOPKINS UNIVERSITY Subaward Workflow Information Tracking (SWIFT) System

SWIFT Staging

Search

SWIFT #

SAP Grant #

Discretionary Acct #

JHU Principal Investigator

JHU PI Unit

Full Subrecipient Legal Name

Request Type

Record Manager:

Current Owner:

Purchase Order

Prime Sponsor Name

Research Admin Status:

JHSPH Finance Status:

Search Reset OR New or Modification

Show 25 entries

SWIFT #	Related Subs	PO #	SAP #	JHU PI	PI Unit	Prime Sponsor	Subrecipient	Type	RA Status	Finance Status	Last Activity
10084		100200	109281	Humphrey, Jean H	HUMAN NUTRITION SPONSORED (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16050300	Inash TEST	New Subaward	Review in Progress	Submitted for Processing		
10083		100200	109281	Humphrey, Jean H	HUMAN NUTRITION SPONSORED (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16050300	Inash TEST	New Subaward	Review in Progress	Submitted for Processing		
10081		100200	109281	Humphrey, Jean H	HUMAN NUTRITION SPONSORED (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16050300	Inash TEST	New Subaward	Review in Progress	Submitted for Processing		

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

V06.07.2016

Figure 3: Search Results

To open a subaward record from the search results, move the cursor anywhere over the row for that subaward record. It will become highlighted, as shown below.

Show 25 entries

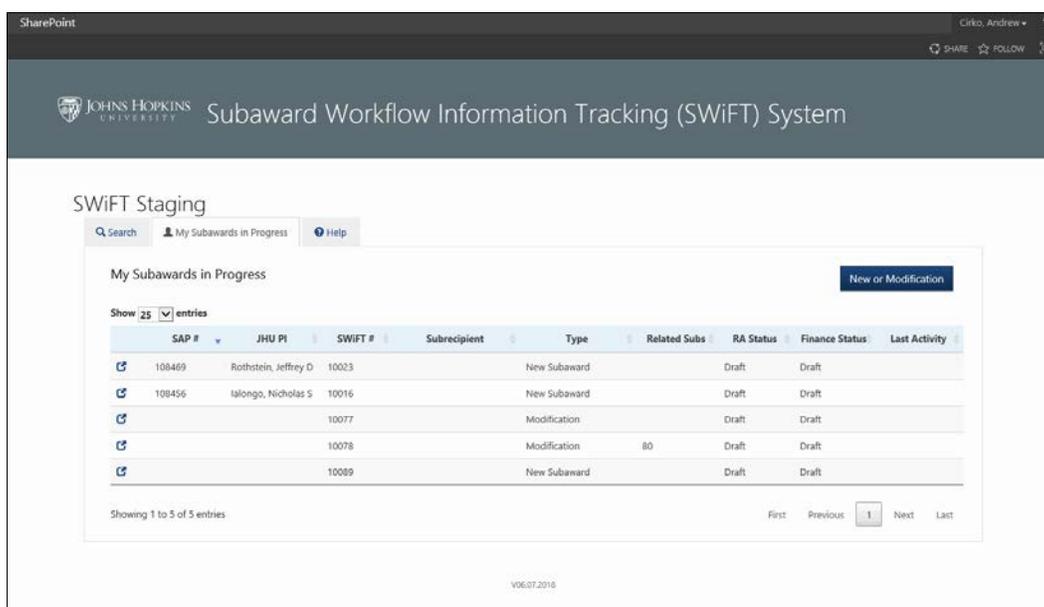
SWIFT #	Related Subs	PO #	SAP #	JHU PI	PI Unit	Prime Sponsor	Subrecipient	Type	RA Status	Finance Status	Last Activity
10084		100200	109281	Humphrey, Jean H	HUMAN NUTRITION SPONSORED (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16050300		Inash TEST	New Subaward	Review in Progress	Submitted for Processing	
10083		100200	109281	Humphrey, Jean H	HUMAN NUTRITION SPONSORED (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16050300		Inash TEST	New Subaward	Review in Progress	Submitted for Processing	
10081		100200	109281	Humphrey, Jean H	HUMAN NUTRITION SPONSORED (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16050300		Inash TEST	New Subaward	Review in Progress	Submitted for Processing	

Figure 4: Highlighted Search Result

Click on the highlighted subaward record to open it in a new window. Click on the  in the upper right corner of the window to close it and return to the Search Results.

5 VIEWING YOUR SUBAWARD RECORDS IN PROGRESS

To see a list of your SWIFT subaward records that have been created but not yet approved, click on the **My Subawards in Progress** tab. The following page will be displayed, listing all subaward records where you are the Requestor and the *RA Status* is Draft and/or the *Finance Status* is Draft.



SharePoint

Subaward Workflow Information Tracking (SWIFT) System

SWiFT Staging

My Subawards in Progress

Show 25 entries

SAP #	JHU PI	SWIFT #	Subrecipient	Type	Related Subs	RA Status	Finance Status	Last Activity
108469	Rothstein, Jeffrey D	10023		New Subaward		Draft	Draft	
108456	Ialongo, Nicholas S	10016		New Subaward		Draft	Draft	
		10077		Modification		Draft	Draft	
		10078		Modification	80	Draft	Draft	
		10089		New Subaward		Draft	Draft	

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

06/07/2018

Figure 5: My Subawards In Progress

To open a subaward record, click on the  corresponding to the subaward record. If you edit the data, click on the Save button at the bottom of each page that you modify. To exit without changing, click on the  in the upper right corner of the window.

6 CREATING A NEW SUBAWARD RECORD

To create a new SWiFT subaward record, click on the **New or Modification** button on the *Search* page. The *New or Modification* popup window will appear.

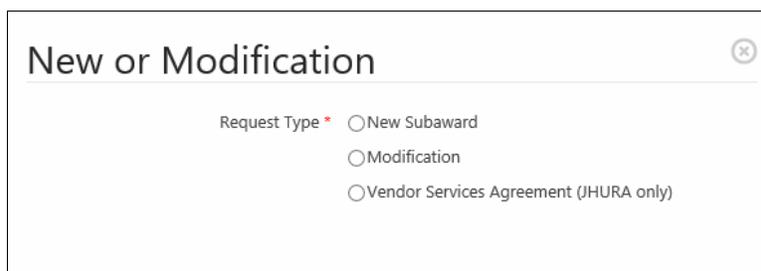


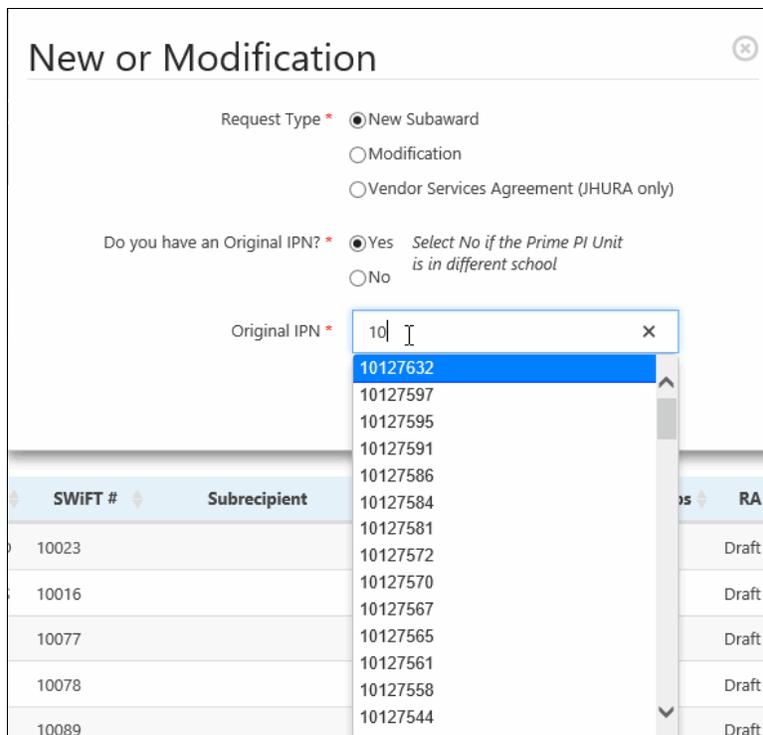
Figure 6: New or Modification

Select **New Subaward**. You will be asked if you have an original IPN.

Note: If you have an original IPN, SWiFT will automatically fill any applicable subaward and Principal Investigator fields with basic information from Coeus. Otherwise, you will need to manually enter the information.

- **If you have an original IPN:**

Select **Yes** and begin typing the IPN in the text box that appears. After you have entered two digits, the list of IPNs that begin with those two numbers will appear.



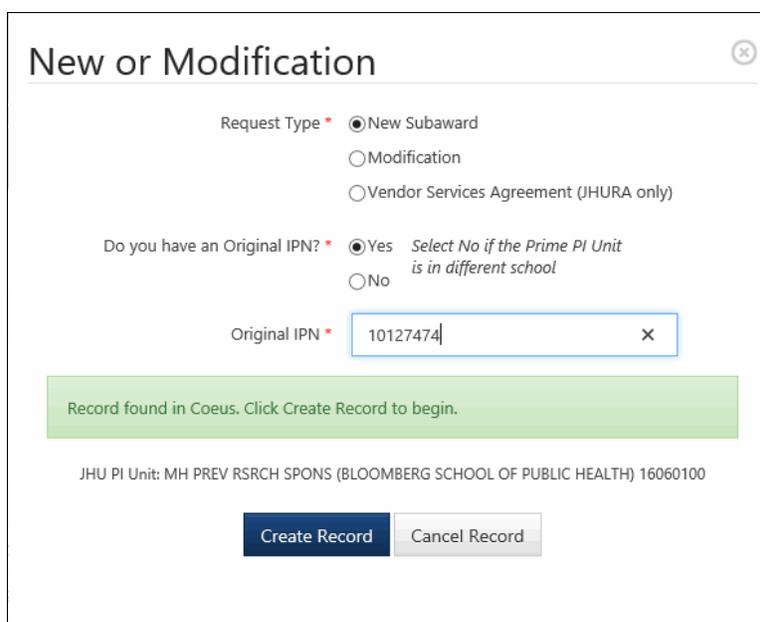
SWiFT #	Subrecipient	RA S
10023	10127597	Draft
10016	10127595	Draft
10077	10127591	Draft
10078	10127586	Draft
10089	10127584	Draft
	10127581	
	10127572	
	10127570	
	10127567	
	10127565	
	10127561	
	10127558	
	10127544	

Figure 7: Search for Original IPN

As you enter more digits, any IPNs that do not match your input will be removed from the list.

Click on the correct IPN number in the list. If the record is not found in Coeus, an error message will be shown stating *Original IPN not found. Enter a Valid Original IPN or select No to "Do you have an Original IPN?"*.

If the record is found in Coeus, the following screen will appear.



New or Modification

Request Type * New Subaward
 Modification
 Vendor Services Agreement (JHURA only)

Do you have an Original IPN? * Yes *Select No if the Prime PI Unit is in different school*
 No

Original IPN * 10127474 x

Record found in Coeus. Click Create Record to begin.

JHU PI Unit: MH PREV RSRCH SPONS (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16060100

Create Record Cancel Record

Figure 8: Original IPN Found in Coeus

Click on **Create Record** to begin the new subaward record process. If you do not want to create the record, click on the  in the upper right corner of the popup window.

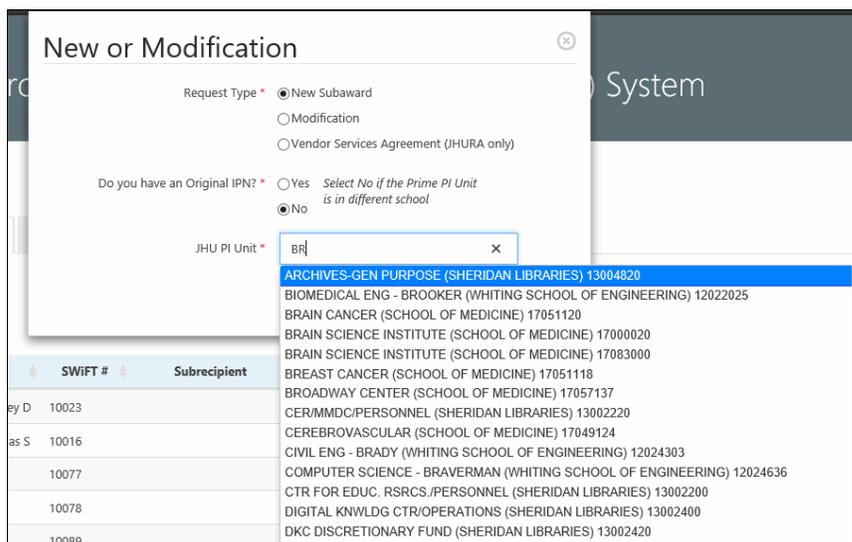
- **If you do not have an original IPN:**

Select **No** and begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter and/or number combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*
- *School of Medicine (SOM) PI units will also be listed. Be sure to only select a non-SOM PI unit.*
- *If you select a JHSPH unit, the Finance tab will be displayed.*

When you find the correct PI Unit, click on the title to select it.



