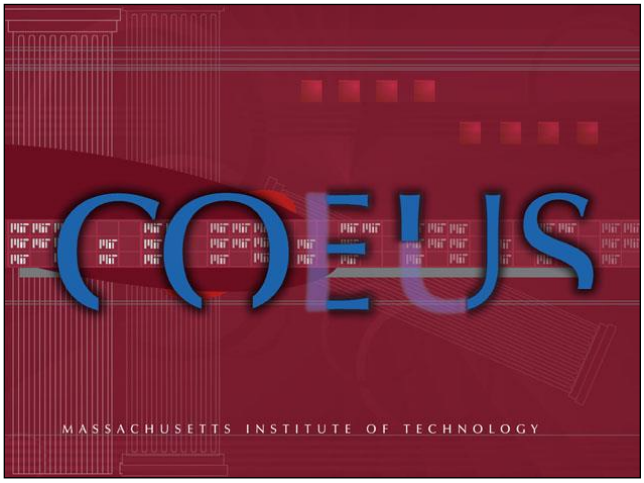

Version 4.4.3

Institute Proposal Guide

Brown Administration
Office of Sponsored Projects
Brown Office Building ■ 401.863.2777 ■ http://research.brown.edu/rschadmin/osp.php

Updated August 2011

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Institute Proposal Overview

The Institute Proposal Module contains information about proposals submitted to external sponsors. Each proposal that has been officially submitted by the University to the external sponsor is assigned a unique identifier. With this identifier, the user can view information about proposals, i.e. funding source (external sponsor), title, department, principal investigator(s), and proposal amount. Once a proposal is funded, the information from the Institute Proposal Module becomes the foundation of the award.

