Version 4.4.3

Negotiations Guide

Brown Administration

Office of Sponsored Projects

Brown Office Building ■ 401.863.2777 ■ http://research.brown.edu/rschadmin/osp.php

Version Updated 12/2010

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I. Negotiations Overview

The Negotiation Module allows the Contract Administrators and Private Funding Administrators in the Office of Sponsored Projects to track negotiations associated with proposals. This module provides the functionality to keep notes on the status of a negotiation, to track the progress of the negotiation, and to generate status reports on negotiations.

II. Navigation and Toolbars

Coeus Main Toolbar

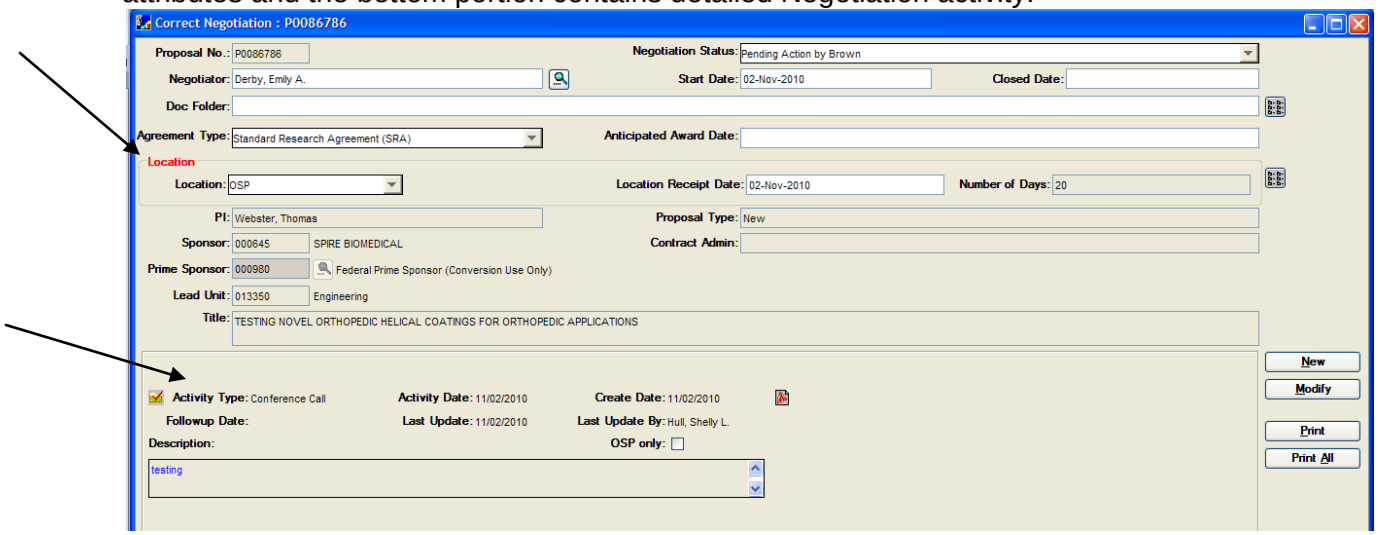
Negotiations Toolbar

Icon	Action	Icon	Action
	Create New Negotiation		**Print out Negotiation**
	Correct Negotiation		**Sort the Negotiation entries in the displayed list**
	Display Existing Negotiation in view-only mode		**Search for Negotiation**
	Medusa; Displays relationships between Awards, Proposals, and Subcontracts		**Close the Negotiation window**

III. Negotiation Field Definitions

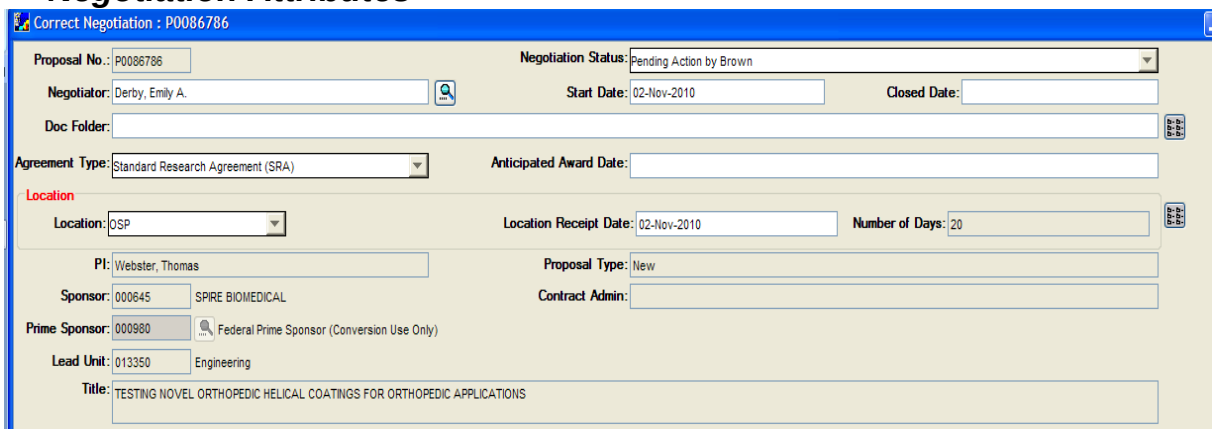
Negotiation Window

The Negotiations window is divided into two sections; the top portion contains Negotiation attributes and the bottom portion contains detailed Negotiation activity.



Negotiation window – fields

Negotiation Attributes



- ***Proposal No.*** – The unique identifying number of a proposal; *assigned by Coeus*.
- ***Negotiation Status*** (Required Field) – The current status of the negotiation. Status options are as follows: *Pending Action from Brown University*, *Pending Action by Negotiator*, *Complete*, *In Process*, and *Suspended*.
- ***Negotiator*** (Required Field) – The Brown Contract Administrator or Brown Private Funding Administrator who is handling the negotiation.
- ***Start Date*** – The date the negotiation is created in Coeus; *assigned by Coeus*.
- Closed Date – The date the negotiation was closed in COEUS

- ***Doc Folder*** – Location of referenced files related to the negotiation.
- Agreement Type- Type of Agreement that is being negotiated, Type options are as follows: *Standard Research Agreement (SRA), Non-Disclosure Agreement (NDA), Material Transfer Agreement (MTA), No Cost Collaboration (NCC), Data Use Agreement*
- Anticipated Award Date: Estimated Date of Award
- Location: Types are as follows: *OSP, TVO, OGC, Sponsor, DLC*
- Location Receipt Date: Date the Negotiation was received by the selected office
- Number of Days: Coeus generated number of dates in between the Start and end of the Negotiation
- ***PI*** – The lead Principle Investigator on the proposal the negotiation is linked to.
- ***Proposal Type*** – Nature of the proposal being submitted: *New*, *Resubmission*, *Renewal*, *Continuation*, *Revision*. The following are the **Proposal Type Definitions**:

New – An application that is being submitted to an agency for the first time.

Resubmission – An application that has been previously submitted, but was not funded, and is resubmitted for new consideration.

Renewal – An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications and must be developed as fully as though the applicant is applying for the first time.

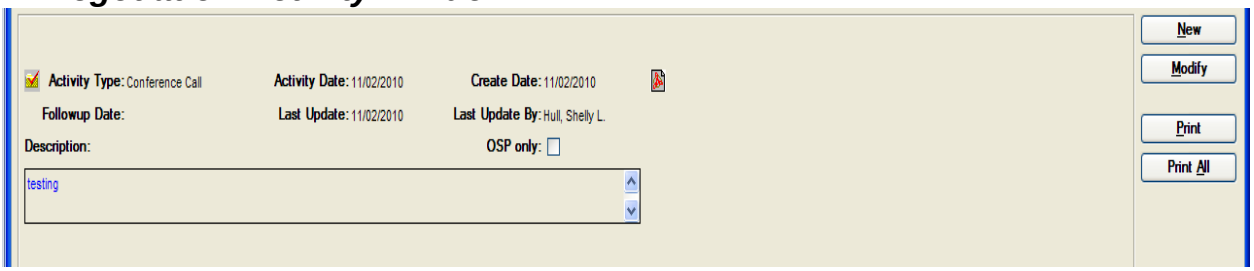
Continuation – A non-competing application for an additional funding/budget period within a previously approved project period.

Revision – An application that proposes a change in – 1) the Federal Government's financial obligations or contingent liability from an existing obligation; or 2) any other change in the terms and conditions of the existing award. (*Previously Supplement*).