The screenshot shows a 'New or Modification' form with the following fields and options:

- Request Type *
 - New Subaward
 - Modification
 - Vendor Services Agreement (JHURA only)
- Do you have an Original IPN? *
 - Yes *Select No if the Prime PI Unit is in different school*
 - No
- JHU PI Unit *
 - BR
 - ARCHIVES-GEN PURPOSE (SHERIDAN LIBRARIES) 13004820
 - BIOMEDICAL ENG - BROOKER (WHITING SCHOOL OF ENGINEERING) 12022025
 - BRAIN CANCER (SCHOOL OF MEDICINE) 17051120
 - BRAIN SCIENCE INSTITUTE (SCHOOL OF MEDICINE) 17000020
 - BRAIN SCIENCE INSTITUTE (SCHOOL OF MEDICINE) 17083000
 - BREAST CANCER (SCHOOL OF MEDICINE) 17051118
 - BROADWAY CENTER (SCHOOL OF MEDICINE) 17057137
 - CER/MMDC/PERSONNEL (SHERIDAN LIBRARIES) 13002220
 - CEREBROVASCULAR (SCHOOL OF MEDICINE) 17049124
 - CIVIL ENG - BRADY (WHITING SCHOOL OF ENGINEERING) 12024303
 - COMPUTER SCIENCE - BRAVERMAN (WHITING SCHOOL OF ENGINEERING) 12024636
 - CTR FOR EDUC. RSRCS./PERSONNEL (SHERIDAN LIBRARIES) 13002200
 - DIGITAL KNOWLDG CTR/OPERATIONS (SHERIDAN LIBRARIES) 13002400
 - DKC DISCRETIONARY FUND (SHERIDAN LIBRARIES) 13002420

SWIFT #	Subrecipient
10023	
10016	
10077	
10078	
10089	

Figure 9: Select PI Unit

Click on **Create Record** to begin the new subaward record process. If you do not want to create the record, click on the  in the corner of the popup window.

From this point forward, all data that you enter can be saved as a draft until you are ready to submit the subaward record for processing.

Notes:

- *Fields marked with * are required and must be filled in before saving the information on that page.*
- *For fields with the description **Enter text & select from results**, start typing some characters contained in the desired entry in the text box. After you have entered two characters, a dropdown box will appear with all of the results containing the letter and/or number combination that you have entered. As you enter more characters, results that no longer match will disappear from the list. Click on a result at any time to enter it into the field. (These fields are marked as **Autocomplete** in the Notes column of the field description tables.)*

6.1 Basic Information

When **Create Record** is clicked, the *Basic Information* page will be displayed, as shown below.

Basic Information

Finance

JHU Contacts

Subrecipient Contacts

Banking Information

Subagreement Details

Compliance

Reports

Attachments

Verify & Submit

Negotiations

Basic Information

Request Type New Subaward

Original IPN 10127474

COEUS PD # 00010945

SAP Grant # 108456

JAWS Record # Select One

Discretionary Acct #

Shopping Cart #

Responsible Cost Center # 1606010000

JHU Principal Investigator * Ialongo, Nicholas S

JHU PI Unit MH PREV RSRCH SPONS
(BLOOMBERG SCHOOL OF
PUBLIC HEALTH) 16060100

Prime Sponsor Name US DEPT OF EDUCATION

Prime Sponsor Org Type Federal

Prime Sponsor Award #

JHU's Sponsor Name UNIV OF MISSOURI COLUMBIA
If Discretionary, select JOHNS
HOPKINS UNIV

JHU's Sponsor Org Type Institution of Higher Education
If Discretionary, select Private
Non-Profit

JHU's Sponsor Award # C00026909-2
If Discretionary, enter N/A

Full Subrecipient Legal Name

Full Subrecipient Vendor #

Requestor's JHED ID acirko1

Requestor's First Name Andrew

Requestor's Last Name Cirko

Requestor's Unit Enter text & select from resul

Requestor's Email acirko1@jhu.edu

Requestor's Phone

Comments
(Limit: 1000 characters)

[Save Basic Information](#)

Figure 10: Basic Information

The fields are listed and described in the table below.

Field	Notes
Request Type	Automatically filled by system
Original IPN	
COEUS PD #	
SAP Grant #	
JAWS Record #	Select from dropdown list
Discretionary Acct. #	Enter the 10-digit discretionary or gift account number
Shopping Cart #	
Responsible Cost Center #	
JHU Principal Investigator *	Autocomplete
JHU PI Unit	Automatically filled by system
Prime Sponsor Name	
Prime Sponsor Org Type	Select from dropdown list
Prime Sponsor Award #	
JHU's Sponsor Name	If Discretionary Acct # used, select JOHNS HOPKINS UNIV
JHU's Sponsor Org Type	Select from dropdown list If Discretionary Acct # used, select Private Non-Profit
JHU's Sponsor Award #	
Full Subrecipient Legal Name	
Full Subrecipient Vendor #	
Requestor's JHED ID	Automatically filled by system
Requestor's First Name	Automatically filled by system
Requestor's Last Name	Automatically filled by system
Requestor's Unit	Autocomplete
Requestor's Email	Automatically filled by system
Requestor's Phone	
Comments	Limit 1000 characters

*Note: If a **Discretionary Acct. #** is entered, the Finance tab will be disabled.*

Enter the information for the subaward in the appropriate boxes and click on **Save Basic Information**.

6.2 Finance

Note: This tab is only visible for JHSPH PI units.

To enter financial information for the subaward, click on the **Finance** tab. The *Finance* page will be displayed, as shown below.

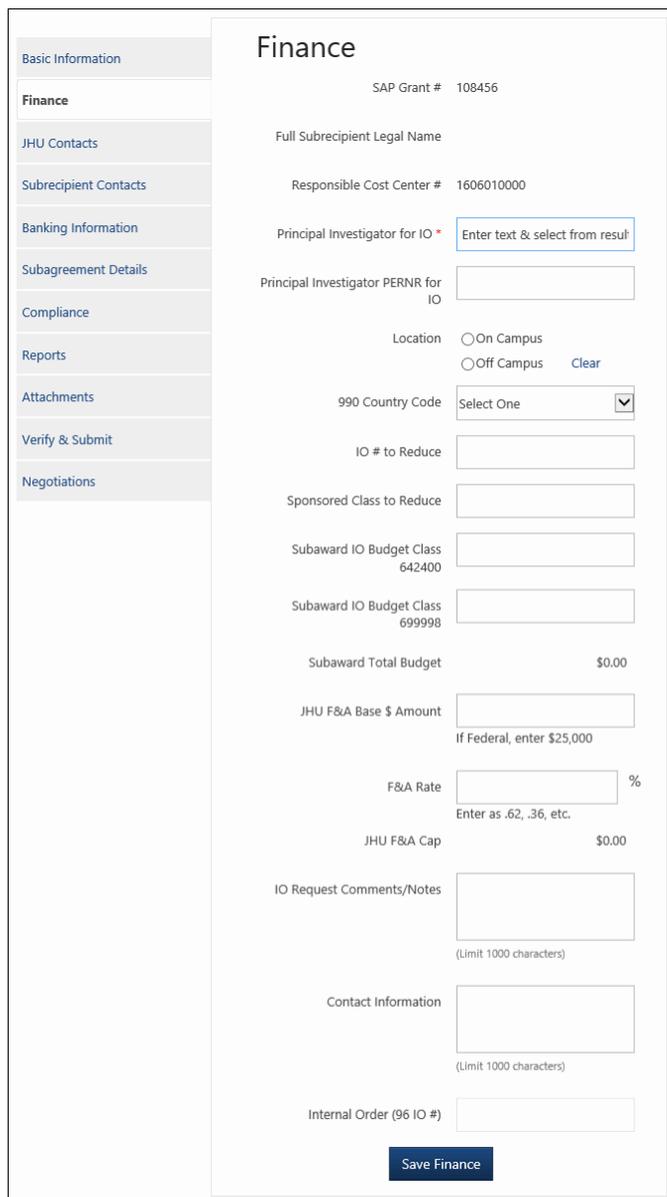


Figure 11: Finance

The fields are listed and described in the table below.

Field	Notes
SAP Grant #	
Full Subrecipient Legal Name	

Field	Notes
Responsible Cost Center #	
Principal Investigator for IO *	Autocomplete
Principal Investigator PERNR for IO	
Location	Choose Off Campus or On Campus
<i>If Off Campus:</i>	
Justification	
990 Country Code	Select from dropdown list
IO # to Reduce	
Sponsored Class to Reduce	
Subaward IO Budget Class 642400	
Subaward IO Budget Class 699998	
Subaward Total Budget	Calculated by system
JHU F&A Base \$ Amount	If Federal, enter \$25,000
F&A Rate	Enter as .62, .36, etc.
JHU F&A Cap	Calculated by system
IO Request Comments/Notes	Limit 1000 characters
Contact Information	Limit 1000 characters
Internal Order (96 IO #)	Will be entered by JHSPH Finance Office

Enter the information and click on **Save Finance** to save your information as a draft.

6.3 JHU Contacts

To enter JHU contact details for the subaward, click on the **JHU Contacts** tab. The *JHU Contacts* page will be displayed, as shown below.

Basic Information	<h3>JHU Contacts</h3> <h4>JHU Principal Investigator</h4> <p>Principal Investigator lalongo, Nicholas S</p> <p>PI Unit MH PREV RSRCH SPONS (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16060100</p> <p>PI Phone <input type="text" value="4109550414"/></p> <p>PI Email <input type="text" value="nialong1@johnshopkins.edu"/></p> <p>PI Address <input type="text" value="624 N Broadway"/></p> <p>PI Address 2 <input type="text" value="Hampton House 809"/></p> <p>PI City <input type="text" value="Baltimore"/></p> <p>PI Country <input style="border-bottom: 1px solid black;" type="text" value="United States"/></p> <p>PI State <input style="border-bottom: 1px solid black;" type="text" value="Maryland"/></p> <p>PI Zip <input type="text" value="21205"/></p> <h4>JHU Person To Receive Invoices</h4> <p>Invoice To Name <input type="text"/></p> <p>Invoice To Unit <input type="text" value="Enter text & select from results"/></p> <p>Invoice To Phone <input type="text"/></p> <p>Invoice To Email <input type="text"/></p> <p>Invoice To Address <input type="text"/></p> <p>Invoice To Address 2 <input type="text"/></p> <p>Invoice To City <input type="text"/></p> <p>Invoice To Country <input style="border-bottom: 1px solid black;" type="text" value="Select One"/></p> <p>Invoice To State <input type="text"/></p> <p>Invoice To Zip <input type="text"/></p>
Finance	
JHU Contacts	
Subrecipient Contacts	
Banking Information	
Subagreement Details	
Compliance	
Reports	
Attachments	
Verify & Submit	
Negotiations	

Figure 12: JHU Contacts (Part 1 of 2)

JHU Financial Contact

Financial Contact Name

Copy the JHU Person to Receive Invoices information. Copy

Financial Contact Unit

Financial Contact Phone

Financial Contact Email

Financial Contact Address

Financial Contact Address 2

Financial Contact City

Financial Contact Country

Financial Contact State

Financial Contact Zip

Unit MH PREV RSRCH SPONS (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16060100 personnel who will receive email notifications:

Additional Contacts

(Limit 1000 characters)

List any additional people to receive email notifications that are intended for the Requestor's unit (enter email addresses separated by semicolons)

Save JHU Contacts

Figure 13: JHU Contacts (Part 2 of 2)

The fields are listed and described in the table below.