Navigation and Toolbars

Coeus Main Toolbar

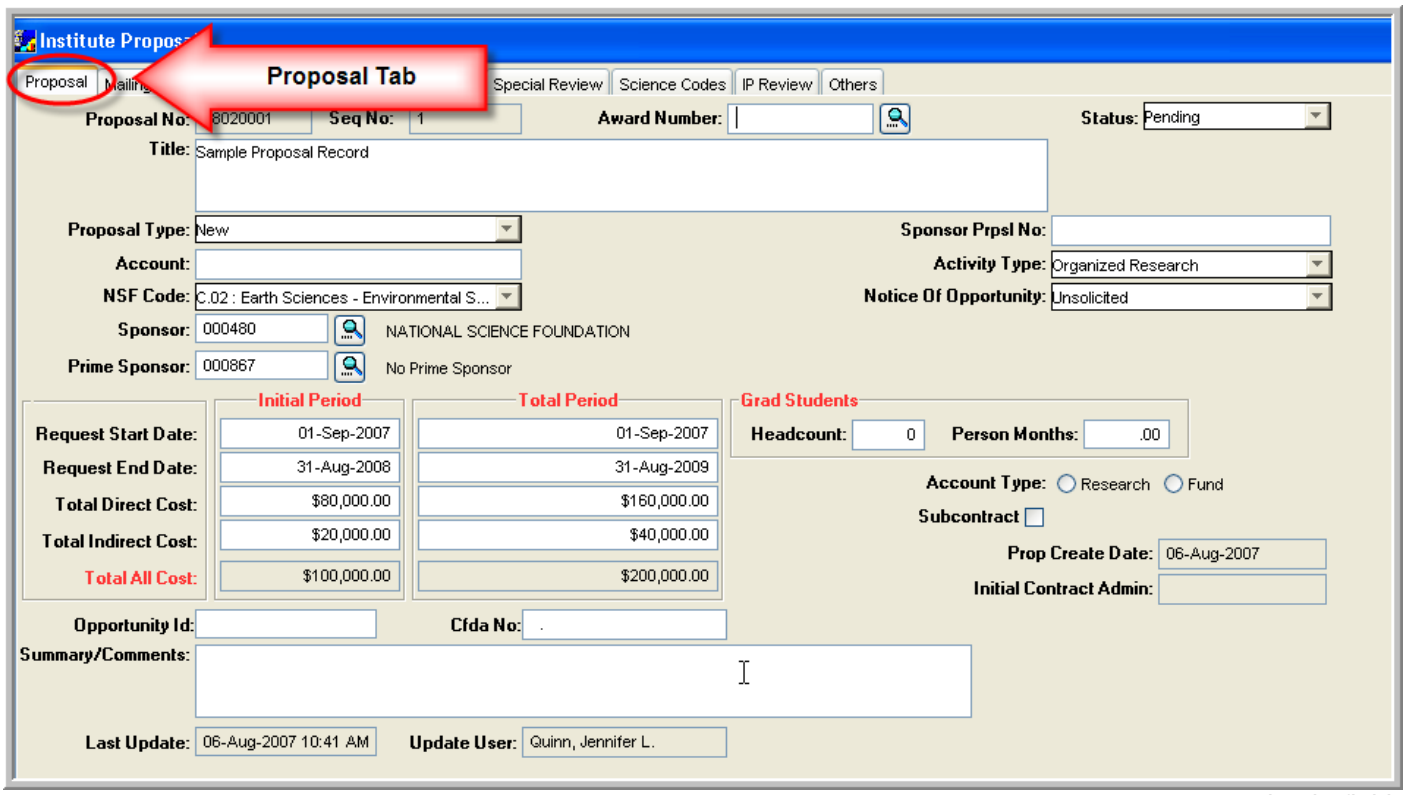
Proposal Toolbar

Icon	Action	Icon	Action
	Create a New Proposal		**Add or Display Notes about Proposal**
	Correct Proposal		**Medusa; Displays relationships between Awards, Proposals, and Subcontracts**
	Display Existing Proposal in view-only mode		**Sort the Proposal entries in the displayed list**
	Create a New Entry/ Sequence for a Proposal		**Search for a Proposal entry**
	IP Review (Currently not used.)		**Save changes on Proposal or Save data in displayed list**
	Link to Negotiation related to Proposal		**Close the Proposal window**

Field Definitions for Proposals

In the Institute Proposal module, several tabs display various fields that contain information about a given proposal. **Information for the Institute Proposal Record is taken directly from the Proposal Summary and Approval Form (PSAF) or the Proposal Development Record.** The following section will define the fields that are within each tab:

🗀 ***Proposal Tab*** - This tab contains general information about the Proposal.



Proposal Tab- fields

- ***Proposal No.*** – The unique identifying number of a proposal; *assigned by Coeus*.
- ***Seq. No.*** – Coeus generates a sequence number when a new proposal is created or a new entry is made to an existing proposal. The Sequence number will default to 1 when a proposal is first created.
- ***Award Number*** (Optional Field) – The 9 digit number that is a unique identifier for an award assigned by Coeus. The Award Number field connects a proposal to an existing award.
- ***Status*** (Required Field) – Current status of the proposal. The following are the status options that can be selected: *Pending*, *Funded/Awarded*, *Rejected*, *Deactivated*, *Withdrawn*, *Held Funds Availability*, *Void*, *Rejected by Department*, *Rejected by Sponsor*, *and Revision Requested, Not-Funded, Pending 2+years*. The Status will default to pending when creating a new proposal.
- ***Title*** (Required Field) – The title of the proposed project. The Title field is populated from the Proposal Log selected or the Proposal Development Record

- ***Proposal Type*** (Required Field) – The nature of the funding request. This field defaults from the proposal selected in the Proposal Log. The following are the **Proposal Type Definitions**:

  New – An application that is being submitted to an agency 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 the Federal Government's financial obligations or contingent liability from an existing obligation. / Request for additional funds for a current award to expand the scope of work. Applicants should contact the awarding agency for advice on submitting any revision / supplement application.

  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.

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

  Pre-Proposal – An application that applies only to preliminary proposals (white-paper) that requires submission through OSP.

  Task Order – A proposal requesting funds for work or services to be conducted under an existing Master Agreement. (A master agreement is a type of contract for services that does not procure or specify a firm quantity of services except through the issuance of individual Task Orders.)

- ***Sponsor Prpsl No.*** (Optional Field) – ID Number assigned by a Sponsor to the Proposal after it has been submitted to them. *Optional field*.

- ***Account*** (Optional Field) – The 5-ledger account number assigned by Brown University to the award linked to that proposal. *Optional field*.

- ***Activity Type*** (Required Field) – Categorizes the type of activity for which support is being requested. The following are the Activity Types that can be selected: *Organized Research*, *Instruction (Institutional Training Grants)*, *Fellowship/Training Grants (Individuals)*, *Public Service*, *Student Services*, *Other*, *Construction*.