Task Order - A contract for services that does not procure or specify a firm quantity of services (other than a minimum or maximum quantity) and that provides for the issuance of orders for the performance of tasks during the period of the contract.

- ***Sponsor*** - The external funding agency to where a proposal was submitted. Sponsors include private businesses, corporations, foundations and other not-for-profit organizations, other universities, and federal, state and local governments.
- ***Prime Sponsor***: Prime Sponsor if listed on the original Proposal
- ***Contract Admin*** – **Currently Not Used**.
- ***Lead Unit*** – The department specified on the proposal that has submitted the proposal and is responsible for the sponsored project if proposal is funded.
- ***Title*** – The title of the proposed project.

Negotiation Activity Window



Negotiation Activity window - fields

- ***Activity Type*** (Required Field) – The nature of negotiation activity that occurred: *Conference Call, Reviewed Documents, Email, Fax Received, Fax Sent, Meeting, Telephone Call, Other, Draft Document, Revised Document, Correspondence Sent, Correspondence Received, Courier Package Sent, Courier Package Received, Executable Document Sent, Executable Document Received, and Filed.*

- ***Activity Date*** (Required Field) – The date the negotiation activity occurred.

- ***OSP Only*** – Only the OSP office can review the record (if there is a check in the box).

- ***Create Date*** – The date the negotiation record is created in Coeus. *Generated by Coeus when the record is saved*.

- ***Follow-up Date*** – The date to follow-up on the negotiation activity.

- ***Last Update*** – The date the negotiation was last updated. *Generated by Coeus when the record is saved*.

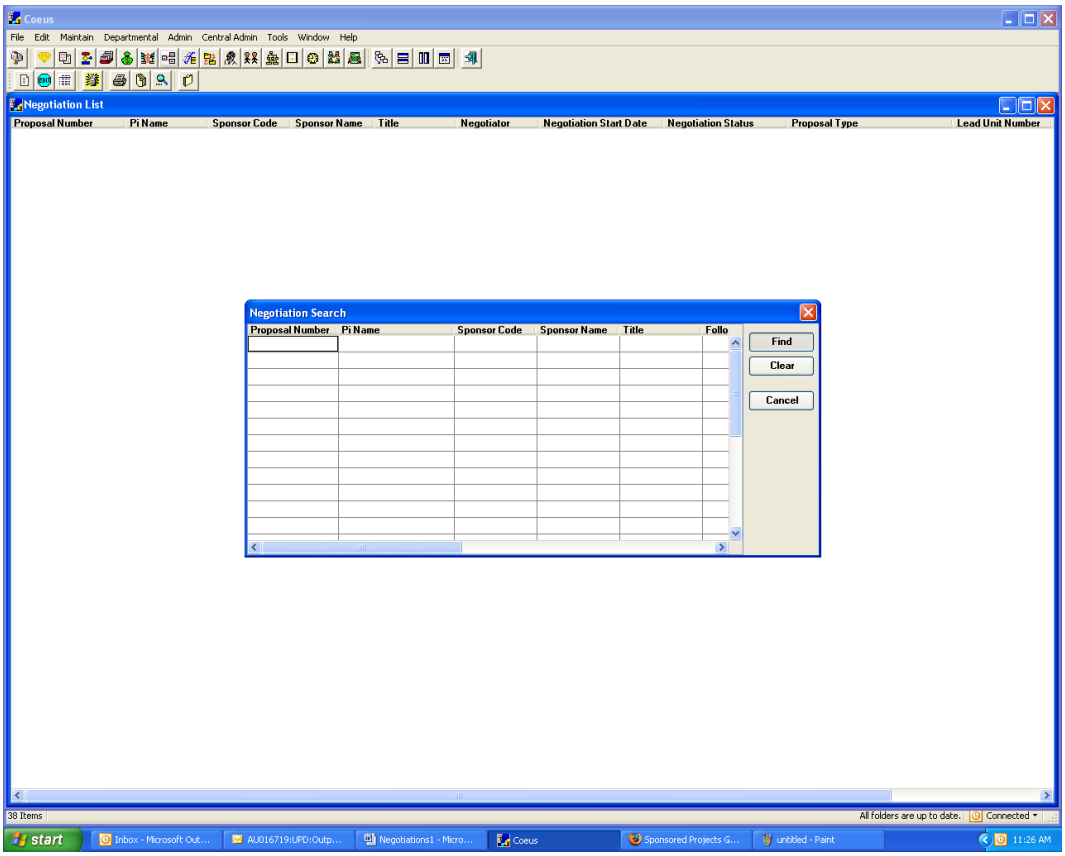
- ***Last Update By*** – The Coeus user who last updated the record. *Generated by Coeus when the record is saved*.

- Attachment: Upload Attachments to activity if desired; marked by an icon in the corner of the window

- ***Description*** - Details of the negotiation activity that occurred.

IV.Creating a New Negotiation

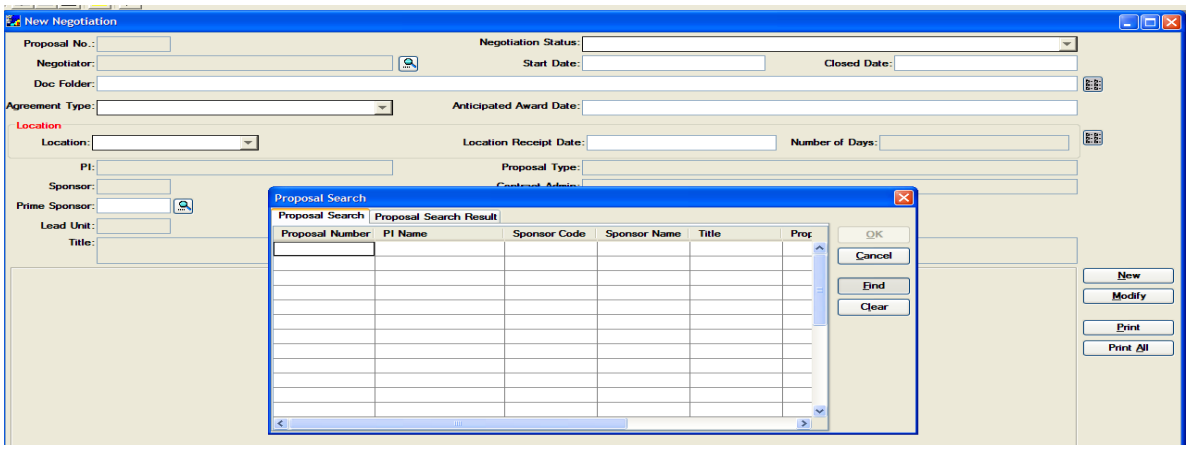
1. To open the Negotiation module click on the **Maintain Negotiations** icon or select **Maintain > Negotiations** from the menu bar to open the Negotiation List window with the Negotiation Search window displayed on top.



Initial Negotiation List window with Negotiation Search window

2. Close the Negotiation Search window by clicking the of the Search window or clicking the [**Cancel**] button.

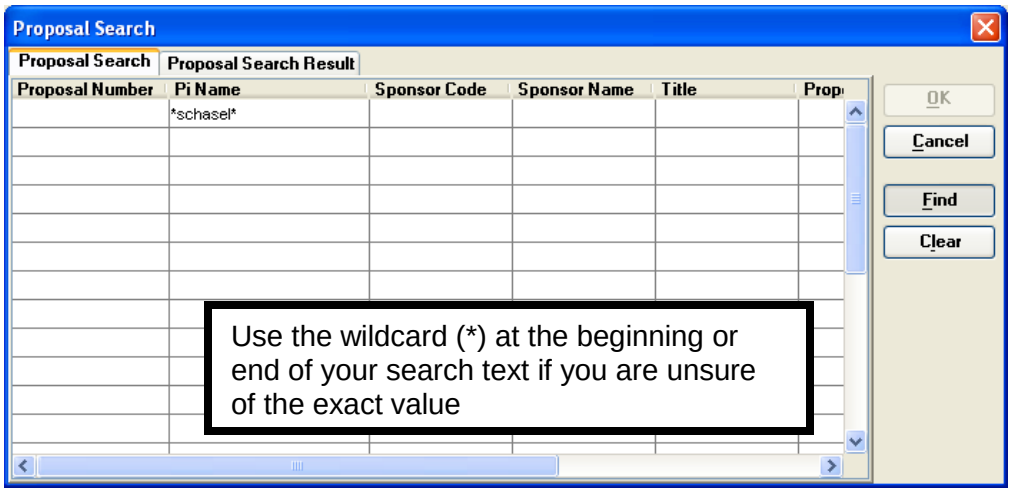
3. To create a new Negotiation click on the **Create a New Negotiation** icon or select **Edit > Add Negotiation** from the Menu bar to open the Negotiation window with the Proposal Search window displayed on top.