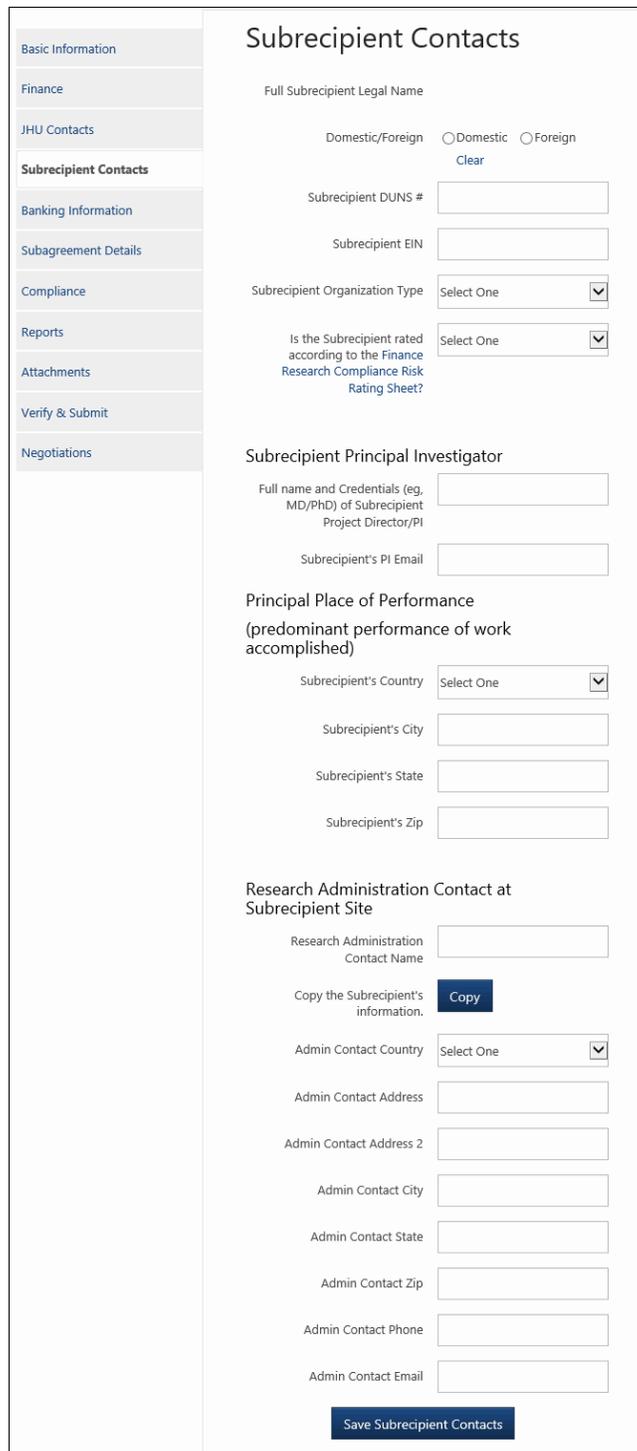
Field	Notes
JHU Principal Investigator	
Principal Investigator	Automatically filled by system
PI Unit	Automatically filled by system
PI Phone	
PI Email	
PI Address	
PI Address 2	
PI City	
PI Country	Select from dropdown list
PI State	Select from dropdown list

Field	Notes
PI Zip	
JHU Person to Receive Invoices	
Invoice To Name	Person in the department who will receive and manage the subrecipient invoices
Invoice To Unit	Autocomplete
Invoice To Phone	
Invoice To Email	
Invoice To Address	Department address
Invoice To Address 2	
Invoice To City	
Invoice To Country	Select from dropdown list
Invoice To State	Select from dropdown list when <i>Country</i> = Canada or United States
Invoice To Zip	
JHU Financial Contact	
Financial Contact Name	
Copy the JHU Person to Receive Invoices information.	Click on Copy to copy the information from the previous section to this section
Financial Contact Unit	Autocomplete
Financial Contact Phone	
Financial Contact Email	
Financial Contact Address	
Financial Contact Address 2	
Financial Contact City	
Financial Contact Country	Select from dropdown list
Financial Contact State	Select from dropdown list when <i>Country</i> = Canada or United States
Financial Contact Zip	
Unit personnel who will receive email notifications:	
Additional Contacts	Unit personnel who will receive email notifications Limit 1000 characters

Enter the information and click on **Save JHU Contacts** to save your information as a draft.

6.4 Subrecipient Contacts

To enter subrecipient details for the subaward, click on the **Subrecipient Contacts** tab. The *Subrecipient* page will be displayed, as shown below.



Subrecipient Contacts

Basic Information
Finance
JHU Contacts
Subrecipient Contacts
Banking Information
Subagreement Details
Compliance
Reports
Attachments
Verify & Submit
Negotiations

Full Subrecipient Legal Name

Domestic/Foreign Domestic Foreign
Clear

Subrecipient DUNS #

Subrecipient EIN

Subrecipient Organization Type

Is the Subrecipient rated according to the Finance Research Compliance Risk Rating Sheet?

Subrecipient Principal Investigator

Full name and Credentials (eg. MD/PhD) of Subrecipient Project Director/PI

Subrecipient's PI Email

Principal Place of Performance
(predominant performance of work accomplished)

Subrecipient's Country

Subrecipient's City

Subrecipient's State

Subrecipient's Zip

Research Administration Contact at Subrecipient Site

Research Administration Contact Name

Copy the Subrecipient's information.

Admin Contact Country

Admin Contact Address

Admin Contact Address 2

Admin Contact City

Admin Contact State

Admin Contact Zip

Admin Contact Phone

Admin Contact Email

Figure 14: Subrecipient Contacts

The fields are listed and described in the table below.

Field	Notes
Full Subrecipient Legal name	
Domestic/Foreign	Select one
<i>If Foreign:</i>	
Select country	Select from dropdown list
Subrecipient DUNS#	
Subrecipient EIN	
Subrecipient Organization Type	Select from dropdown list
Is the Subrecipient rated according to the Finance Research Compliance Risk Rating Sheet?	Select from dropdown list
Subrecipient Principal Investigator	
Full name and Credentials (e.g. MD/PhD) of Subrecipient Project Director/PI	
Subrecipient's PI Email	
Principal Place of Performance (predominant performance of work accomplished)	
Subrecipient's Country	Select from dropdown list
Subrecipient's City	
Subrecipient's State	Select from dropdown list when <i>Country</i> = Canada or United States
Subrecipient's Zip	
Research Administration Contact at Subrecipient Site	
Research Administration Contact Name	
Copy the Subrecipient's information.	Click on Copy to copy the information from above to this section
Admin Contact Country	Select from dropdown list
Admin Contact Address	
Admin Contact Address 2	
Admin Contact City	
Admin Contact State	Select from dropdown list when <i>Country</i> = Canada or United States
Admin Contact Zip	
Admin Contact Phone	
Admin Contact Email	

Enter the information and click on **Save Subrecipient Contacts** to save your information as a draft.

6.5 Banking Information

Note: This section is only active when a foreign subrecipient has been indicated on the Subrecipient Contacts tab.

To enter banking information, click on the **Banking Information** tab. The *Banking Information* page will be displayed, as shown below.

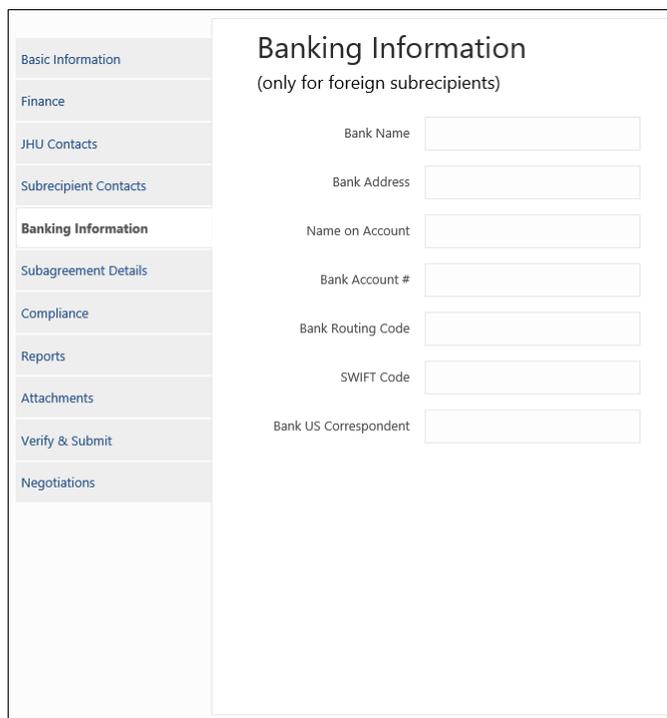


Figure 15: Banking Information

The fields are listed and described in the table below.

Field	Notes
Bank Name	
Bank Address	
Name on Account	
Bank Account #	
Bank Routing Code	
SWIFT Code	
Bank US Correspondent	

Enter the information and click on **Save Banking Information** to save your information as a draft. (*The **Save Banking Information** button will not be visible if the subrecipient is domestic.*)

6.6 Subagreement Details

To enter details for the subaward, click on the **Subagreement Details** tab. The *Subagreement Details* page will be displayed, as shown below.

- Basic Information
- Finance
- JHU Contacts
- Subrecipient Contacts
- Banking Information
- Subagreement Details**
- Compliance
- Reports
- Attachments
- Verify & Submit
- Negotiations

Subagreement Details

Prime Project Title

Is approval for Subrecipient required from Sponsor? Yes No [Clear](#)

Is approval of Subagreement draft required from Sponsor? Yes No [Clear](#)

Subagreement Period of Performance

Subaward Period of Performance (Obligated Budget) Start Date

Subaward Period of Performance (Obligated Budget) End Date

Estimated Total Project Period Start Date

Estimated Total Project Period End Date

Subagreement Budget

Subaward Type

Total Amount Expected to be Obligated to Sub over full term of Prime (\$)

Direct Costs This Action (\$)

Indirect Costs This Action (\$)

Obligated Amount This Action (\$) \$0.00

Subrecipient F&A Rate %

Subrecipient F&A Base

Subrecipient Cost Share Yes No [Clear](#)

Carryforward Allowed Yes No [Clear](#)

Invoice Frequency

Intellectual Property / Publication Restrictions

If there is any exception to standard terms, contact Research Administration.

Confidential or Proprietary Information

Will JHU and/or Subrecipient share any confidential information? Yes No [Clear](#)

Property/Equipment

Will Subrecipient be purchasing any equipment? Yes No [Clear](#)

[Save Subagreement Details](#)

Figure 16: Subagreement Details

The fields are listed and described in the table below.

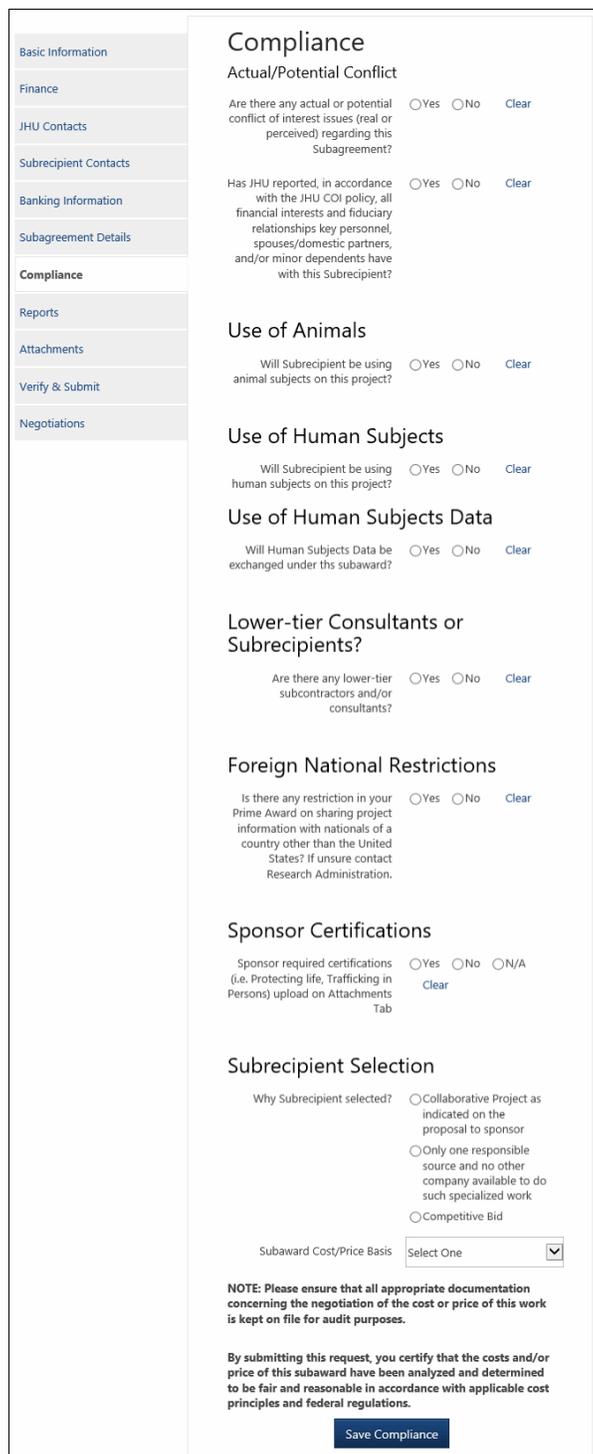
Field	Notes
Prime Project Title	
Is approval for Subrecipient required from Sponsor?	Choose Yes or No
<i>If Yes:</i>	
Approval Date	
Upload File	Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Is approval of Subagreement draft required from Sponsor?	Choose Yes or No
<i>If Yes:</i>	
Submittal Date	
Approval Date	
Upload File	Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)
Subagreement Period of Performance	
Subagreement Period of Performance (Obligated Budget) Start Date	
Subagreement Period of Performance (Obligated Budget) End Date	
Estimated Total Project Period Start Date	
Estimated Total Project Period End Date	
Subagreement Budget	
Subaward Type	Select from dropdown list
Total Amount Expected to be Obligated to Sub over full term of Prime (\$)	
Direct Costs This Action (\$)	
Indirect Costs This Action (\$)	
Obligated Amount This Action (\$)	Calculated by system
Subrecipient F&A Rate	
Subrecipient F&A Base	Select from dropdown list
Subrecipient Cost Share	Choose Yes or No
Carryforward Allowed	Choose Yes or No
Invoice Frequency	Select from dropdown list
Intellectual Property/Publications Restrictions	
If there is any exception to standard items, contact Research Administration.	