- ***NSF Code*** (Required Field) – The NSF designated field that defines the body of work. Detailed listing and definitions is located at http://research.brown.edu/pdf/activity_code_definitions.pdf

- ***Notice of Opportunity*** (Required Field) – Identifies the request (i.e.RFP) the proposal was submitted in response to. If proposal was not in response to a specific RFP select *Unsolicited*. The following are the Notice of Opportunity types that can be selected: *Solicited, Unsolicited, Verbal Request for Proposal, Solicited with Proposal Response from OSP, Augmentation Awards for Science and Engineering Research Training, Advanced Technology Program, Breast Cancer Imaging Research Program, Faculty Early Career Development, Clinical Drug Trial, Defense University Research Instrumentation (Initiative) Program, Graduate Assistance in Areas of National Need, NASA Graduate Student Researchers Program, Instrumentation and Laboratory Improvement, Knowledge and Distributed Intelligence, Major Research Instrumentation, Materials Research Science and Engineering Centers, Multidisciplinary University Research Initiative, Nanoscale: Exploratory Research, Nanoscale Interdisciplinary Research Terms, Professional Opportunities for Women in Research and Education, Research Experience for Teachers, Research Experience for Undergraduates, Small Business Technology Transfer, University Research Instrumentation, Vertical Integration of Research and Ed. in the Mathematical Sciences, Biomedical Research Information Network,* and *Idea Network of Biomedical Research Excellence.*

- ***Sponsor*** (Required Field) - The external funding agency to whom proposal was submitted. If proposal is funded the sponsor enters into an agreement with the University to support research, instruction, public service, or other sponsored activities. Sponsors include federal, state, and local governments, private businesses, corporations, foundations, not-for-profit organizations, and universities.

- ***Prime Sponsor*** – The agency that is the source of funds to the University's sponsor. For example, MIT receives an award from the Office of Naval Research (ONR) and Subcontracts a piece of work to Brown. Brown's sponsor is MIT and our prime sponsor is ONR.

- ***Request Start Date*** (Required Field)
  Initial Period – The date project/program is anticipated to begin; i.e. estimated start date.
  Total Period – The date project/program is anticipated to begin; i.e. estimated start date.

- ***Request End Date*** (Required Field)
  Initial Period – The date the first project/program is anticipated to end; i.e. project end date.
  Total Period – The date the last project/program is anticipated to end; i.e. project end date.

- ***Total Direct Cost*** (Required Field)
  Initial Period – The dollar amount requested for direct costs for the first obligation period.
  Total Period – The dollar amount requested for direct costs for all obligation periods.

- ***Total Indirect Cost*** (Required Field)
  Initial Period – The dollar amount requested for indirect costs (F&A) for the first obligation period.
  Total Period – The dollar amount requested for indirect costs (F&A) for all obligation periods.

- ***Total All Cost*** (Calculated Field)
  Initial Period – The sum of the dollar amounts requested for direct and indirect costs for the first obligation period.
  Total Period – The sum of the dollar amounts requested for direct and indirect costs for all obligation periods.

- ***Headcount (Grad Students)*** - **Currently Not Used**.

- ***Person Months (Grad Students)*** - **Currently Not Used**.

- ***Account Type*** (Required Field) Identifies the general ledger account type associated with the proposal. The University is only tracking sponsored programs in Coeus; therefore, the research button is selected in all cases.

- ***Subcontract*** (Optional Field) – The Subcontract checkbox indicates that a portion of the work is expected to be completed by another organization; i.e. a subaward will be issued.

- ***Prop Create Date*** – The Proposal Create Date is generated by Coeus when the proposal record is initially saved.