Negotiation Window with Proposal Search window

◎ Negotiations are attached to existing proposals, therefore you must select the Institute proposal that the negotiation is related to.

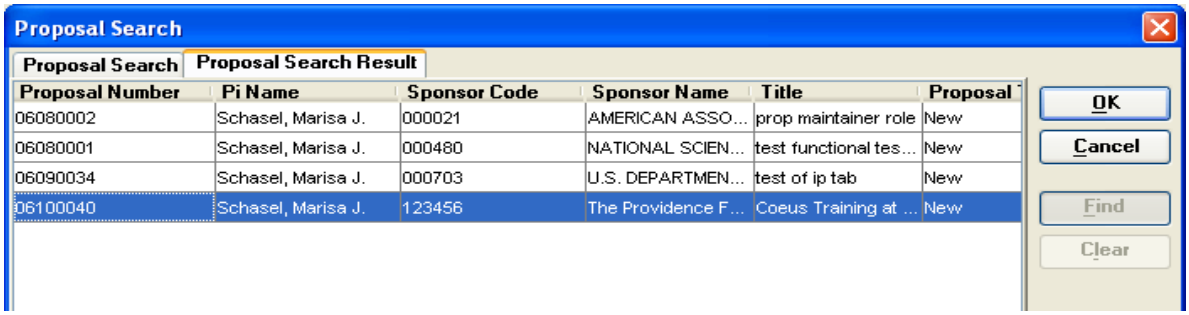
4. In the Proposal Search window enter any known proposal information in the appropriate field; *PI*, *Sponsor Name*, *Title*, etc. and click the [**Find**] button. The proposals that match the selection criteria appear in the Proposal Search Result tab.



Proposal Search window

The proposals that match the selection criteria appear in the [**Proposal Search Result**] tab.

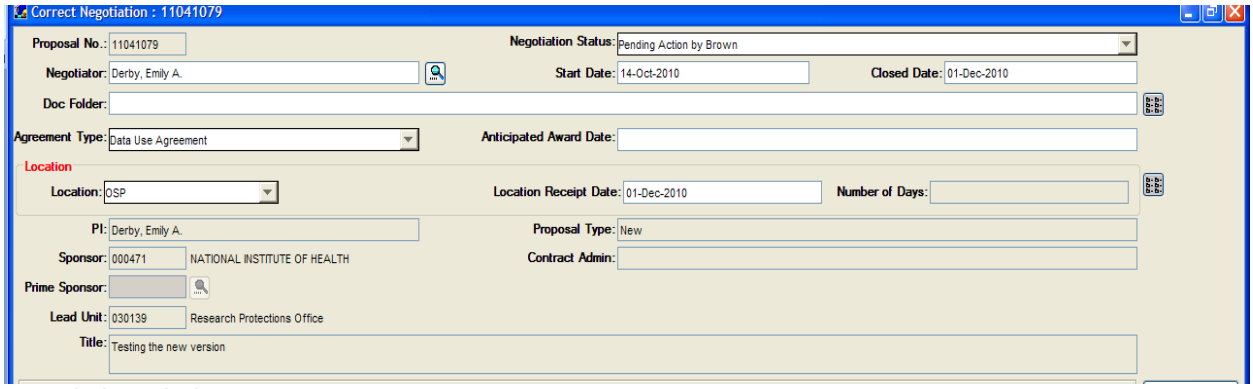
5. Highlight the Proposal that you want to add a negotiation to and click the [**OK**] button.



Highlighted proposal

The Negotiation window opens in Edit mode.

■ *Completing the Negotiation Window*



Negotiation window

6. Enter Negotiation details:

◎ The following fields are informational read-only and default from the proposal record, *Proposal No.*, *PI*, *Proposal Type*, *Sponsor*, Prime Sponsor, *Contract Admin* (Currently Not Used) *Lead Unit* and *Title*.

Proposal Number	Assigned by Coeus	The unique identifying number of a proposal. Proposal number defaults from the proposal selected; *a read-only field*.
Negotiation Status ↓	**Required Field**	The current status of the negotiation. Select one of the following negotiation statuses from the drop-down menu: *Pending Action from Brown University*, *Pending Action by Negotiator*, *Complete*, *In Process*, and *Suspended*.
Negotiator	**Required Field**	The Brown Contract Administrator or Brown Private Funding Administrator who is handling the

		negotiation. When you click on the **Search** icon, the Person Search window will appear for you to find the negotiator's name.
Start Date	Assigned by Coeus	The date the negotiation is created in Coeus. Assigned by Coeus; a *read-only field*.
Doc Folder	Not Required	Location of reference files related to the activities of the negotiation. Click on the icon to search for a folder to identify.

◎ Cannot list actual documents, must be at a folder level.

Will show document location mapped to drive.

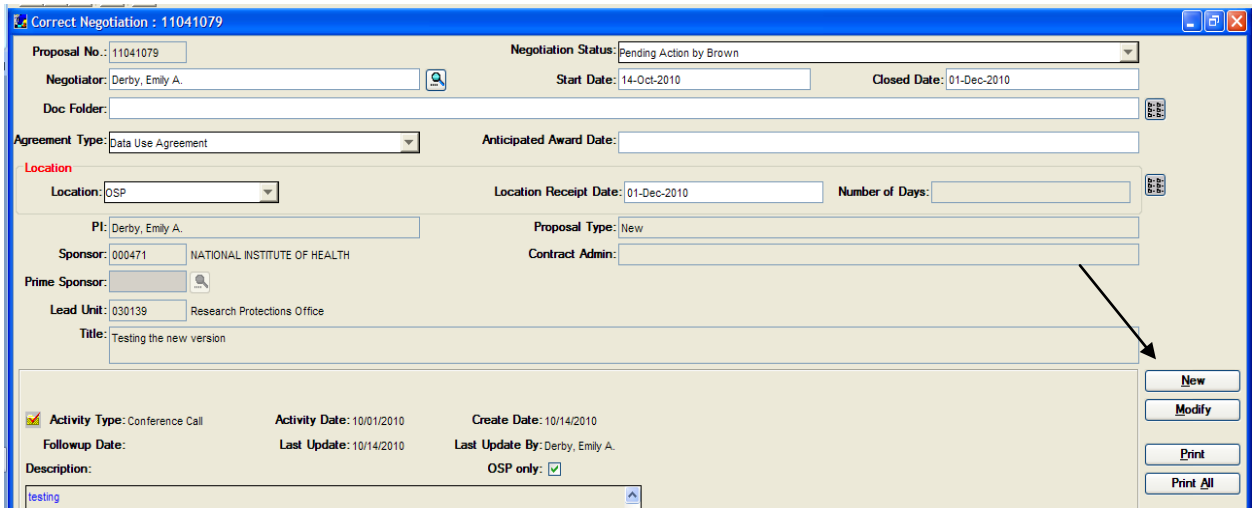
Doc Folder: C:\Documents and Settings\jquinn\Desktop\Coeus Manual

Agreement Type	Required Field	Select the type of Agreement being Negotiated
Anticipated Award Date	Required Field	Estimated Date Award will be funded
Location	Required Field	Location of Negotiation, who is responsible for the next decision on the negotiation.
Location Receipt Date	Required Field	Date Negotiation was received by Location
Number of Days	Assigned by Coeus	Number of days counted by Coeus from the state of the negotiation to the close.
PI	Assigned by Coeus	The Lead Principle Investigator specified on the proposal. PI will default from the Proposal selected; a read-only field.
Proposal Type	Assigned by Coeus	The type of proposal being submitted as specified on the proposal. Proposal Type defaults from the proposal selected; a read-only field.
Contract Admin	**Currently Not Used**	
Sponsor	Assigned by Coeus	The external funding agency, which the proposal was submitted. The Sponsor defaults from the proposal selected; a read-only field.
Prime Sponsor	Assigned by Coeus	Prime Sponsor selected on the proposal record. This field is a read-only field.
Lead Unit	Assigned by Coeus	The Lead Unit (Department) specified on the proposal that is responsible for the sponsored project if proposal is funded. The Lead Unit (Department) defaults from the proposal selected; a read-only field
Title	Assigned by Coeus	The Title of the proposed project as specified on the proposal. The title defaults from the proposal selected; a read-only field.

7. Click on the **Save** icon to save the negotiation details. To enter specific Negotiation Activities, proceed to Entering a Negotiation Activity.