Field	Notes
Confidential or Proprietary Information	
Will JHU and/or Subrecipient share any confidential information?	Choose Yes or No
<i>If Yes:</i>	
Describe	Limit 1000 characters
Property/Equipment	
Will Subrecipient be purchasing any equipment?	Choose Yes or No

Enter the information and click on **Save Subagreement Details** to save your information as a draft.

6.7 Compliance

To enter compliance information for the subaward, click on the **Compliance** tab. The *Compliance* page will be displayed, as shown below.



Compliance

Actual/Potential Conflict

Are there any actual or potential conflict of interest issues (real or perceived) regarding this Subagreement? Yes No [Clear](#)

Has JHU reported, in accordance with the JHU COI policy, all financial interests and fiduciary relationships key personnel, spouses/domestic partners, and/or minor dependents have with this Subrecipient? Yes No [Clear](#)

Use of Animals

Will Subrecipient be using animal subjects on this project? Yes No [Clear](#)

Use of Human Subjects

Will Subrecipient be using human subjects on this project? Yes No [Clear](#)

Use of Human Subjects Data

Will Human Subjects Data be exchanged under the subaward? Yes No [Clear](#)

Lower-tier Consultants or Subrecipients?

Are there any lower-tier subcontractors and/or consultants? Yes No [Clear](#)

Foreign National Restrictions

Is there any restriction in your Prime Award on sharing project information with nationals of a country other than the United States? If unsure contact Research Administration. Yes No [Clear](#)

Sponsor Certifications

Sponsor required certifications (i.e. Protecting life, Trafficking in Persons) upload on Attachments Tab Yes No N/A [Clear](#)

Subrecipient Selection

Why Subrecipient selected? Collaborative Project as indicated on the proposal to sponsor Only one responsible source and no other company available to do such specialized work Competitive Bid

Subaward Cost/Price Basis

NOTE: Please ensure that all appropriate documentation concerning the negotiation of the cost or price of this work is kept on file for audit purposes.

By submitting this request, you certify that the costs and/or price of this subaward have been analyzed and determined to be fair and reasonable in accordance with applicable cost principles and federal regulations.

[Save Compliance](#)

Figure 17: Compliance

The fields are listed and described in the table below.

Field	Notes
Actual/Potential Conflict	
Are there any actual or potential conflict of interest issues (real or perceived) regarding this Subagreement?	Choose Yes or No
<i>If Yes:</i>	
Describe	Limit 1000 characters
Has JHU reported, in accordance with the JHU COI policy, all financial interests and fiduciary relationships key personnel, spouses/ domestic partners, and/or minor dependents have with this Subrecipient?	Choose Yes or No
<i>If No:</i>	
Describe	Limit 1000 characters
Use of Animals	
Will Subrecipient be using animal subjects on this project?	Choose Yes or No
<i>If Yes:</i>	
List IACUC protocol #	Limit 1000 characters
Use of Human Subjects	
Will Subrecipient be using human subjects on this project?	Choose Yes or No
<i>If Yes:</i>	
Pending or Exempt	Choose Pending or Exempt
Is JHU the single IRB (sIRB) for this project?	Choose Yes or No
IRB Protocol Number	
IRB Expiration Date	
IRB Approval Date	
Use of Human Subjects Data	
Will Human Subjects Data be exchanged under this subaward?	Choose Yes or No
<i>If Yes:</i>	
From Subrecipient to PTE	Select if applicable
From PTE to Subrecipient	Select if applicable
Lower-tier Consultants or Subrecipients?	
Are there any lower-tier subcontractors and/or consultants?	Choose Yes or No

Field	Notes
<i>If Yes:</i>	
List lower-tier subcontractor and/or consultants	Limit 1000 characters
Foreign National Restrictions	
Is there any restriction in your Prime Award on sharing project information with nationals of a country other than the United States? If unsure contact Research Administration.	Choose Yes or No
<i>If Yes:</i>	
List restrictions	Limit 1000 characters
Sponsor Certifications	
Sponsor required certifications (i.e. Protecting life, Trafficking in Persons) upload on Attachments Tab	Choose Yes , No , or N/A
<i>If Yes:</i>	
Describe	Limit 1000 characters
Subrecipient Selection	
Why Subrecipient selected?	Select one
Subaward Cost/Price Basis	Select from dropdown list

Enter the information and click on **Save Compliance** to save your information as a draft.

6.8 Reports

To generate and view reports, click on the **Reports** tab. The *Reports* page will be displayed, as shown below.

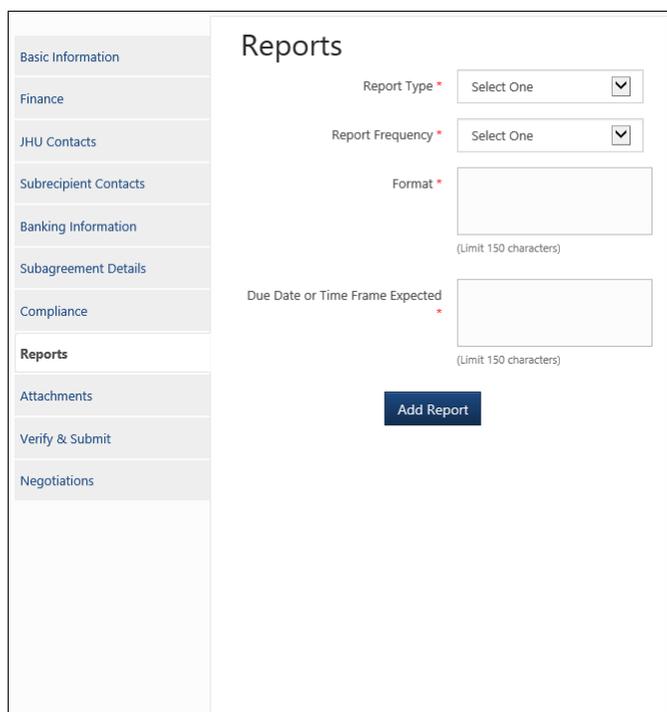


Figure 18: Reports

The fields are listed and described in the table below.

Field	Notes
Report Type *	Select from dropdown list
Report Frequency *	Select from dropdown list
Format *	Limit 150 characters
Due Date or Time Frame Expected *	Limit 150 characters

Enter the information and click on **Add Report** to save your information as a draft. Multiple reports can be added to a subaward record.

6.9 Attachments

To attach subaward documents, click on the **Attachments** tab. The *Attachments* page will be displayed, as shown below.

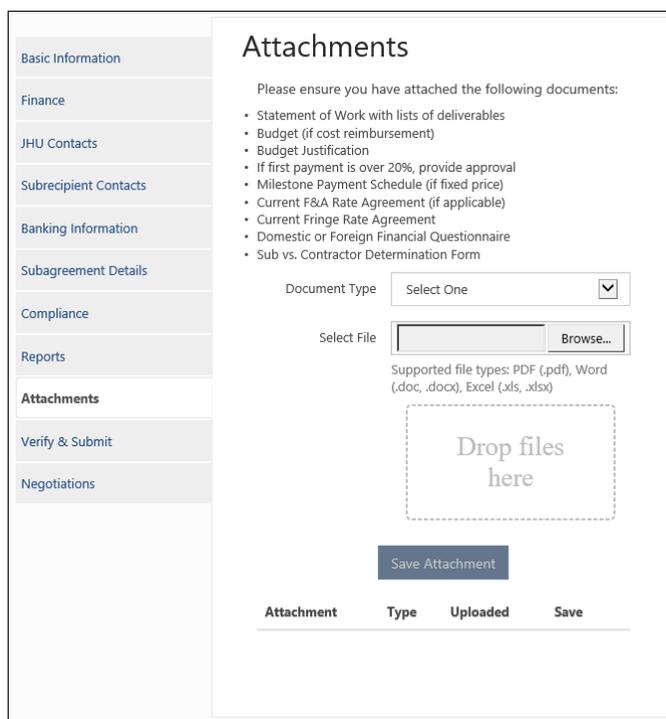


Figure 19: Attachments

The following files are required:

- Statement of Work with lists of deliverables
- Budget(if cost reimbursement)
- Budget Justification
- If first payment is over 20%, provide approval
- Milestone Payment Schedule (if fixed price)
- Current F&A Rate Agreement (if applicable)
- Current Fringe Rate Agreement
- Domestic or Foreign Financial Questionnaire
- Sub vs Contractor Determination Form

To attach a document, select the *Document Type* from the dropdown list, click on **Browse** and navigate to the file. When you have located it, click on the file name and click on **Open**. The path to the file will appear in the *Select File* box. Click on **Save Attachment** to add the file to the subaward record. A list of the files will appear below the **Save Attachment** button as they are added, as shown below.

Domestic or Foreign Financial Questionnaire
• Sub vs. Contractor Determination Form

Document Type

Select File

Supported file types: PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx)

Drop files here

Attachment	Type	Uploaded	Save
SOW.docx	<input type="text" value="St"/>	06/12/2018	<input type="button" value="Save"/> <input type="button" value="Delete"/>
Budget.docx	<input type="text" value="Bu"/>	06/12/2018	<input type="button" value="Save"/> <input type="button" value="Delete"/>
Milestone Payment Schedule.docx	<input type="text" value="Mi"/>	06/12/2018	<input type="button" value="Save"/> <input type="button" value="Delete"/>
Current F&A Rate Agreement.docx	<input type="text" value="Cl"/>	06/12/2018	<input type="button" value="Save"/> <input type="button" value="Delete"/>
Domestic Financial Questionnaire.docx	<input type="text" value="Fir"/>	06/12/2018	<input type="button" value="Save"/> <input type="button" value="Delete"/>
Sub vs Contractor Determ.docx	<input type="text" value="Su"/>	06/12/2018	<input type="button" value="Save"/> <input type="button" value="Delete"/>

Figure 20: Attachments Added

6.10 Verify and Submit

To submit the completed subaward record, click on the **Verify & Submit** tab. The *Verify & Submit* page will be displayed, as shown below.

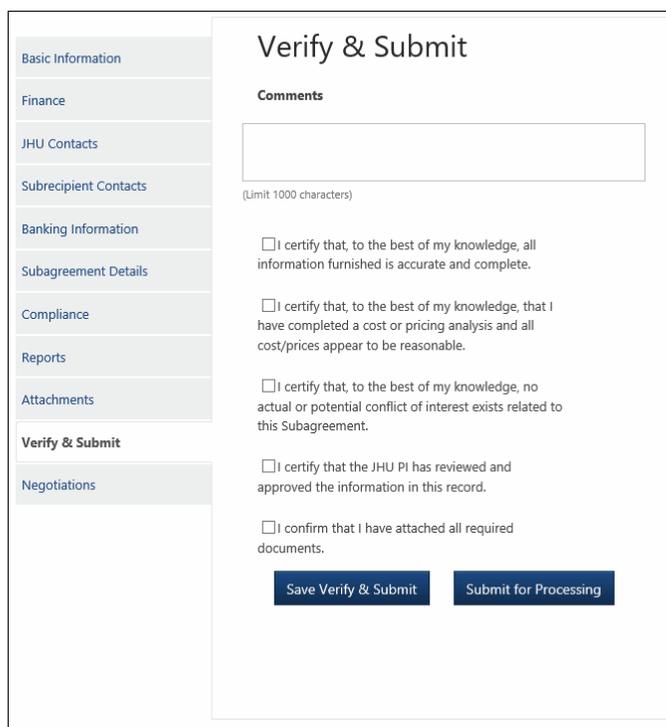


Figure 21: Verify & Submit

Enter any comments that you may have concerning the subaward record, and read the five statements and verify that you agree with them by clicking on the checkboxes.

- I certify that, to the best of my knowledge, all information furnished is accurate and complete.
- I certify that, to the best of my knowledge, that I have completed a cost or pricing analysis and all cost/prices appear to be reasonable.
- I certify that, to the best of my knowledge, no actual or potential conflict of interest exists related to this Subagreement.
- I certify that the JHU PI has reviewed and approved the information in this record.
- I confirm that I have attached all required documents.

If you would like to save the information as a draft, click on **Save Verify & Submit**. To submit your subaward record for review, click on **Submit for Processing**.

6.11 Negotiations

To view negotiations for the subaward record, click on the **Negotiations** tab. The *Negotiations* page will be displayed, as shown below.