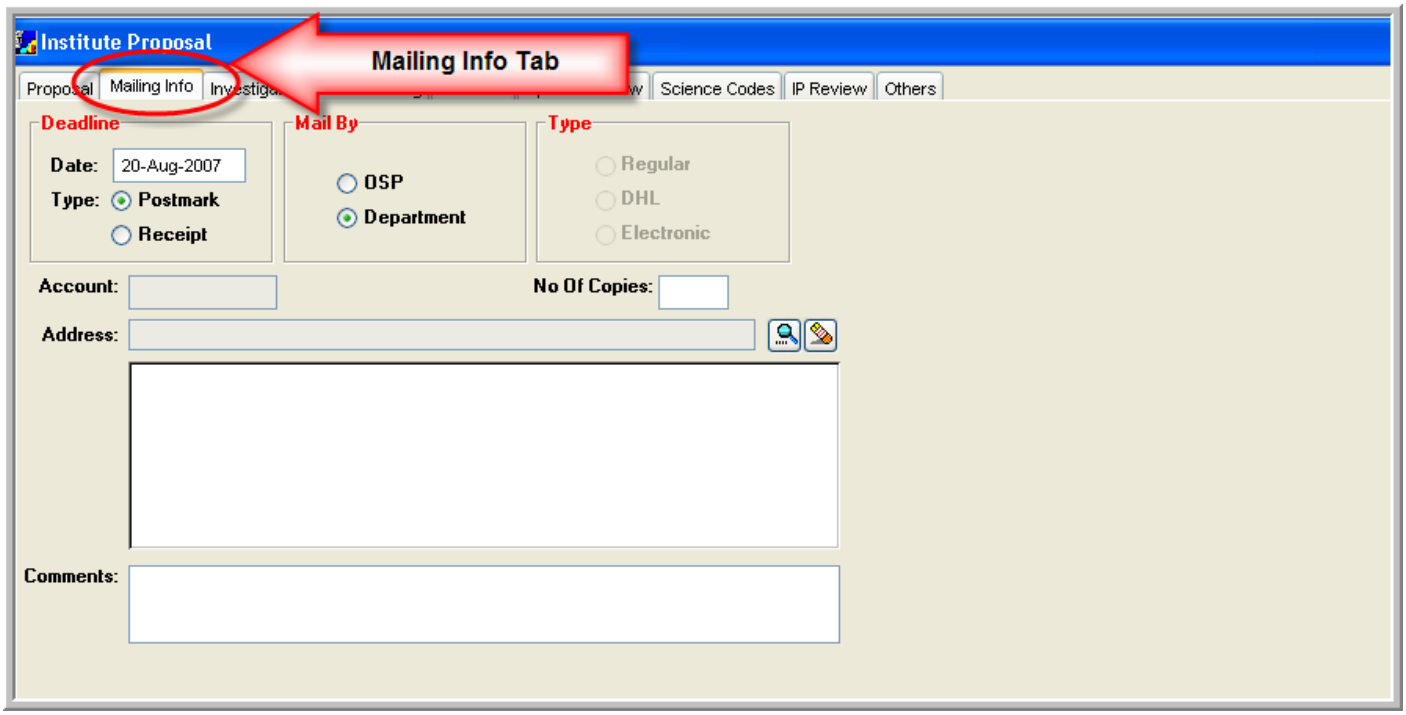
- ***Initial Contract Admin*** - **Currently Not Used**.

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

- ***Update User*** – The username of the last person that modified the record. Generated by Coeus when the record is saved.

- ***Summary / Comments*** (Optional Field) – Additional notes/comments about the proposal.