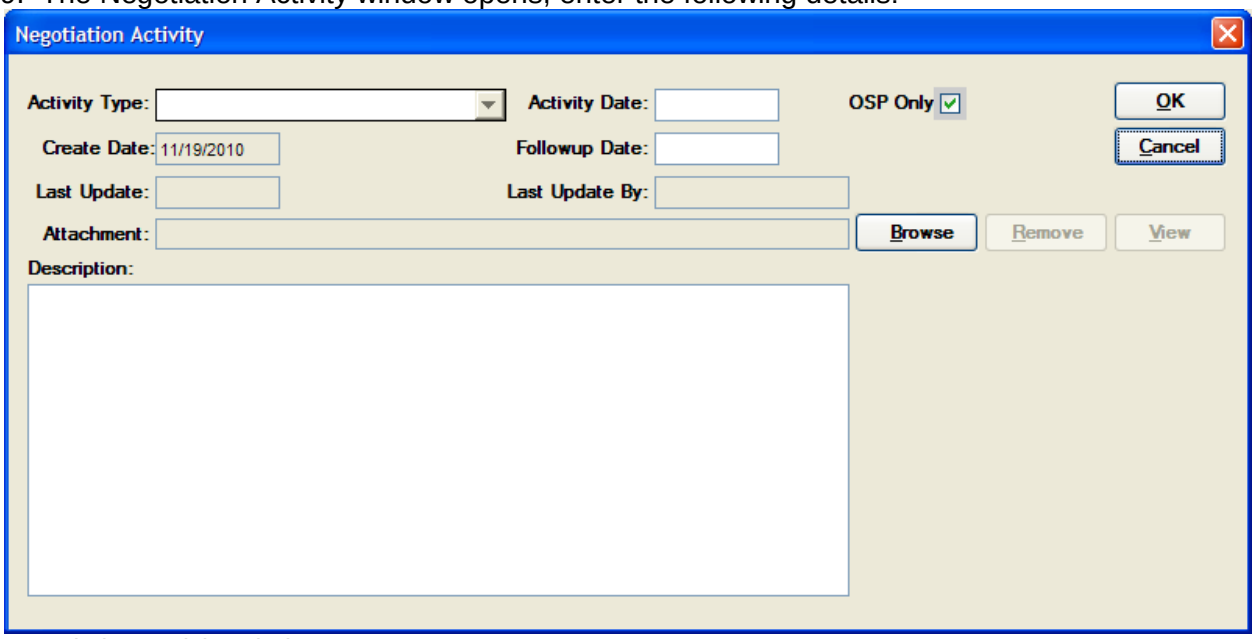
Entering a Negotiation Activity

8. Click on the [**New**] button to enter new negotiation details.



New button on Negotiation window

9. The Negotiation Activity window opens, enter the following details:



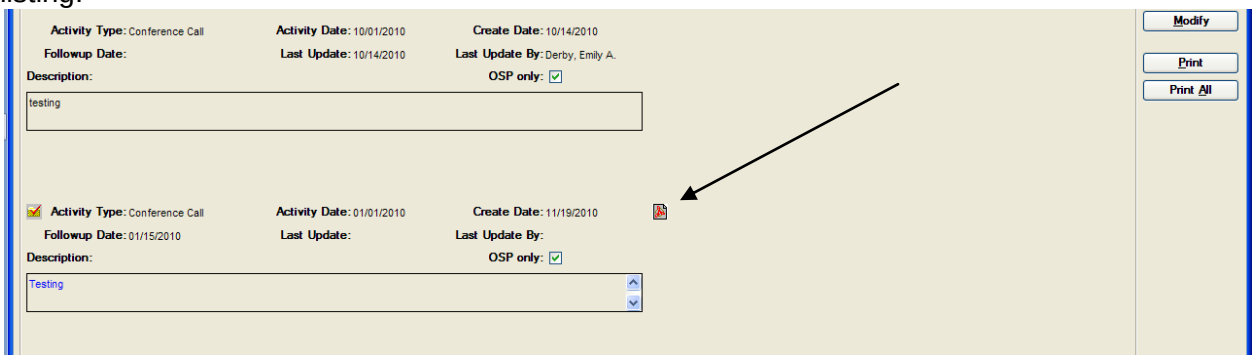
Negotiation Activity window

Activity Type ↓	**Required Field**	The type of negotiation activity that occurred. Select the appropriate negotiation activity type from the drop-down menu: *Conference Call*, *Telephone Call*, *Email*, *Fax Sent*, *Meeting*, etc.
Activity Date	**Required Field**	Date the negotiation activity occurred. Enter date as (*mm/dd/yy*).
OSP Only (Check box)	Not Required Field	Coeus automatically defaults the *OSP Only* with a check in the box ☑, meaning only the OSP office

		can view the record. If you want to allow others to view the negotiation activity, uncheck the box.
Create Date	Assigned by Coeus	Date the negotiation activity record is created. Coeus will generate the record creation date when you open the Negotiation Activity window; *a read-only field*.
Follow-up Date	**Required Field (OSP Procedure)**	Date to follow-up on the negotiation activity. Enter date as (*mm/dd/yy*). ***Coeus currently does not automatically notify the user to follow-up.***
Last Update	Assigned by Coeus	Coeus will generate the last update date when the record is saved. *A read-only field*.
Last Update By	Assigned by Coeus	Coeus will generate the user's name in this field when the record is saved. *A read-only field.*
Attachment	**Not Required**	This attachment field allows a user to upload attachment to a specific activity. The attachments can be PDF, Word or Excel.
Description	**Required Field**	Detail of the Negotiation activity. Summarize the negotiation activity/issues in this field.

9. Click the [**OK**] button to save the changes.

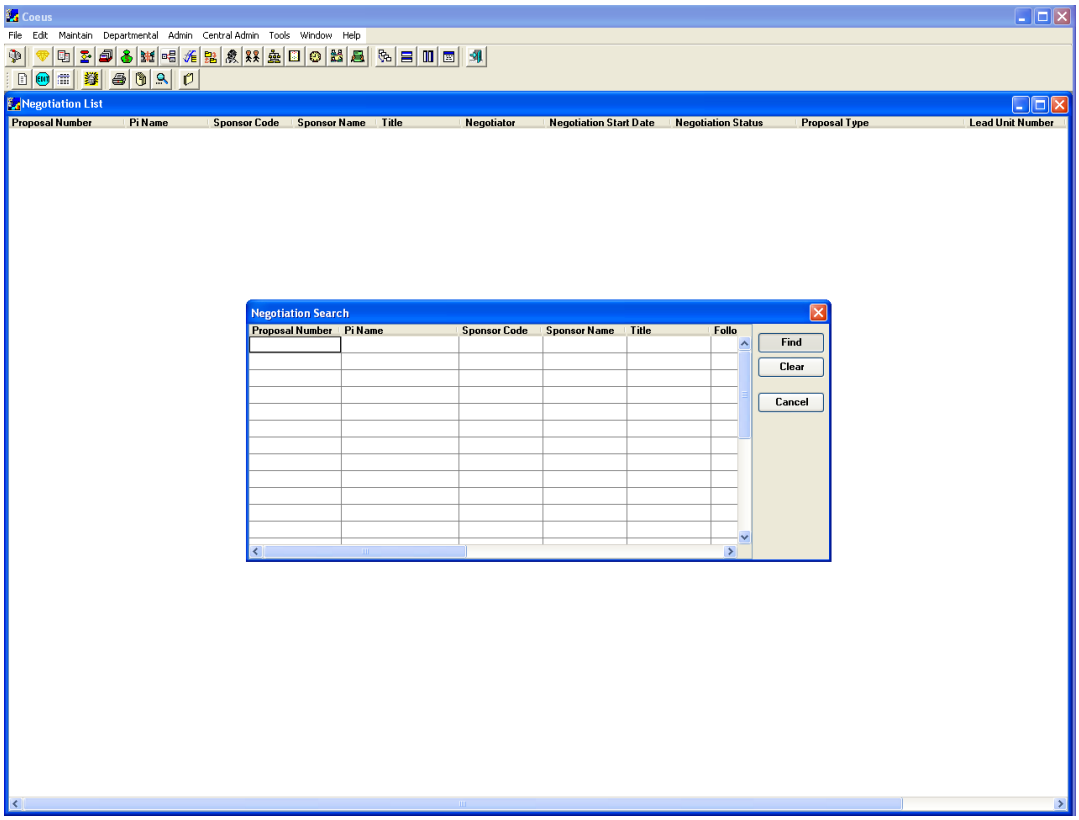
The new Negotiation Activity entry is added to the Negotiation window.
When documents are attached to the activity, a symbol will appear in the right corner of the listing.