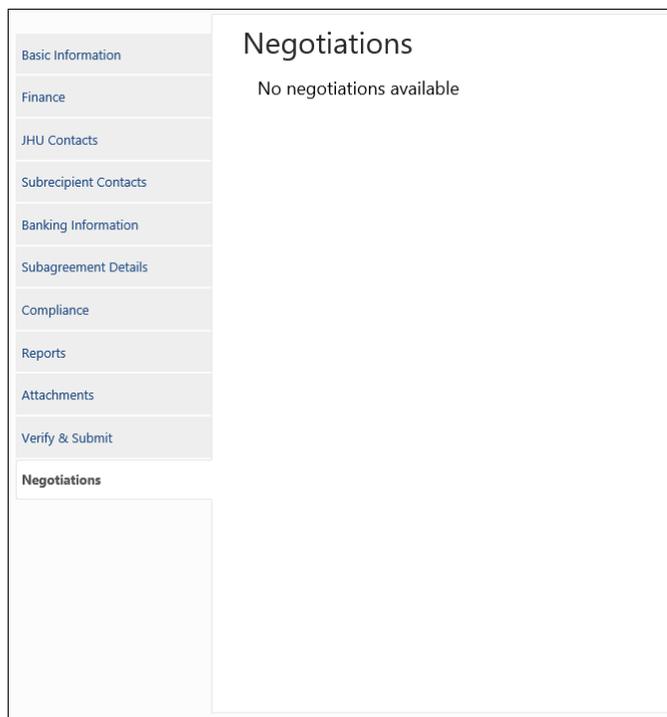


Figure 22: Negotiations

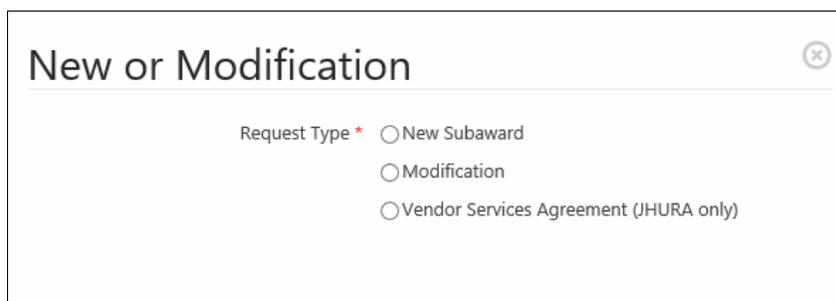
7 EDITING A RETURNED SUBAWARD RECORD

A SWiFT subaward record may be returned from JHURA or JHURA Finance for modification. The system will send you an email when a subaward record that you submitted is returned for edit. The returned record will be indicated in your *My Subawards In Progress* list by a status of *Returned for Edit*.

Note: The process for entering information when editing a returned subaward record is similar to the subaward record creation process, detailed in Section 6, Creating a New Subaward Record.

8 MODIFYING A SUBAWARD RECORD

To modify a SWIFT subaward record, click on the **New or Modification** button on the *Search* page. The *New or Modification* popup window will appear.

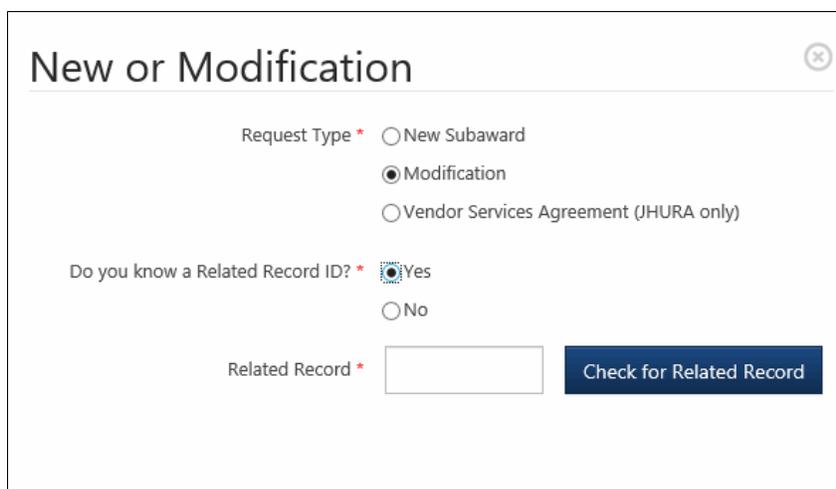


New or Modification ✕

Request Type * New Subaward
 Modification
 Vendor Services Agreement (JHURA only)

Figure 23: New or Modification

Select **Modification**. You will be asked if you know a related record ID.



New or Modification ✕

Request Type * New Subaward
 Modification
 Vendor Services Agreement (JHURA only)

Do you know a Related Record ID? * Yes
 No

Related Record *

Figure 24: Related Record ID

- **If you select Yes:**

Enter the related record number and click on **Check for Related Record**.

Note: If the related record number is found in SWIFT, the system will populate the Basic Information tab of the modification record with information from the most recent record (except for Requestor information).

If the related record is found in the previous Subagreement Checklist System, the related record number will be added to the modification record in case you wish to look up the information in the Subagreement Checklist System. No data will be transferred from the Subagreement Checklist System to SWIFT.

If the number is not found, you will see the following message:

Related Record not found! Please try another related record ID or answer No for "Do you know a related record ID?"

If the number is found, a *PI Unit* text box will appear. Begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*
- *School of Medicine (SOM) PI units will also be listed. Be sure to only select a non-SOM PI unit.*

When you find the correct PI Unit, click on the title to select it.

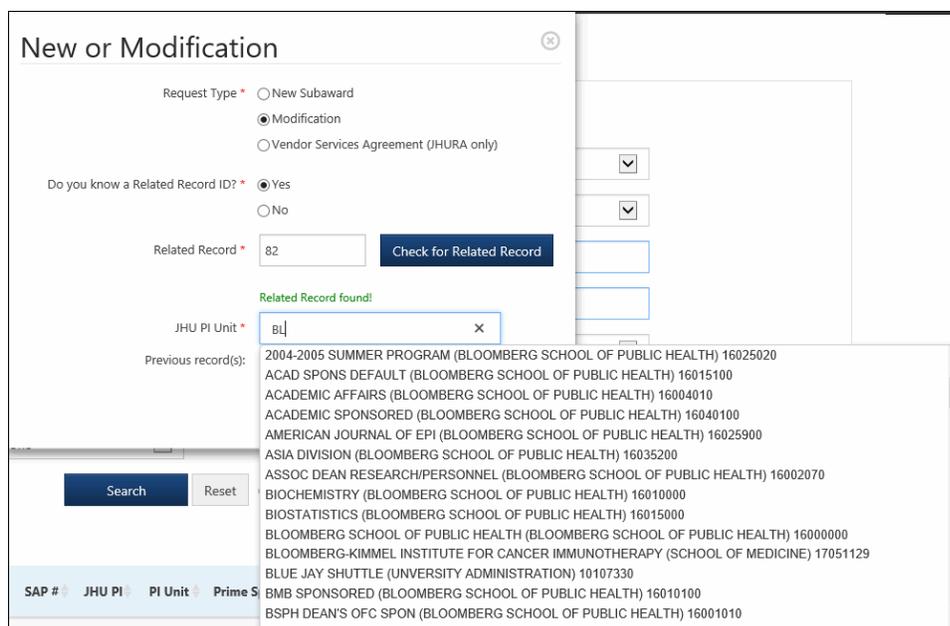


Figure 25: Select PI Unit

Click on **Create Record** to begin the subaward record modification process. If you do not want to create the record, click on the  in the corner of the popup window.

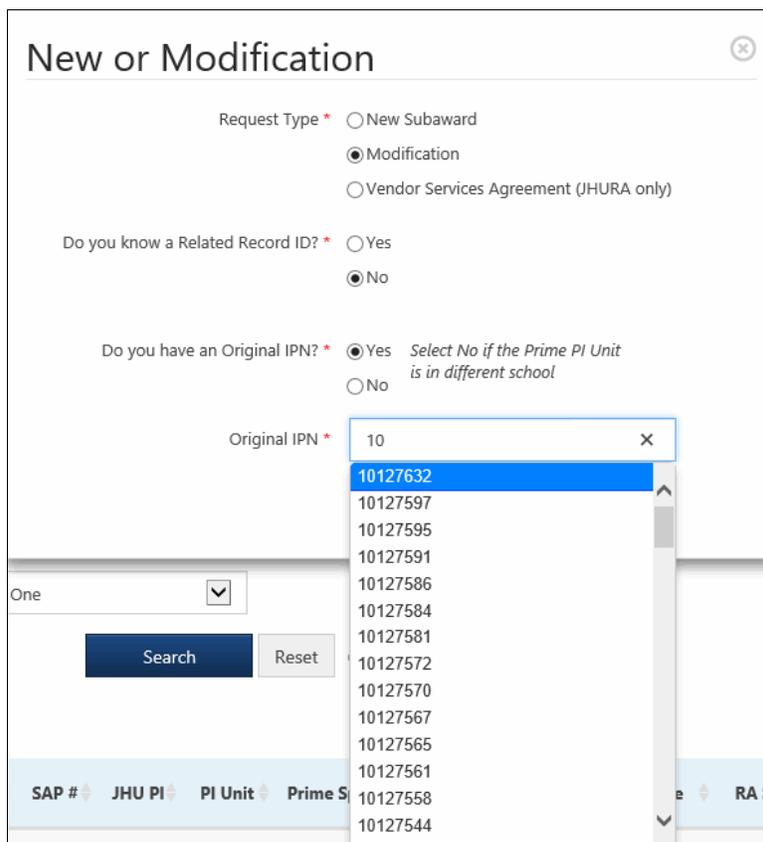
- **If you select No:**

You will be asked if you have an original IPN.

Note: If you have an original IPN, SWIFT will automatically fill any applicable subaward and Principal Investigator fields with basic information from Coeus. Otherwise, you will need to manually enter the information.

- **If you have an original IPN:**

Select **Yes** and begin typing the IPN in the text box that appears. After you have entered two digits, the list of IPNs that begin with those two numbers will appear.



New or Modification

Request Type * New Subaward
 Modification
 Vendor Services Agreement (JHURA only)

Do you know a Related Record ID? * Yes
 No

Do you have an Original IPN? * Yes *Select No if the Prime PI Unit is in different school*
 No

Original IPN * 10 X

- 10127632
- 10127597
- 10127595
- 10127591
- 10127586
- 10127584
- 10127581
- 10127572
- 10127570
- 10127567
- 10127565
- 10127561
- 10127558
- 10127544

One [v]

Search Reset

SAP # JHU PI PI Unit Prime S e RA S

Figure 26: Search for Original IPN

As you enter more digits, any IPNs that do not match your input will be removed from the list.

Click on the correct IPN number in the list. If the record is not found in Coeus, an error message will be shown stating *Original IPN not found. Enter a Valid Original IPN or select No to "Do you have an Original IPN?"*.

If the record is found in Coeus, the following screen will appear.

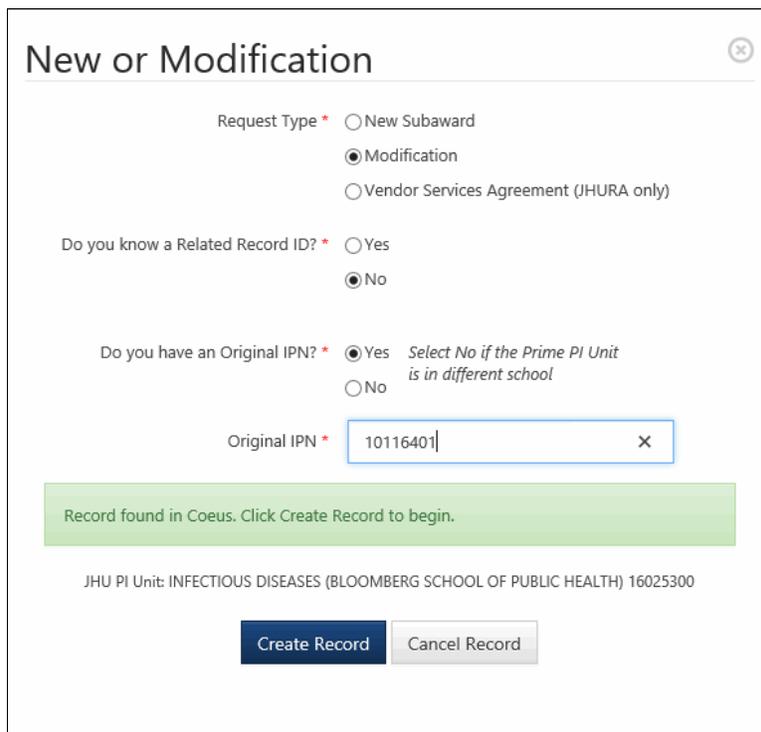


Figure 27: Original IPN Found in Coeus

Click on **Create Record** to begin the modification process. If you do not want to create the record, click on the  in the upper right corner of the popup window.