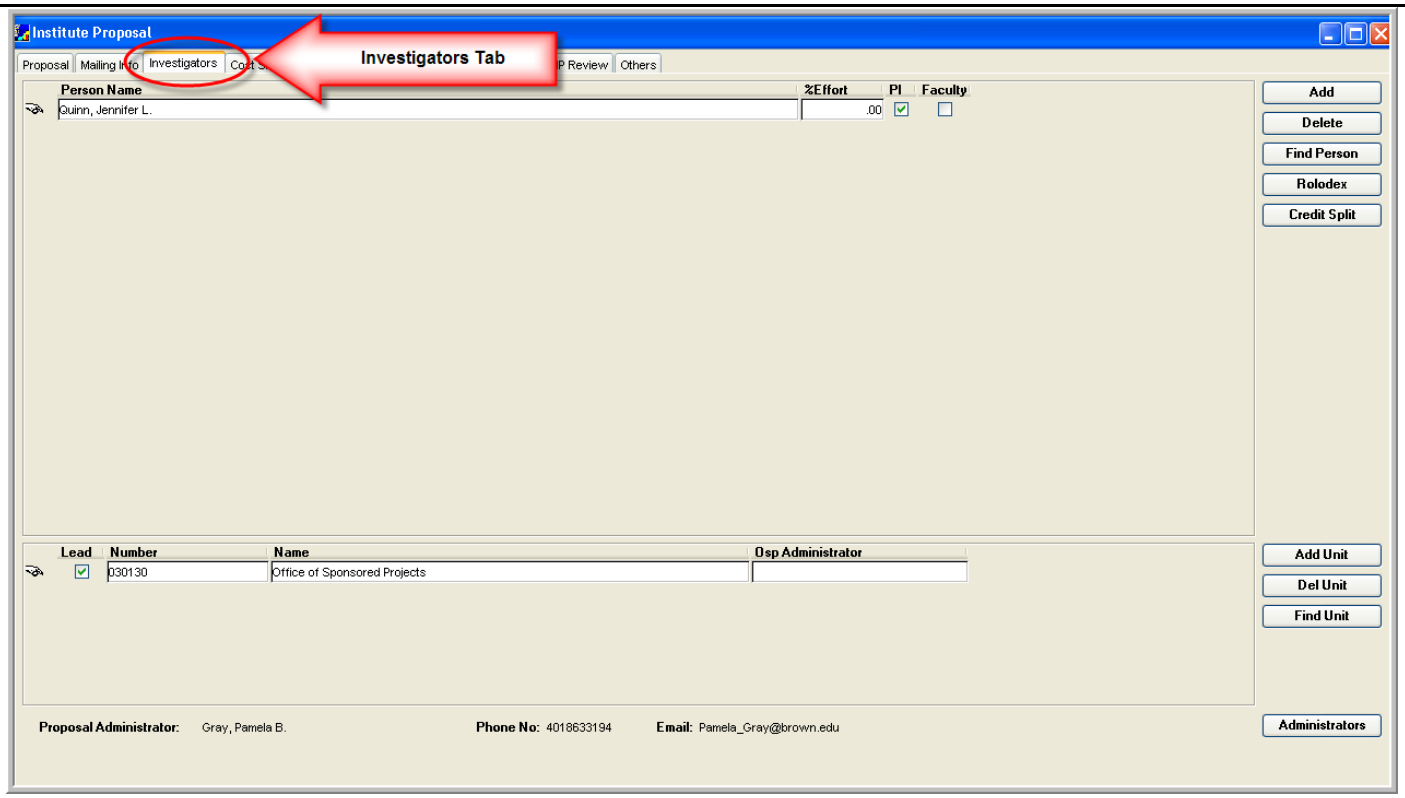
🗀 ***Mailing Info Tab*** – Only the deadline date field and the deadline type field will be used in this tab.



Mailing Info Tab - fields

- ***Deadline Date*** –**Manually Updated**.
  [Date by which time the proposal must be received by the sponsor.]
- ***Deadline Type*** – **Manually Updated** .
  [Date due is Postmark date or Receipt date of Sponsor]
- ***Mail By*** - **Currently Not Used**.
- ***Type*** - **Currently Not Used**.
- ***No of Copies*** - **Currently Not Used**.
- ***Account and Address*** - **Currently Not Used**.

🗀 ***Investigators Tab*** – This tab contains information about the Principal Investigator, Co-Investigators, and Units involved/associated with the Proposal.



Investigators Tab - fields

- ***Person Name*** (Required Field) – The name(s) of the Investigator(s) as listed on the PSAF. This field is automatically populated with the principal investigator from the proposal log or the proposal development record.

- ***% Effort*** (Required Field) – The percentage of the total effort of that individual, devoted to the proposed project, calculated on an annualized basis.

- ***PI*** (Required Field) – The Principal Investigator check box indicates if this person is considered the primary or lead Principal Investigator for the proposed project.

- ***Faculty*** (Optional Field) – The Faculty check box indicates that the selected person is a faculty member. This information defaults from the person table.