Negotiation window with Negotiation Activity.

V.Modifying an Existing Negotiation

1. To modify an existing negotiation click on the **Maintain Negotiations**  icon or select **Maintain > Negotiations** from the menu bar to display the Negotiation List window with the Negotiation Search window displayed on top of it.



Initial Negotiation List window with Negotiation Search window

2. In the Negotiation Search window, enter any known Negotiation information (ex. *PI Name*, *Proposal number, Negotiator*) in the appropriate field to find the negotiation.

Negotiation Search window

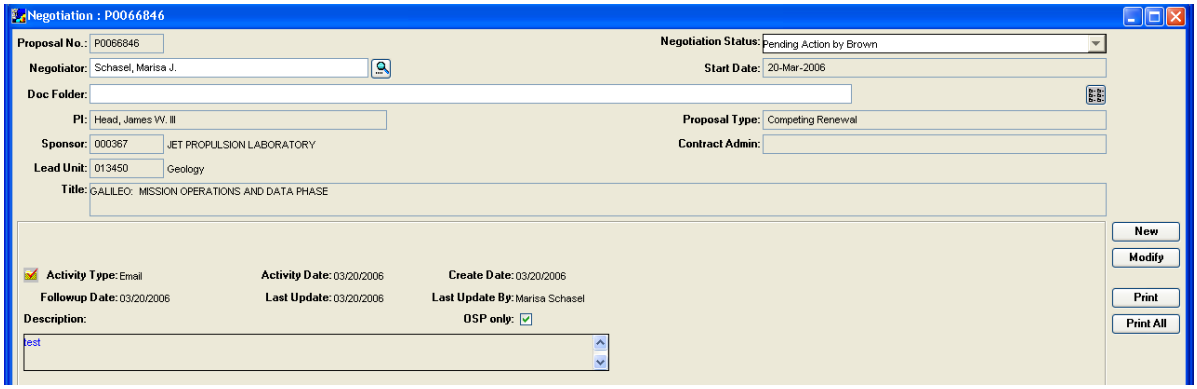
Search results will be returned to the Negotiation List window.

Negotiation List

Proposal Number	Pi Name	Sponsor Code	Sponsor Name	Title	Negotiator	Negotiation Start Date	Negotiation Status	Proposal Type	Lead Unit Number
P0077228	Becker, Adeline	000028	AMERICAN EDUC...	AMERICAN EDUC...	Schasel, Marisa J.	28-Apr-2006	Pending Action by Brown	New	011615
P0080931	Xu, Jingming	000049	ANTEON CORPOR...	CARBON NANOT...	Schasel, Marisa J.	22-Feb-2006	Pending Action by Other Party	New	013350
P0085425	Nurmikko, Arto V.	000230	DEFENSE ADVAN...	OPTOELECTRONI...	Schasel, Marisa J.	20-Mar-2006	Pending Action by Brown	Supplement	013810
P0081751	Mustard, John F.	000315	HAMILTON SUNS...	HYPERSPECTRAL...	Schasel, Marisa J.	02-Mar-2006	In Process	New	013450
P0080438	Mustard, John F.	000367	JET PROPULSION ...	CRISM-OMEGA LI...	Schasel, Marisa J.	20-Mar-2006	Pending Action by Other Party	New	013450
P0084145	Head, James W. III	000455	NATIONAL AERO...	VALLEY NETWO...	Schasel, Marisa J.	29-Mar-2006	Pending Action by Brown	New	013450
P0084960	Prell, Warren L.	000766	UNIVERSITY OF R...	MODELING TOOL...	Schasel, Marisa J.	26-Jan-2006	Complete	New	013450

Negotiation List window with highlighted entry

3. Highlight the Negotiation and click on the **Edit**  icon or select **Edit > Correct Negotiation** from the menu bar. Negotiation window opens.



Negotiation : P0066846

Proposal No.: P0066846
Negotiation Status: Pending Action by Brown
Negotiator: Schasel, Marisa J.
Start Date: 20-Mar-2006
Doc Folder:
PI: Head, James W. III
Proposal Type: Competing Renewal
Sponsor: 000367 JET PROPULSION LABORATORY
Contract Admin:
Lead Unit: 013450 Geology
Title: GALILEO: MISSION OPERATIONS AND DATA PHASE

Activity Type: Email
Activity Date: 03/20/2006
Create Date: 03/20/2006
Followup Date: 03/20/2006
Last Update: 03/20/2006
Last Update By: Marisa Schasel
Description:
OSP only: ☑
test

New
Modify
Print
Print All

Negotiation window

⇨ There are two options when modifying a negotiation:

1. **Add a new negotiation activity to an existing negotiation**.
   - A new negotiation activity is created in order to separately track each action associated with a negotiation to maintain the history of all negotiation activities.
2. **Modify or correct a previously entered negotiation activity**.
   - A negotiation activity is modified / edited when you need to correct data entry errors or when you need to expand upon the activity details / description.
   - When an activity is edited you can override previously captured text within the activity window; i.e. history is not maintained.

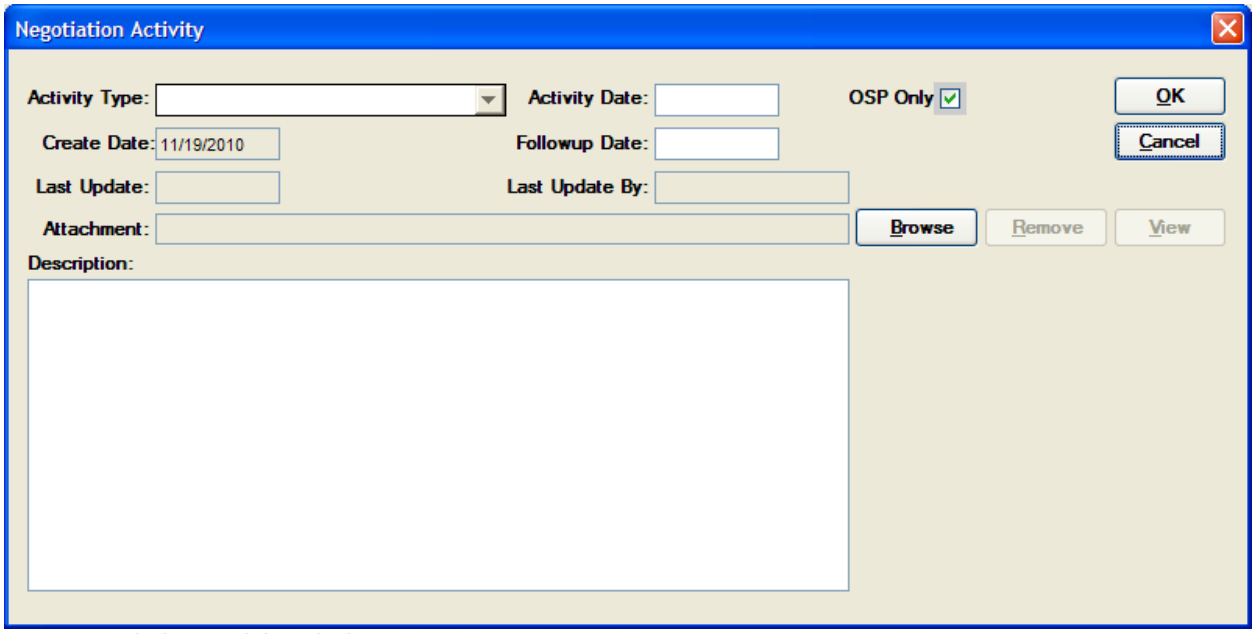
■ *Add a New Activity to the Existing Negotiation*

Any Brown Contract Administrator or Private Foundation Administrator can enter a new negotiation activity to a selected negotiation. When a new activity takes place during the negotiation process you:

Search and select the Negotiation that needs a new activity and open in Edit mode.

1. Click on the [**New**] button to enter the new activity information.

◎ This does not override any previous activities and preserves the history of the negotiation process.