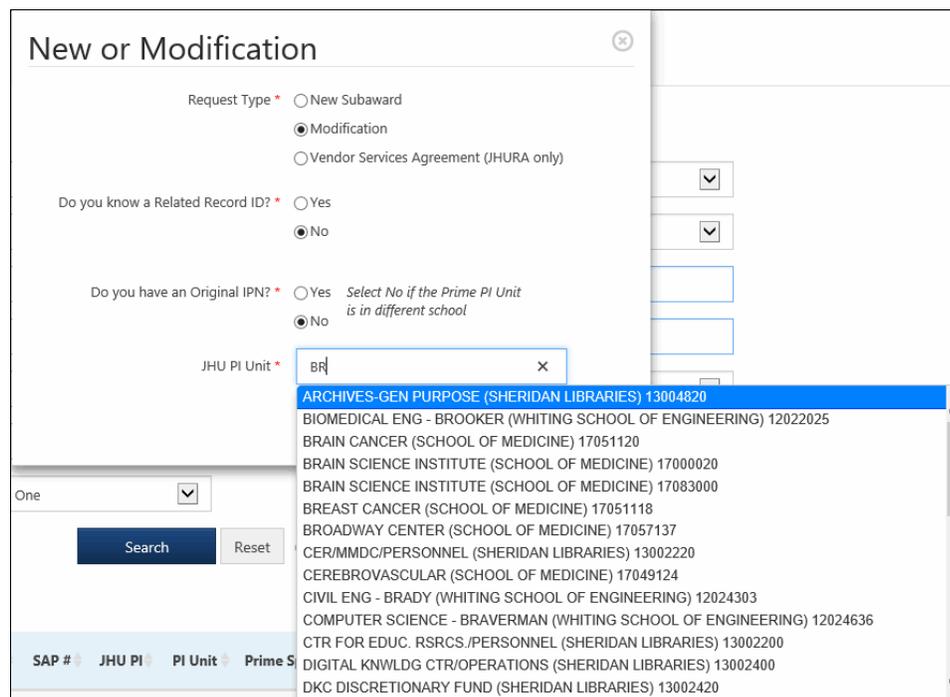
- **If you do not have an original IPN:**

Select **No** and begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter and/or number combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*
- *School of Medicine (SOM) PI units will also be listed. Be sure to only select a non-SOM PI unit.*

When you find the correct PI Unit, click on the title to select it.



The screenshot shows a web form titled "New or Modification". The form has several sections with radio buttons and dropdown menus. The "Request Type" section has three options: "New Subaward", "Modification" (selected), and "Vendor Services Agreement (JHURA only)". The "Do you know a Related Record ID?" section has "Yes" and "No" (selected) options. The "Do you have an Original IPN?" section has "Yes" and "No" (selected) options, with a note: "Select No if the Prime PI Unit is in different school". The "JHU PI Unit" field is a dropdown menu with "BR" entered. A search dropdown is open, showing a list of units with their IDs. The list includes: ARCHIVES-GEN PURPOSE (SHERIDAN LIBRARIES) 13004820, BIOMEDICAL ENG - BROOKER (WHITING SCHOOL OF ENGINEERING) 12022025, BRAIN CANCER (SCHOOL OF MEDICINE) 17051120, BRAIN SCIENCE INSTITUTE (SCHOOL OF MEDICINE) 17000020, BRAIN SCIENCE INSTITUTE (SCHOOL OF MEDICINE) 17083000, BREAST CANCER (SCHOOL OF MEDICINE) 17051118, BROADWAY CENTER (SCHOOL OF MEDICINE) 17057137, CER/MMDC/PERSONNEL (SHERIDAN LIBRARIES) 13002220, CEREBROVASCULAR (SCHOOL OF MEDICINE) 17049124, CIVIL ENG - BRADY (WHITING SCHOOL OF ENGINEERING) 12024303, COMPUTER SCIENCE - BRAVERMAN (WHITING SCHOOL OF ENGINEERING) 12024636, CTR FOR EDUC. RSRCS./PERSONNEL (SHERIDAN LIBRARIES) 13002200, DIGITAL KNWLDG CTR/OPERATIONS (SHERIDAN LIBRARIES) 13002400, and DKC DISCRETIONARY FUND (SHERIDAN LIBRARIES) 13002420. At the bottom of the form, there are tabs for "SAP #", "JHU PI", "PI Unit", and "Prime S".

Figure 28: Select PI Unit

Click on **Create Record** to begin the subaward record modification process. If you do not want to create the record, click on the  in the corner of the popup window.

Note: Only one modification form at a time can exist for each subaward record. If you click on a subaward record that is already being modified, it will not be opened for your modifications, and an explanation including the name of the person who is modifying it will be displayed in a message.

8.1 Tabs on Modification Screens

The subaward record modification screens contain the following six tabs:

- Basic Information
- Modifications
- Finance
- Compliance
- Attachments
- Verify & Submit
- Negotiations
- Prime Award Notes

The process for entering information when modifying a subaward record is similar to the subaward record creation process, detailed in Section 6, Creating a New Subaward Record. However, the *Modifications* tab is unique to the subaward record modification process.

8.2 Modifications Tab

To enter modification information for the modification, click on the **Modifications** tab. The Modifications page will be displayed, as shown below.

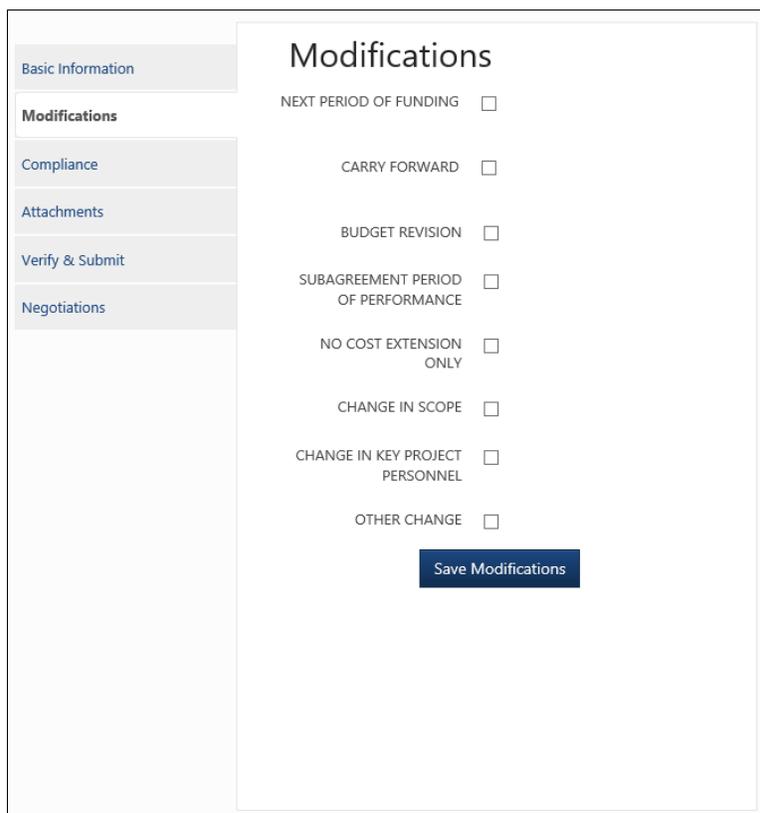


Figure 29: Modifications

The fields are listed and described in the table below.

Field	Notes
NEXT PERIOD OF FUNDING	Check box if Yes
<i>If checked:</i>	
Increased Obligation Amount for this Action (\$)	
New Total Amount Obligated to Sub to Date (\$)	
If Applicable, Increased Estimated Project Total	
CARRY FORWARD	Check box if Yes
<i>If checked:</i>	
Does this subaward include any funding carried over from a previous budget year?	Choose Yes or No .

Field	Notes
<i>If Yes:</i>	
How much is being carried over? (\$)	
Budget year that the funding is coming from	
Funding Start Date	
End Date	
BUDGET REVISION	Check box if Yes
<i>If checked:</i>	
Approval for revised budget, required to attach	
SUBAGREEMENT PERIOD OF PERFORMANCE	Check box if Yes
<i>If checked:</i>	
New Obligated Budget End Date	
If applicable, New Estimated Total Project End Date	
NO COST EXTENSION ONLY	Check box if Yes
<i>If checked:</i>	
New Budget Termination Date	
If applicable, New Estimated Total Project End Date	
CHANGE IN SCOPE	Check box if Yes
<i>If checked:</i>	
Attach revised scope	
Explain why a change in project activities/scope is necessary	
CHANGE IN KEY PROJECT PERSONNEL	Check box if Yes
<i>If checked:</i>	
Attached qualifications of replacement The replacement of a project director, a co-director, or other project personnel who replacement is restricted, or substantial reduction in effort may require prior written approval by the JHU sponsor.	
Explain the change in key personnel	
OTHER CHANGE	Check box if Yes
<i>If checked:</i>	
Explain/justification of requested change	

Enter the information and click on **Save Modifications** to save your information as a draft.

To submit your modification for review, complete the information on the *Verify & Submit* tab and click on **Submit for Processing**.

9 CREATING A VENDOR SERVICES AGREEMENT

To create a Vendor Services Agreement (VSA), click on the **New or Modification** button on the *Search* page. The *New or Modification* popup window will appear.

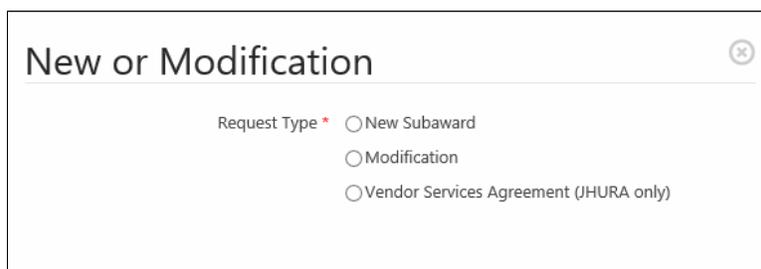


Figure 30: New or Modification

Select **Vendor Services Agreement (JHURA only)**. You will be asked to input a PI Unit.

Begin entering the PI Unit in the text box. After you have entered two characters, a dropdown box will appear containing all of the PI Units containing the letter combination that you have entered anywhere in their titles. As you enter more characters, titles that no longer match will disappear from the list.

Notes:

- *The characters must appear in the exact order in which you have entered them, with no spaces or other characters between them.*
- *You can scroll down the list at any time to find the PI Unit.*

When you find the correct PI Unit, click on the title to select it.