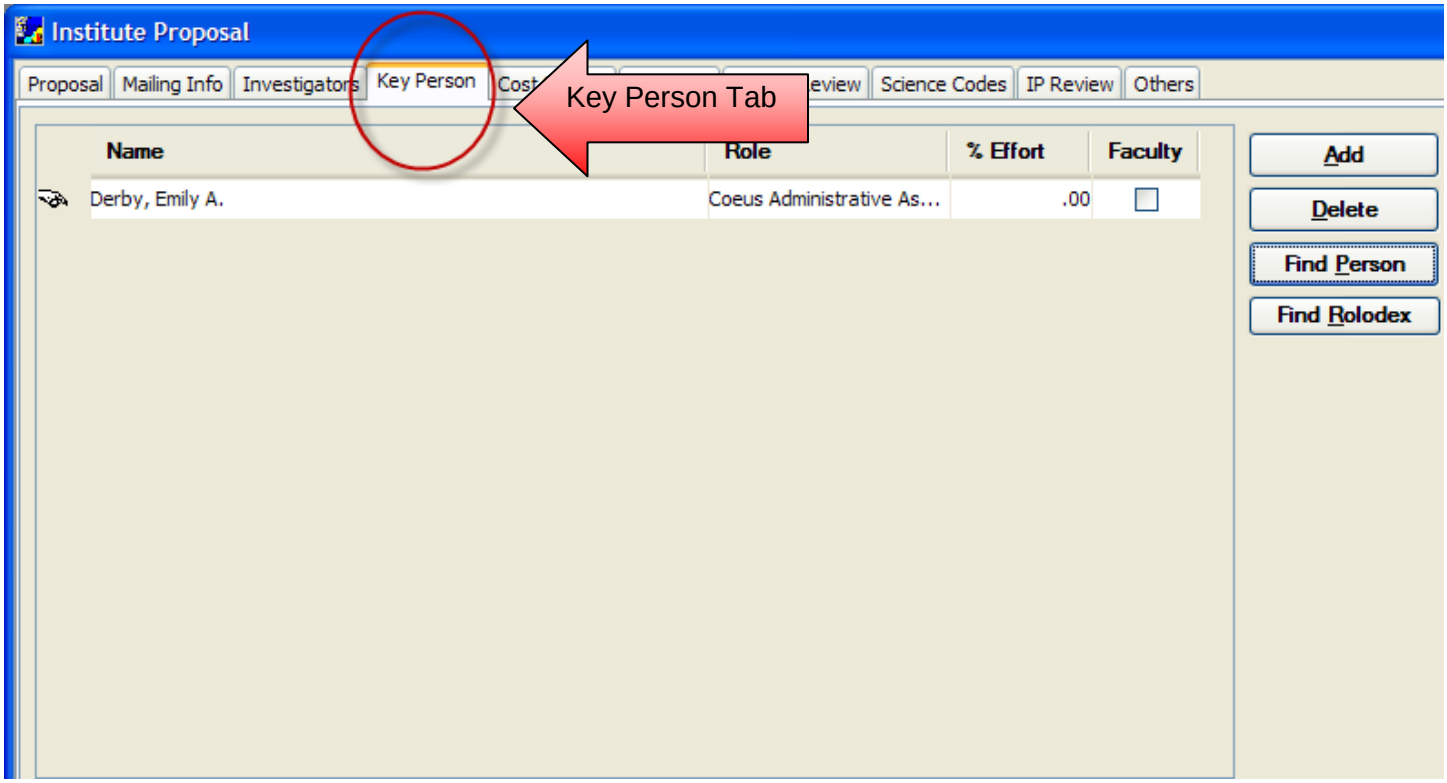
- ***Lead*** – The Lead checkbox indicates the department/unit with overall administrative responsibility for the proposed project.

- ***Number*** – The department/unit code for the department(s) specified on the proposal. The Department Number defaults from the person table and is dependent on the Person Name (of PI) highlighted. *The Department Number is changed if the Investigators home department is not the proposal submission department*.

- ***Name*** – The official Department Name for the department(s) specified on the proposal. The Department Name is dependent on the department number selected. This information is from the Unit Table and cannot be changed. *The Department Name is changed if the Investigators home department is not the proposal submission department*.

- ***Proposal Administrator –*** The Office of Sponsored Projects' Contract Administrator for the proposal.

🗀 **Key Persons Tab-** This tab contains information about the senior key people listed on the project. This information is taken directly from the proposal development record and does not need to be entered when creating a new Institute Proposal