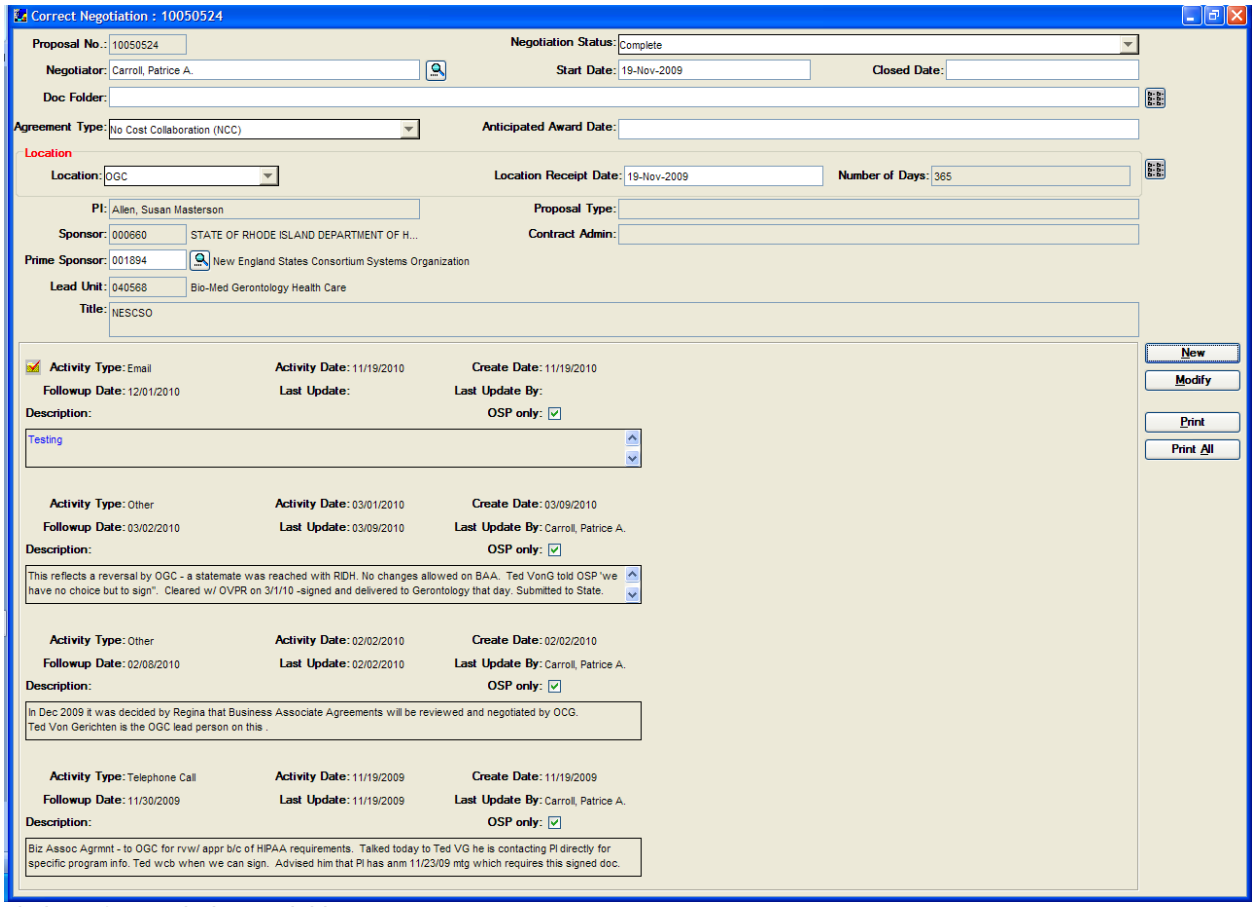


New Negotiation Activity window

2. Enter the *Activity Type*, *Activity Date*, *Follow-up Date, Attach a document (if desired)* and *Description*. (For more details about each field, refer to page 10.)

3. Click on the [**OK**] button to save the activity.

◎ The most recent activity entered will appear at the top of the list in the Negotiation window.



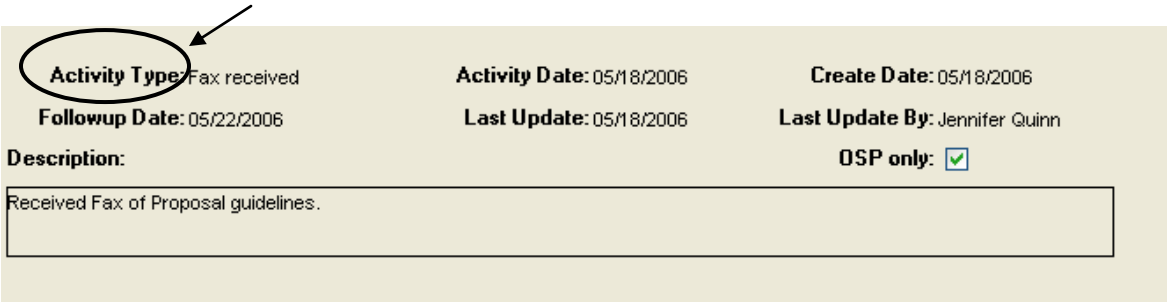
Listing of negotiation activities

■ *Modify or Correct a Previously Entered Negotiation Activity*

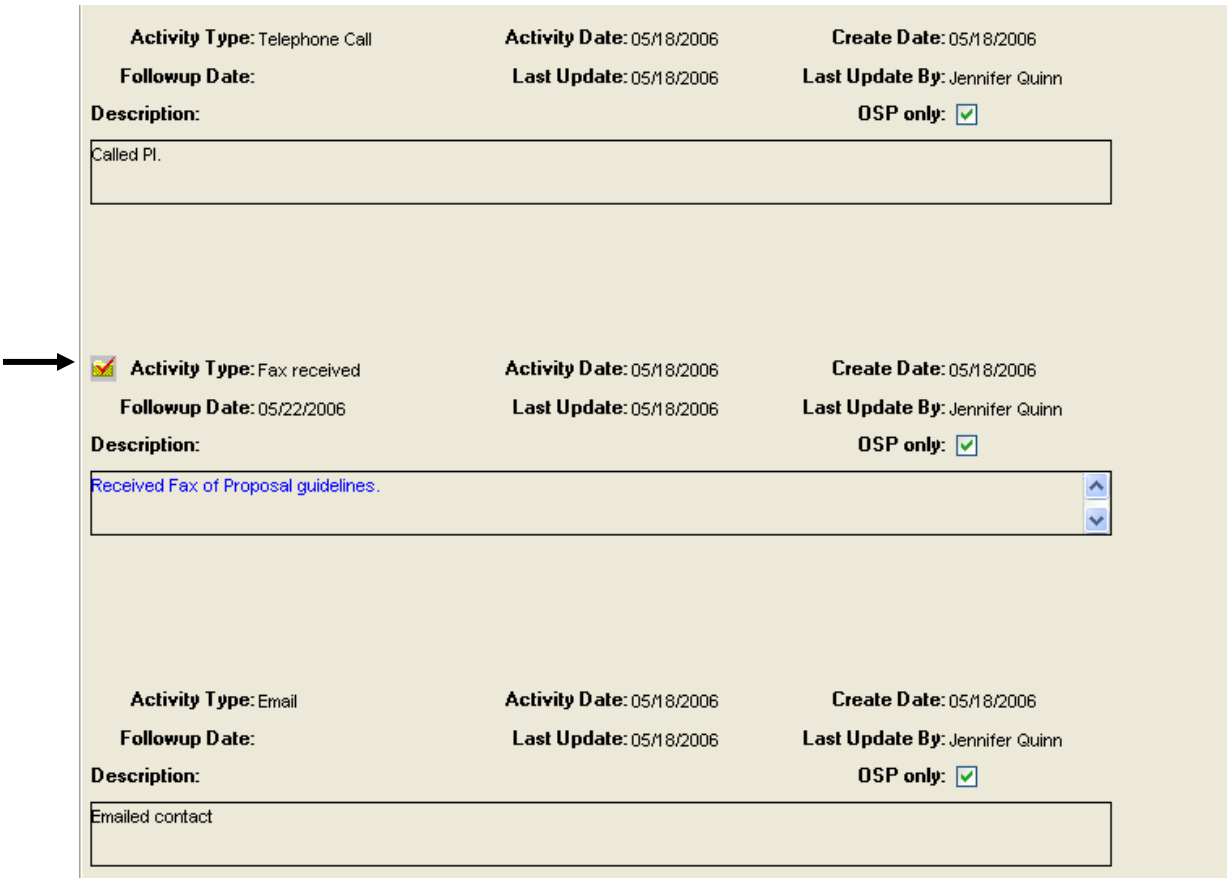
To modify or correct a previously entered negotiation activity (ex: you need to add or change a description or you need to correct data entry errors) you must first select the Negotiation and open in Edit mode. Then select the activity you would like to modify.

◎ Only the Negotiator of that record can modify or correct a previously entered negotiation activity.

1. To select the activity, click next to the words, ***Activity Type*** of the negotiation activity you want to modify in the list.

