JHU/STScI Co-op Grad Student Program Procedures

(Created July 12, 2013)

1. PI develops a need for assistance with support of PI project, which can be fulfilled through working with a graduate student with PI supervision.

2. PI notifies the Research Service Analyst at Johns Hopkins University (JHU) (Phone: 410-516-4722) and SMO Administrative Supervisor regarding desired period of graduate student support (i.e., Fall, 2013 and Spring, 2014).

3. Depending on the funding source, PI consults with either Sponsored Programs or JDF/DDRF Manager to ensure that adequate funding is available for funding graduate student support through grants or other funding source.

4. A Purchase Requisition (PR) to cover graduate student support can only be issued on an active grant/funding source. The PI should notify SMO if PI plans to use committed funds that have not yet been activated for use (i.e., a grant for an HST program that has not received any observations). Under these circumstances, SMO may provide bridge funding from the DDRF funds to allow research to start at the beginning of a school semester. Funding will be transferred to the grant once it is activated.

5. SMO Administrative Supervisor will then contact Administrative Assistant who will be handling creation of PR for funding. PI is informed which Administrative Assistant is handling generation of PR.

6. PI provides Administrative Assistant with graduate student name, grant number (or other funding source), sole justification, statement of work, and period of performance and breakdown of funding costs (i.e., salary, tuition, health insurance).

7. Administrative Assistant verifies costs with SMO Administrative Supervisor.

8. Administrative assistant generates PR, obtains authorized signature approvals for PR submission, and then submits completed PR to Procurement for creation of new Purchase Order (PO).

9. Procurement generates PO and submits PO to JHU for signature approvals. Please allow at least three weeks for the approval process.

10. The PO must be submitted and signed by JHU prior to the start of the period of performance (semester start date).

11. Approximately three months before beginning of new period of performance (semester), Administrative Assistant sends email to PI inquiring whether or not PI intends to support the graduate student for the next academic semester or summer.
12. If PI does not wish to continue funding the graduate student, then the PO is automatically cancelled by the Costpoint System in procurement when the period of performance is past.

13. If PI requests the continuation of graduate student support, Administrative Assistant should check with the SMO Administrative Supervisor to see if costs remain the same or whether there was an increase in amount.

14. Administrative Assistant generates a Change Order PR for the PO with the new period of performance and costs.

15. Administrative Assistant obtains authorized signature approvals for Change Order PR.

16. Administrative Assistant submits Change Order PR and authorized signature approvals to Procurement for processing Change Order.

17. Procurement generates PO and submits PO to JHU for approvals. Please allow at least three weeks for the approval process.

18. The PO must be submitted and signed by JHU prior to the start of the new period of performance (semester start date).