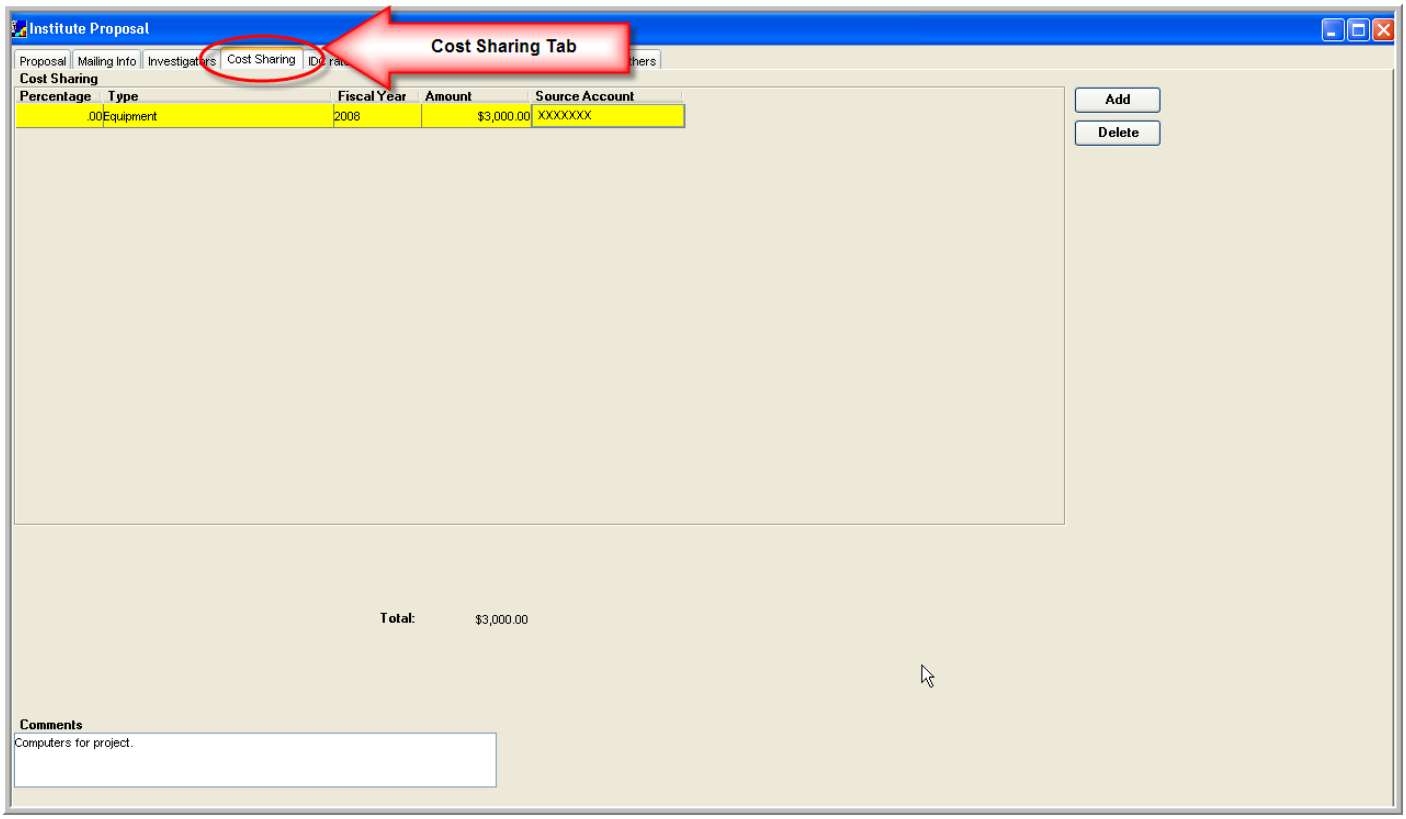
- ***Name:*** An individual from the Brown directory (FIND PERSON) or by searching the Rolodex (Non Brown). This field will automatically populate, if institute proposal was created from a proposal development record. If Institute Proposal is created from a Proposal Log record this field will have to be added when completing the proposal details. (Currently not required)

- ***Role:***This field will default to the "title" of an individual if they are an employee of Brown and will be blank if the individual is selected from the rolodex. This field must be changed to the "Role" the individual will hold on the project. (Currently not required)

- **Effort: (Required-For Brown Employees)** Add the Percent effort this individual will be working on the project. (Currently not required)

- **Faculty**: (Optional) This box will be checked if the Brown employee is a faculty member, this will default from the persons table record.

🗀 ***Cost Sharing Tab*** – This tab identifies any proposed project costs not borne by the sponsor but borne by the University. There are six general categories (types) of cost sharing that the University tracks.



Cost Sharing Tab - fields

- ***Percentage*** - **Currently Not Used**.

  (The Following fields will need to be manually updated if the Institute proposal record is created from a proposal log record. If created from an Proposal Development Record the fields will be filled from the the budget).

- ***Type*** (Required Field) – The six general categories of cost sharing that the university tracks. The following is a list of the Cost Sharing types: *Equipment*, *Equipment funded by VPR*, *F & A (Indirect Costs)*, *F & A (Indirect Costs) funded by VPR*, *Other Direct Costs*, and *Salary & Fringe- Key Personnel*.

