**APL TO JHU WORK AGREEMENT PROCESS**

1. APL sends an email to the appropriate JHU Office of Research Administration (ORA) with an electronic copy of the draft work agreement and budget form. Often the dollar limit will be given in the email.
2. ORA forwards this email to the PI, department administrator and/or research service analyst for completion of the detailed budget and budget justification.
3. The department prepares a Coeus proposal development record for the work agreement. This record must include the signed certifications and an uploaded copy of the draft work agreement.
4. ORA reviews the budget for accuracy and compliance. ORA approves the Coeus record and routes it to APL for approval.
5. After receiving the negotiated work agreement from APL, ORA gets the work agreement signed by the appropriate signatory and emails it back to APL’s subcontracts group for processing.

An APL Work Agreement is considered a proposal and follows the same policies that apply to any proposal.

At the time APL forwards the work agreement to ORA, the specific terms for the APL prime award are included. ORA reviews the terms and notifies APL of any problematic terms.

If the project specific terms include any clauses that JHU cannot accept, ORA works with APL to try to resolve the issues. The two major issues are publication approval terms and limitations on the use of foreign nationals. Any restrictions on publications or foreign nationals cause JHU to lose its fundamental research exemption for that project and make the project potentially require an export control license. Accepting these restrictions also goes against JHU’s research policy.

If the project is classified, all work will be done at APL and the PI will be a temporary employee of APL. Restrictions on publications or foreign nationals should not be an issue because the work isn’t being done on campus.

If the project is not classified and the restrictive clauses are in the terms, then ORA would try to negotiate them out. If that isn’t possible, ORA would try to get prior approval for any publications before starting the project. If that isn’t possible, ORA would see if the work could be considered “professional practice.” Since the policy applies to research and development, if the work isn’t R&D, JHU should be able to accept these terms. If there are any graduate students working on the project, that project cannot be considered “professional practice” unless the work the graduate students are performing is outside their thesis topics. The designation as “professional practice” is approved by either the Dean or Provost.

Occasionally, the terms cannot be revised. Under rare circumstances, the Vice Provost for Research, Denis Wirtz, has granted a waiver. The only other option is to turn down the award. A copy of the waiver form is attached for the rare event when a waiver is needed. If you need to request a waiver, please work with your ORA representative to complete this process.