

**JHU Grad Student –Procedures**  
**(Created September 16, 2008)**  
**(Revised January 11, 2010)**

1. PI develops an interest in supervising and working with a grad student.
2. PI notifies Bonnie Bosley (@ JHU), Ronda Washington and Samantha Pryce of the intended/desired period of grad student support (e.g., fall '10 and spring '11).
3. PI consults with Sponsored Programs to ensure that adequate funding is available and in place. Note that a PR to cover student support can only be issued on an active grant/funding source. The PI should contact SMO if the intention is to fund the student from funds that have been committed, but not yet activated (e.g. a grant for an HST program that has not yet received any observations). Under such circumstances, SMO may provide bridge funding from the DDRF to allow research to start at the beginning of a semester. Funding can be transferred to the grant once it is activated.
4. PI provides Samantha Pryce with grad student's name, grant number (or other funding source), sole source justification, statement of work, and period of performance.
5. Samantha Pryce generates PR and submits to Procurement to set up a new PO. **The PO must be in place before the start of the period of performance.** Please allow at least 3 weeks for the approval process.
6. SMO sends a reminder to graduate student supervisors 3-4 weeks before the end of the period of performance covered by the PO.
7. PI notifies Bonnie Bosley, Ronda Washington, and Samantha Pryce of intent/desire to continue with support of grad student, and provides the new period of performance.
8. Samantha Pryce generates a change order PR and submits to Procurement. Again, the PO must be in place before the start of the period of performance.