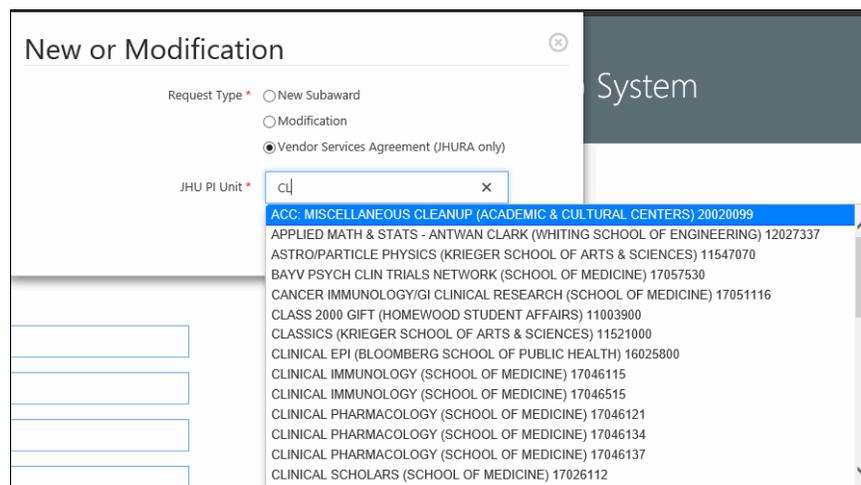


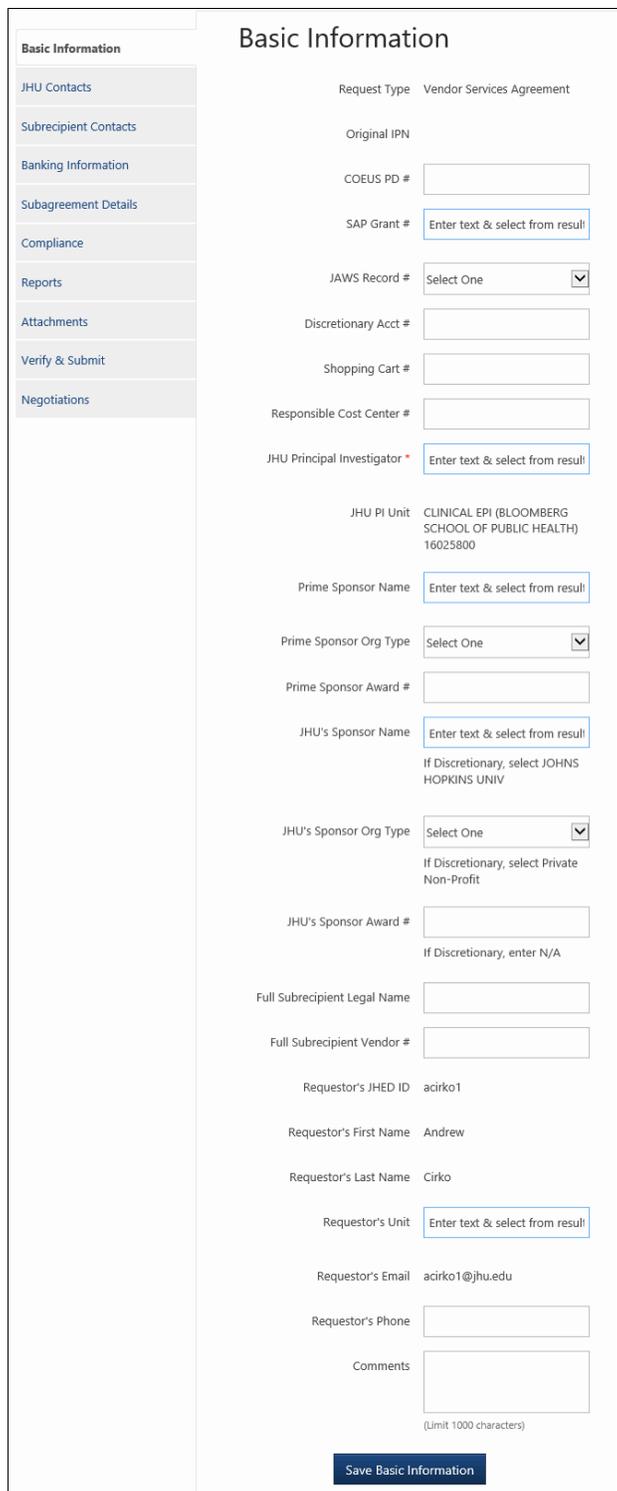
Figure 31: VSA – Enter PI Unit

Click on **Create Record** to begin the VSA process. If you do not want to create the record, click on the  in the corner of the popup window.

From this point forward, all data that you enter can be saved as a draft until you are ready to submit the VSA for processing.

9.1 Entering Vendor Services Agreement Information

When **Create Record** is clicked, the *Basic Information* page, as shown below.



Basic Information

Request Type: Vendor Services Agreement

Original IPN

COEUS PD #

SAP Grant #

JAWS Record #

Discretionary Acct #

Shopping Cart #

Responsible Cost Center #

JHU Principal Investigator *

JHU PI Unit: CLINICAL EPI (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16025800

Prime Sponsor Name

Prime Sponsor Org Type

Prime Sponsor Award #

JHU's Sponsor Name
If Discretionary, select JOHNS HOPKINS UNIV

JHU's Sponsor Org Type
If Discretionary, select Private Non-Profit

JHU's Sponsor Award #
If Discretionary, enter N/A

Full Subrecipient Legal Name

Full Subrecipient Vendor #

Requestor's JHED ID: acirko1

Requestor's First Name: Andrew

Requestor's Last Name: Cirko

Requestor's Unit

Requestor's Email: acirko1@jhu.edu

Requestor's Phone

Comments
(Limit 1000 characters)

Save Basic Information

Figure 32: VSA Basic Information

Note: The process for entering information when creating a VSA is functionally identical to the subaward record creation process, detailed in Section 6, Creating a New Subaward Record. The only difference is that VSAs do not have a Finance tab.

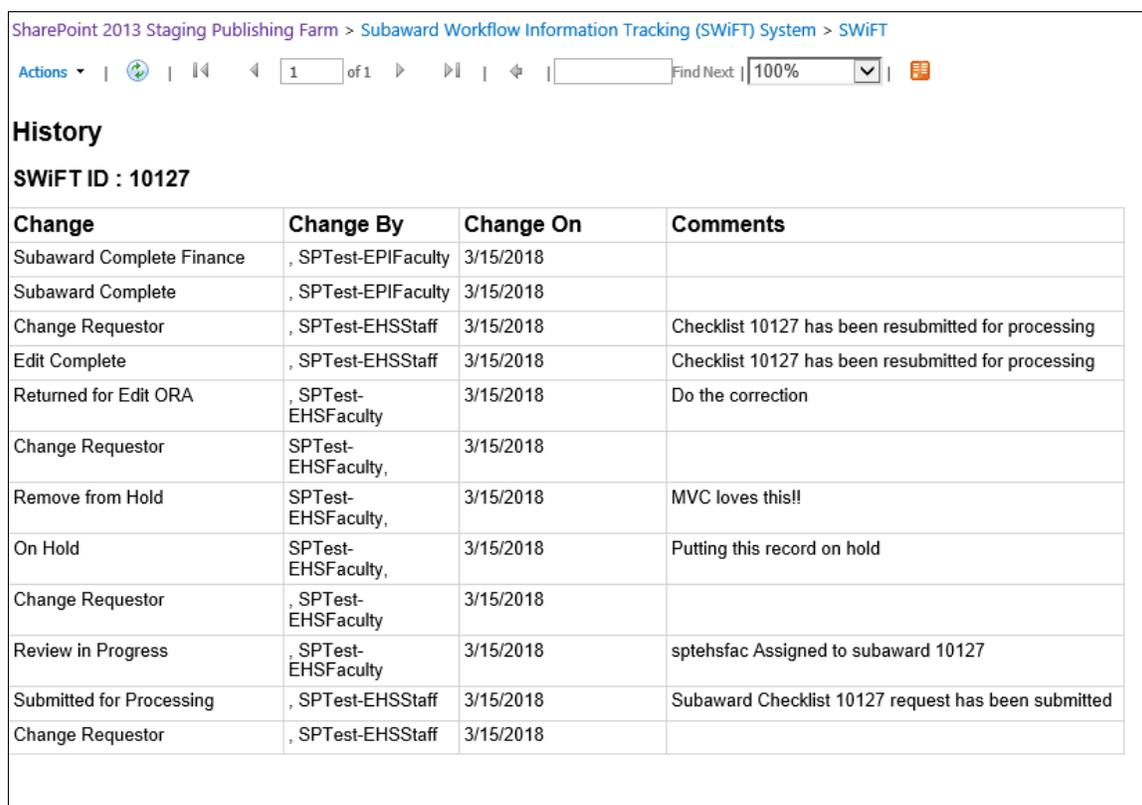
Enter the information in the same manner as described for subaward records in Section 6. Click on **Submit for Processing** on the *Verify & Submit* tab when finished.

10 OPTIONS FOR ACTIONS DROPDOWN LIST

The Actions dropdown list can be accessed by clicking on the  in the upper right corner of the Subaward, Modification, and Vendor Services Agreement (VSA) screens. The options available for SWiFT users in the Actions dropdown list vary depending on the screen, the role of the user in SWiFT, and the record's state.

10.1 View History

Select **View History** to see a report containing the history of the status changes to the subaward record. The *Status History* page will appear in a new tab, as shown below.



Change	Change By	Change On	Comments
Subaward Complete Finance	, SPTTest-EPIFaculty	3/15/2018	
Subaward Complete	, SPTTest-EPIFaculty	3/15/2018	
Change Requestor	, SPTTest-EHSStaff	3/15/2018	Checklist 10127 has been resubmitted for processing
Edit Complete	, SPTTest-EHSStaff	3/15/2018	Checklist 10127 has been resubmitted for processing
Returned for Edit ORA	, SPTTest-EHSFaculty	3/15/2018	Do the correction
Change Requestor	SPTTest-EHSFaculty,	3/15/2018	
Remove from Hold	SPTTest-EHSFaculty,	3/15/2018	MVC loves this!!
On Hold	SPTTest-EHSFaculty,	3/15/2018	Putting this record on hold
Change Requestor	, SPTTest-EHSFaculty	3/15/2018	
Review in Progress	, SPTTest-EHSFaculty	3/15/2018	sptehsfac Assigned to subaward 10127
Submitted for Processing	, SPTTest-EHSStaff	3/15/2018	Subaward Checklist 10127 request has been submitted
Change Requestor	, SPTTest-EHSStaff	3/15/2018	

Figure 33: Status History

Click on the *Actions* menu for options to print or export the status history.

10.2 View Full Subaward

Select **View Full Subaward** to generate a report containing the complete subaward record. The information on each tab will appear on a separate page. An example of the first page of the report containing the data from the *Basic Information* tab is shown below.

SharePoint 2013 Staging Publishing Farm > Subaward Workflow Information Tracking (SWIFT) System > SWIFT

Actions | 1 of 11 | Find Next | 100%

SWIFT ID: 10127
Subaward Type: New Subaward

Basic Information		Subaward Status	
Request Type	New Subaward	RA Status	Subaward Complete
Original IPN		Finance Status	Subaward Complete
COEUS PD #	2020202	Requestor	
SAP Grant #	128018	Requestor Name	Hamann, Ray
JAWS Record #		Requestor's Department	HEALTH POLICY & MANAGEMENT (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16040000
Discretionary Acct #		Requestor's Email	Fake3@jhu.edu
Shopping Cart #		Requestor's Phone	410-955-6546
Responsible Cost Center #	1604045000	Created	3/15/2018
JHU Principal Investigator	Rutkow, Helaine	Submitted for Processing	3/15/2018
JHU PI Unit	HEALTH POLICY & MANAGEMENT (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16040000	Finance Review	
Prime Sponsor Name		In Process	3/15/2018
Prime Sponsor Org Type		In Process by	Kate Calvin
Prime Sponsor Award #		96 IO # Workflowed to SPSS	3/15/2018
JHU's Sponsor Name	UNIV OF WASHINGTON	96 IO # Workflowed to SPSS by	Kate Calvin
JHU's Sponsor Org Type	Institution of Higher Education	96 IO # Entered	4/4/2018
JHU's Sponsor Award #	151454-Inash	Research Admin Review	
Full Subrecipient Legal Name	University of Washingtonii	Record Manager	sptehsfac, sptehsfac
Full Subrecipient Vendor #	2020202	Current Owner	sptehsfac, sptehsfac
Requestor's JHED ID	sptehsstf1	Assigned to Current Owner	3/15/2018
Requestor's Name	Hamann, Ray	All Docs Received	3/15/2018
Requestor's Unit	HEALTH POLICY & MANAGEMENT (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16040000	Sent To Subrecipient	3/22/2018
Requestor's Email	Fake3@jhu.edu	PEA Received	3/15/2018
Requestor's Phone	410-955-6546	FEA Completed	3/28/2018
Comments	Testing on 03/15/2018	FEA Sent To Subrecipient	4/4/2018
		Purchase Order #	98888
		High Risk	Yes
		Welcome Packet Sent	Yes
		Questionnaire Completed and Signed	No
		Sub VC Screening Complete	No
		F&A Rate Verified	Yes
		F&A Rate Choice	Other
		Describe	
		Confirm Fringe Rate for Accuracy/Reasonableness	Yes
		Fringe Accuracy Reason	A Cognizant Federal Agency, such as DCAA, reviewed and approved the rate
		Sub Determination Completed and Signed	Yes
		FFATA Report	
		Report Due	Yes
		FAIN	151454-nice
		Subaward Fully Executed	7/5/2018
		FFATA Report Sent	9/20/2019
		Previous Checklist(s)	
		Related Record(s)	
		Created on	3/15/2018 9:18:37 AM by , SPTTest-EHSStaff
		Updated on	5/3/2018 2:13:15 PM by Laltoo, Roger

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Figure 34: View Full Subaward

Click on the *Actions* menu for options to print or export the full subaward report.

10.3 View Finance Subaward

Select **View Finance Subaward** to generate a report containing the Finance details of the subaward record. The report also contains the data from the *Basic Information* and *Subaward Status* tabs. An example of the report is shown below.