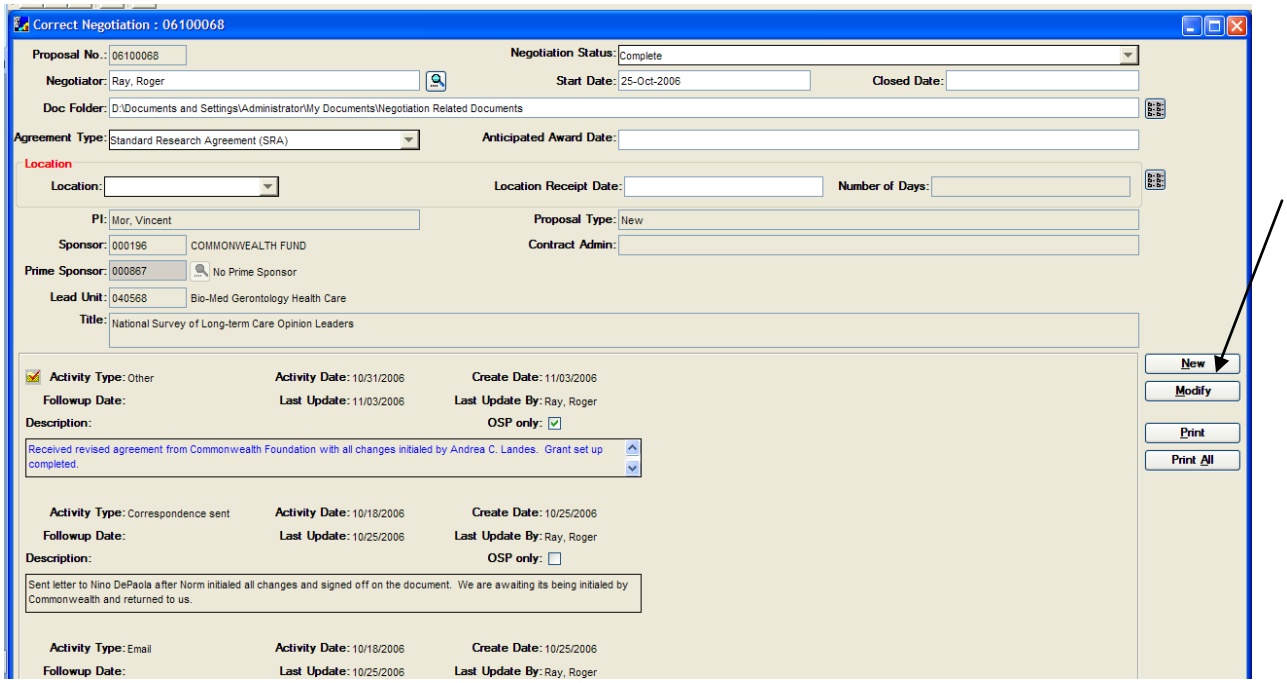


A checked folder image will appear on the left hand side of the words "Activity Type". This is the selected negotiation activity.



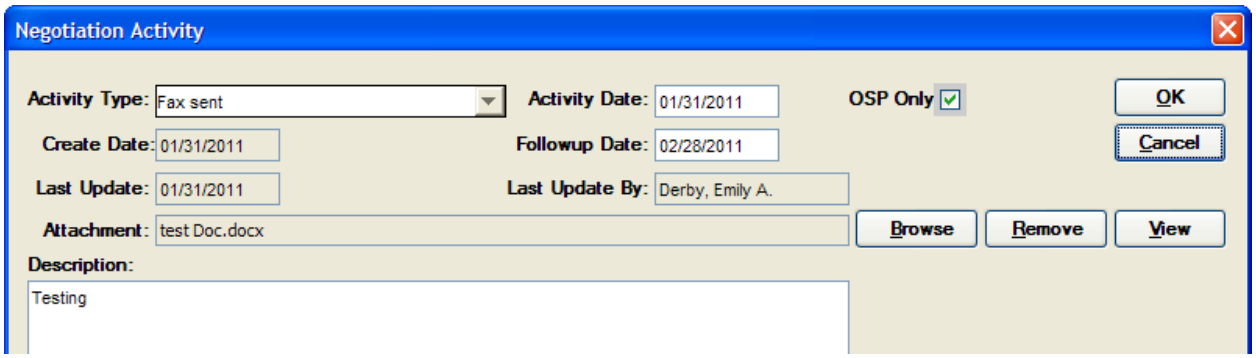
Selected negotiation activity

2. Click on the [**Modify**] button.



Modify button in the Negotiation window

3. The Negotiation Activity window opens and you can edit the selected negotiation activity.



Modified negotiation activity

4. Click on the [**OK**] button to save the changes.

◎ When you modify a negotiation activity the previous state of the negotiation is overwritten. No history of previous state of activity is maintained. ***Therefore, if history is to be maintained it is recommended that a new negotiation activity be created.***

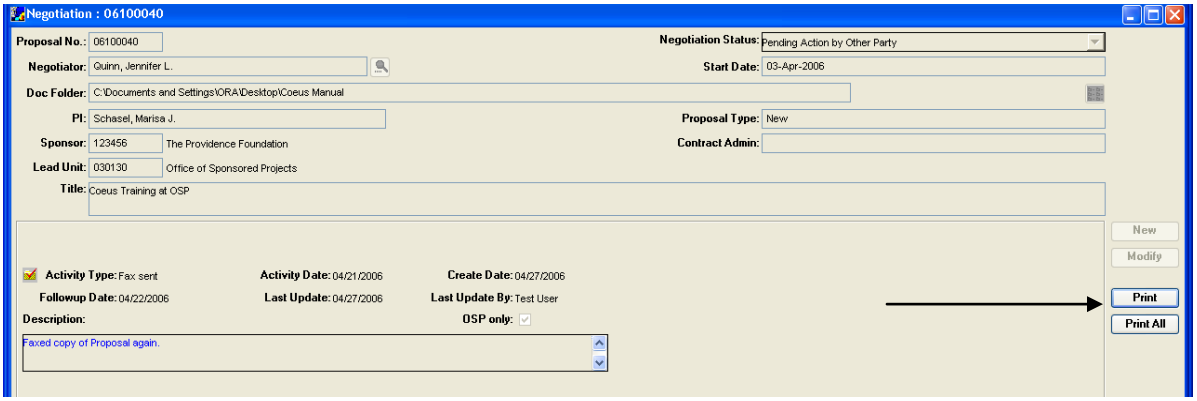
VI.Printing a Negotiation Activity Report

Within Coeus you can either print out a report of a selected negotiation activity or you can print out a report that details all the negotiation activities related to a specific proposal.

Print a Report of One Selected Activity

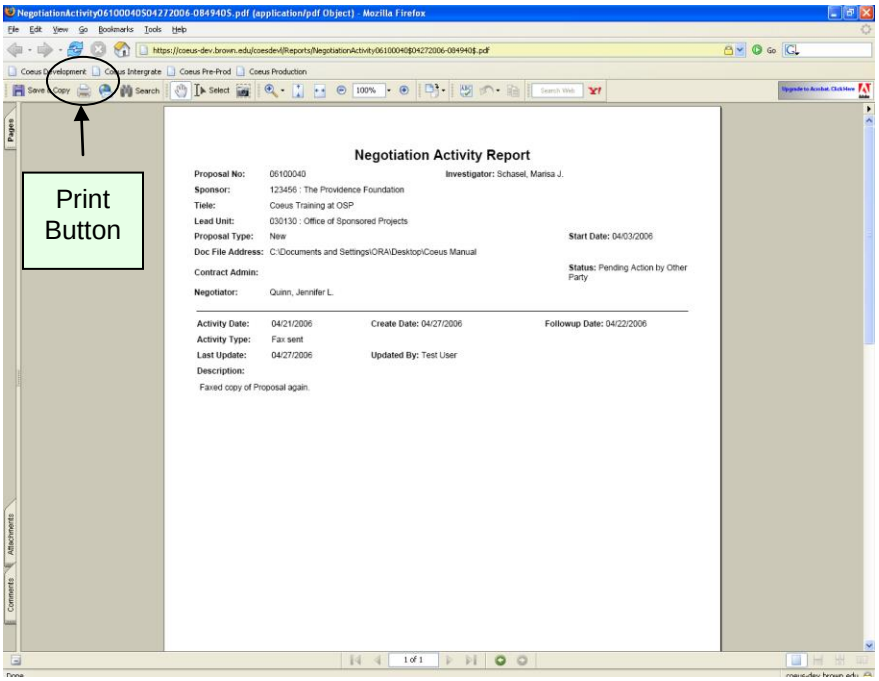
1. Select the activity, as indicated by the checked folder symbol .