SharePoint 2013 Staging Publishing Farm > Subaward Workflow Information Tracking (SWIFT) System > SWIFT

Actions | [Navigation icons] | 1 of 2 ? | [Navigation icons] | Find Next | 100% | [Print icon]

SWIFT ID - 10127
Subaward Type - New Subaward

Basic Information		Subaward Status	
IPN		RA Status	Subaward Complete
COEUS PD #	2020202	Finance Status	Subaward Complete
SAP Grant #	128018	Requestor	
JAWS Record #		Hamann, Ray	HEALTH POLICY & MANAGEMENT (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16040000
Discretionary Acct #		Fake3@jhu.edu	410-955-6546
Shopping Cart #		Created	3/15/2018
Responsible Cost Center #	1604045000	Submitted for Processing	3/15/2018
JHU Principal Investigator	Rutkow, Helaine	Finance Review	
JHU PI Unit	HEALTH POLICY & MANAGEMENT (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16040000	In Process	3/15/2018
Prime Sponsor Name		In Process By	Kate Calvin
Prime Sponsor Org. Type		96 IO # Workflowed to SPSS	3/15/2018
Prime Sponsor Award #		96 IO # Workflowed to SSPSS by	Kate Calvin
JHU's Sponsor Name	UNIV OF WASHINGTON	96 IO # Entered	4/4/2018
JHU's Sponsor Org. Type	Institution of Higher Education	RA Review	
JHU's Sponsor Award #	151454-Inash	Record Manager	sptehsfac, sptehsfac
Full Subrecipient Legal Name	University of Washingtoni	Current Owner	sptehsfac, sptehsfac
Full Subrecipient Vendor #	2020202	Assigned to Current Owner	3/15/2018
Requestor's JHED ID	sptehsstf1	All Docs Received	3/15/2018
Requestor's Name	Hamann, Ray	Sent To Subrecipient	3/22/2018
Requestor's Unit	HEALTH POLICY & MANAGEMENT (BLOOMBERG SCHOOL OF PUBLIC HEALTH) 16040000	PEA Received	3/15/2018
Requestor's Email	Fake3@jhu.edu	FEA Completed	3/28/2018
Requestor's Phone	410-955-6546	FEA Submitted to Subrecipient	4/4/2018
Comments	Testing on 03/15/2018	Purchase Order #	98888
		High Risk	Yes
		Welcome Packet Sent	Yes
		Questionnaire Completed and Signed	No
		Sub VC Screening Complete	No
		F&A Rate Verified	Yes
		F&A Rate Choice	Other
		Describe	..
		Accuracy/Reasonableness	..
		Fringe Accuracy Reason	A Cognizant Federal Agency, such as DCAA, reviewed and approved the rate
		Sub Determination Completed and Signed	Yes
		FFATA Report	
		Report Due	9/20/2019
		FAIN	151454-nice
		Subaward Fully Executed	7/5/2018
		FFATA Report Sent	9/20/2019
		Previous Checklist(s)	
		Created on 3/15/2018 by	SPTTest-EHSStaff
		Last modified on 5/3/2018 by	Laltoo, Roger

Figure 35: View Finance Subaward (Page 1)

SharePoint 2013 Staging Publishing Farm > Subaward Workflow Information Tracking (SWiFT) System > SWiFT

Actions | | | | 2 of 2 | | | | Find Next | 100% |

SWiFT ID - 10127

Subaward Type - New Subaward

Finance

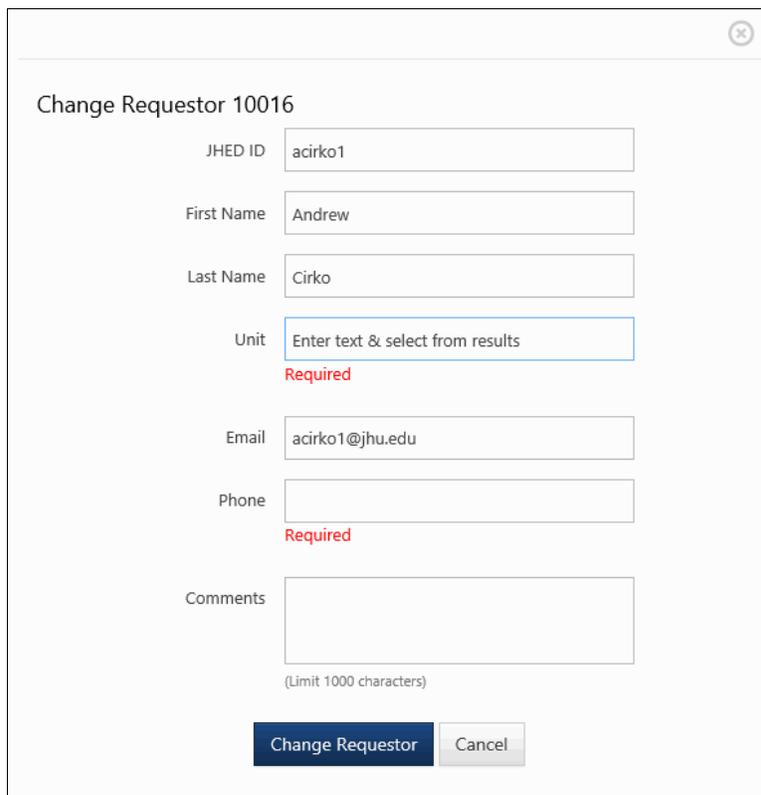
SAP Grant #	128018
Full Subrecipient Legal Name	University of Washingtonii
Responsible Cost Center #	1604045000
Principal Investigator for IO	Rutkow, Helaine
Principal Investigator PERNR for IO	116798
Location	Off Campus
Justification	Iaxmi
990 Country Code	United States
IO # to Reduce	90076743
Sponsored Class to Reduce	600000
Subaward IO Budget Class 642400	\$53,079.00
Subaward IO Budget Class 699998	\$6,370.00
Subaward Total Budget	\$59,449.00
JHU F&A Base \$ Amount	\$53,079.00
F&A Rate	0.12 %
JHU F&A Cap	\$6,369.48
IO Request Comments/Notes	Testing
Contact Information	lnash inash@jhu.edu 410-955-6546
Internal Order (96 IO #)	

Figure 36: View Finance Subaward (Page 2)

Click on the *Actions* menu for options to print or export the Finance subaward report.

10.4 Change Requestor

Select **Change Requestor** to modify the Requestor's name in a subaward record, modification, or VSA. The *Change Requestor* window will appear, as shown below.



Change Requestor 10016

JHED ID

First Name

Last Name

Unit
Required

Email

Phone
Required

Comments
(Limit 1000 characters)

Figure 37: Change Requestor

Enter the information for the new requestor and click on **Change Requestor**.

10.5 Copy Into New Subaward

If you would like to create a subaward record using the information from an existing subaward record, you can create from one to ten copies of the existing subaward record. This will prevent having to manually enter the information in each new subaward record.

Note: You cannot copy a modification into a new subaward record.

To create copies of an existing subaward record, open it and Select **Copy Into New Subaward**. The *Copy Into New Subaward* window will appear, as shown below.



Figure 38: Copy Into New Subaward

Select the number of copies you wish to make and click on **Copy Into New Subaward**.

10.6 Delete

This action is only available for subaward records that are in Draft state.

Select **Delete** to delete the subaward record that you are currently viewing. The *Delete Subaward* confirmation window will appear, as shown below.

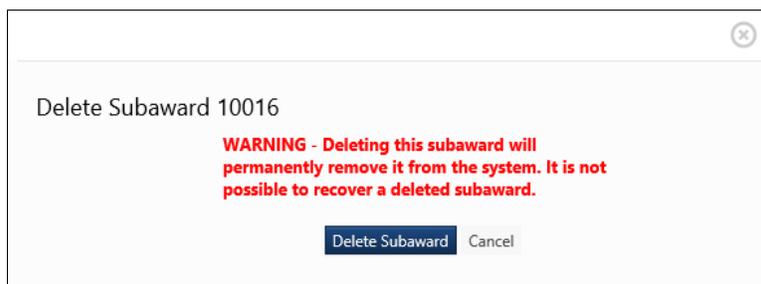


Figure 39: Delete Subaward

If you would like to permanently delete the subaward record, click on **Delete Subaward**. To leave without deleting the subaward record, click on **Cancel**.

11 EMAILS GENERATED BY SWIFT

The following table describes the emails that are sent by SWIFT throughout the process. Italicized words in the *Subject* and *Body* column represent the fields that will populate the email with specific information for that message.

	Title	Subject	Body	Recipients
1	JHSPH Finance Submitted for Processing	Subaward Checklist <i>SWiFT ID</i> request has been submitted	Subaward Checklist <i>SWiFT ID</i> has been submitted for processing by <i>RequestorName</i> and requires a new subaward IO.	Finance, Department, Additional Contacts
2	Submitted for Processing	Subaward Checklist <i>SWiFT ID</i> request has been submitted	Subaward Checklist <i>SWiFT ID</i> has been submitted for processing by <i>RequestorName</i> and requires a new subaward IO. SAP Grant #: <i>SAPGrantNumber</i> Responsible Cost Center: <i>CostCenter</i>	Research Admin
3	Current Owner Assigned	Checklist <i>SWiFT ID</i> has been assigned	Your checklist <i>SWiFT ID</i> has been assigned to <i>CurrentOwner</i> . Please direct all questions and issues regarding this issue to <i>Current Owner</i> .	Department, Additional Contacts, Invoice Contact, Requestor, Current Owner
4	Sent to Subrecipient	Checklist <i>SWiFT ID</i> has been sent to Subrecipient	Your checklist <i>SWiFT ID</i> has been sent to the Subrecipient on <i>DateSentToSubrecipient</i>	Research Admin, Department, Additional Contacts, Invoice Contact, Requestor
5	PEA Received	Partially executed subagreement received for checklist <i>SWiFT ID</i>	The subrecipient has returned a partially executed copy of the subject subagreement.	Research Admin, Invoice Contact, Requestor,
6	FEA Completed	Subaward for checklist <i>SWiFT ID</i> has been fully executed	The subaward <i>SWiFT ID</i> has been fully executed. Please be sure that you have an approved shopping cart if the subaward is new. Fully executed new subaward will be sent to you and the subrecipient once the shopping cart is approved and the PO is assigned. Modifications which have been fully executed will be sent to you and the subrecipient once the PO is updated.	Research Admin, Department, Additional Contacts, Invoice Contact, Requestor
7	JHSPH Finance Returned for Edit	Checklist <i>SWiFT ID</i> has been returned for editing	Subaward Checklist <i>SWiFT ID</i> has been returned to you by <i>SenderName</i> for editing for the following reason(s): <i>Comment</i> Please make the necessary corrections and re-submit for processing.	Research Admin, Finance, Department, Additional Contacts, Requestor

	Title	Subject	Body	Recipients
8	Returned for Edit	Checklist <i>SWIFT ID</i> has been returned for editing	Subaward Checklist <i>SWIFT ID</i> has been returned to you by <i>SenderName</i> for editing for the following reason(s): <i>Reason</i> Please make the necessary corrections and re-submit for processing.	Research Admin, Finance, Department, Additional Contacts, Invoice Contact, Requestor
9	JHSPH Finance Edit Complete	Subaward Checklist <i>SWIFT ID</i> has been resubmitted	Subaward Checklist <i>SWIFT ID</i> has been resubmitted for processing by <i>SenderName</i> and requires a new subaward IO. SAP Grant #: <i>SAPGrantNumber</i> Responsible Cost Center: <i>CostCenter</i>	Finance
10	Edit Complete	Checklist <i>SWIFT ID</i> has been resubmitted for processing	Checklist <i>SWIFT ID</i> has been resubmitted by Requester for processing.	Research Admin
11	On Hold	Subaward <i>SWIFTRecordNumber</i> on hold	Per discussions between department and Research Administration Subs, the completion of the subagreement for checklist <i>SubawardID</i> has been put on hold. Please contact Research Administration Subs if/when the situation changes. Research Administration Comments: <i>Comment</i>	Research Admin, Finance, Department, Additional Contacts, Invoice Contact, Requestor
12	Withdrawn	Subaward has been withdrawn	Dear <i>RequestorName</i> : At your request, checklist <i>SWIFT ID</i> has been withdrawn from the Subaward checklist system. It will no longer appear in the queue to be worked on. Thanks you.	Finance, Requestor
13	IO96 Workflowed	Your subaward IO request for Checklist <i>SWIFT ID</i> has been sent	Your subaward IO request has been sent to Sponsored Shared Services for setup in SAP. If you have any questions, please contact: JHSPH Finance - JHSPH.BSPHSponsored@jhu.edu .	Research Admin, Finance, Department, Additional Contacts, Requestor
14	IO96 Entered	96 # has been entered for Checklist <i>SWIFT ID</i>	The 96 internal order for Checklist <i>SWIFT ID</i> is now active – <i>InternalOrder96IO</i> . Please submit your SAP shopping cart so that there are no delays in processing your subagreement.	Department, Additional Contacts, Requestor
15	FEA Sent To Subrecipient	Subaward <i>SWIFT ID</i> has been fully executed	The Subaward has been fully executed. Thank you, The Subs team	Requestor

	Title	Subject	Body	Recipients
16	Remove Hold	Subaward off hold	Per discussions between department and Research Administration, the completion of the subaward <i>SubawardID</i> has been taken off hold.	Research Admin, Finance, Department, Additional Contacts, Invoice Contact, Requestor
17	Mod Submitted for Processing	Subaward Checklist <i>SWIFT ID</i> request has been submitted	Subaward checklist <i>SWIFT ID</i> has been submitted for processing by <i>RequestorName</i> . SAP Grant #: <i>SAPGrantNumber</i>	Research Admin, Department, Additional Contacts