2. Click the [**Print**] Button



*Selected Activity and [**Print**] button*

3. A PDF of the report will be created in Acrobat Reader and will open in a new window above the Coeus window.

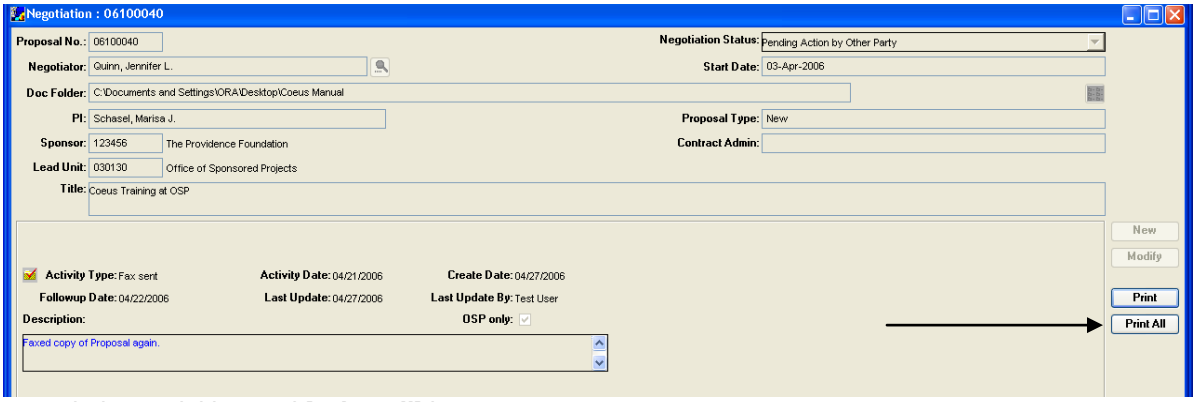


Negotiation Activity Report PDF

4. Use the PDF Reader print option to print the report

Print All Negotiation Activities For a Proposal

1. Click the [**Print All**] Button



*Negotiation activities and [**Print All**] button*

2. A PDF of the report will be created in Acrobat Reader and will open in a new window above the Coeus window.

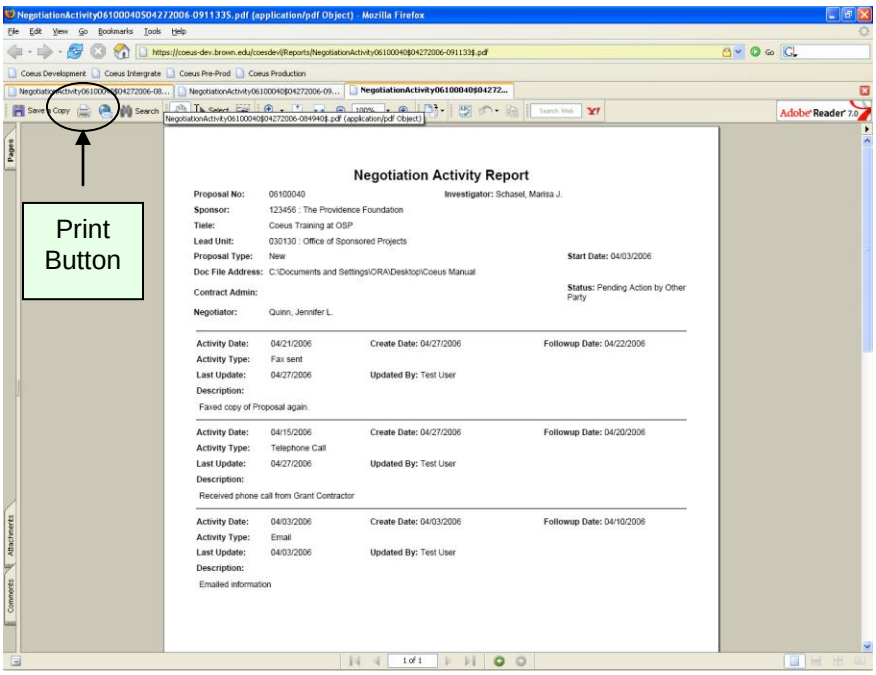
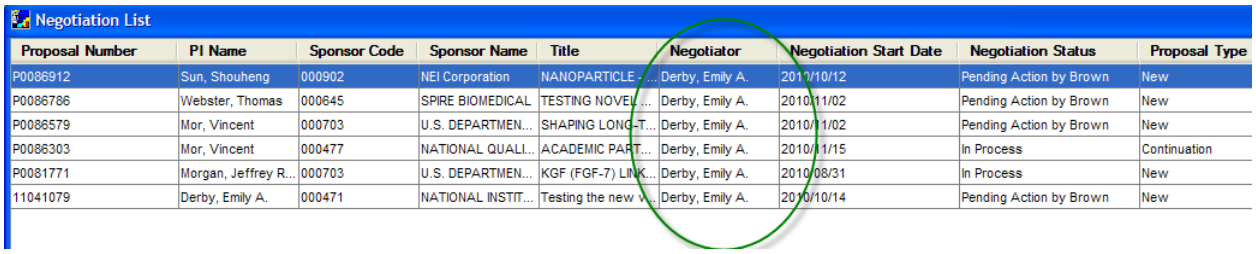


Figure 7.24: Negotiation Activity Report PDF

4. Use the PDF Reader print option to print the report

■ *Print All Negotiation for a Specific Negotiator (for OSP needs)*

1. Select “Negotiation” from the Maintain dropdown menu, a search window will open.
2. Search by Negotiation criteria, for generating a list of Negotiations for OSP purpose, Enter the Negotiator Name in the field and Click Find



Negotiation List

Proposal Number	PI Name	Sponsor Code	Sponsor Name	Title	Negotiator	Negotiation Start Date	Negotiation Status	Proposal Type
P0086912	Sun, Shouheng	000902	NEI Corporation	NANOPARTICLE -...	Derby, Emily A.	2010/10/12	Pending Action by Brown	New
P0086786	Webster, Thomas	000645	SPIRE BIOMEDICAL	TESTING NOVEL...	Derby, Emily A.	2010/11/02	Pending Action by Brown	New
P0086579	Mor, Vincent	000703	U.S. DEPARTMEN...	SHAPING LONG-T...	Derby, Emily A.	2010/11/02	Pending Action by Brown	New
P0086303	Mor, Vincent	000477	NATIONAL QUALI...	ACADEMIC PART...	Derby, Emily A.	2010/11/15	In Process	Continuation
P0081771	Morgan, Jeffrey R...	000703	U.S. DEPARTMEN...	KGF (FGF-7) LINK...	Derby, Emily A.	2010/08/31	In Process	New
11041079	Derby, Emily A.	000471	NATIONAL INSTIT...	Testing the new ...	Derby, Emily A.	2010/10/14	Pending Action by Brown	New

The results of this search should be all negotiations for a particular Negotiatior,

To print the results:

3. Select either the Print icon from the tool bar  or select **[Print All]** from the File drop down menu

https://coeus-dev.brown.edu/upgr/StreamingServlet?DOC_ID=4573040929137541787952159211272373795 5 - Windows Internet Explorer

Negotiation Report

Proposal No: P0086912 **Investigator:** Sun, Shouheng
Sponsor: 000902 : NEI Corporation
Tiele: NANOPARTICLE - ENABLED CONSOLIDATED METAL NITRIDE EXCHANGED COUPLE MAGNETS
Lead Unit: 013210 : Chemistry
Proposal Type: New **Start Date:** 10/12/2010
Negotiator: Derby, Emily A. **Status:** Pending Action by Brown
Doc File Address: **Contract Admin:**

Most Recent Activity
Activity Date: 10/01/2010 **Create Date:** 10/12/2010 **Followup Date:**
Activity Type: Conference Call **Last Update:** 10/12/2010 **Updated By:** Derby, Emily A.
Description:
Testing

Proposal No: P0086786 **Investigator:** Webster, Thomas
Sponsor: 000645 : SPIRE BIOMEDICAL
Tiele: TESTING NOVEL ORTHOPEDIC HELICAL COATINGS FOR ORTHOPEDIC APPLICATIONS

A PDF will open with all of the Negotiations listed, the select Print from the PDF window

VII.Deleting Negotiations

Negotiations cannot be deleted. If a negotiation needs to be deleted, contact the Coeus Support Specialist at Coeus_Help@brown.edu.