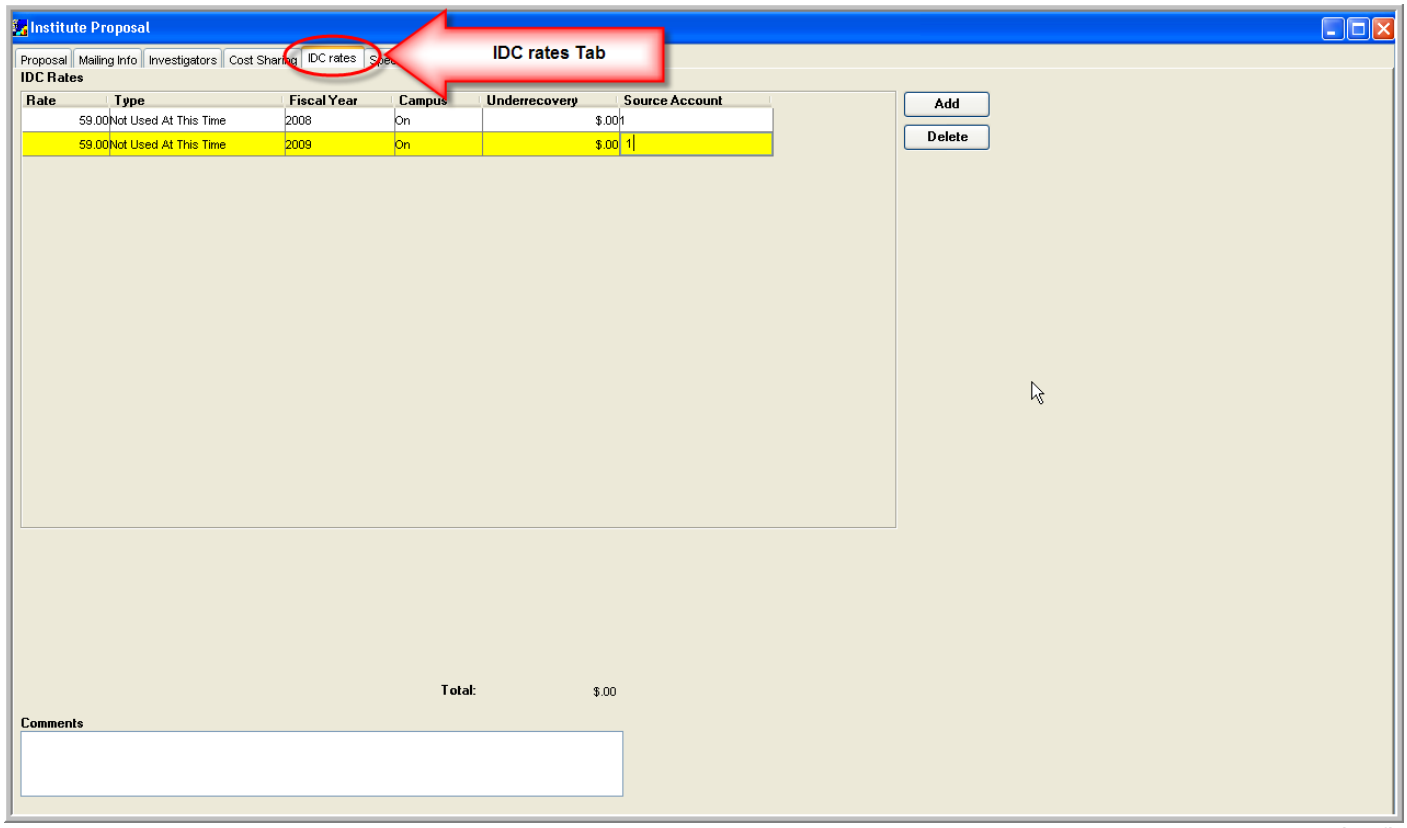
- ***Fiscal Year*** (Required Field) – The estimated fiscal year for each cost sharing commitment type.

- ***Amount*** (Required Field) – The dollar value of each type of Cost Sharing for a particular fiscal year.

- ***Source Account*** (Required Field) – The Brown University account number(s) that identify where the university's cost sharing commitment are from; gift, endowment, and other non-sponsored accounts.

- ***Comments*** (Optional Field) – Comments or notes about the Cost Sharing.

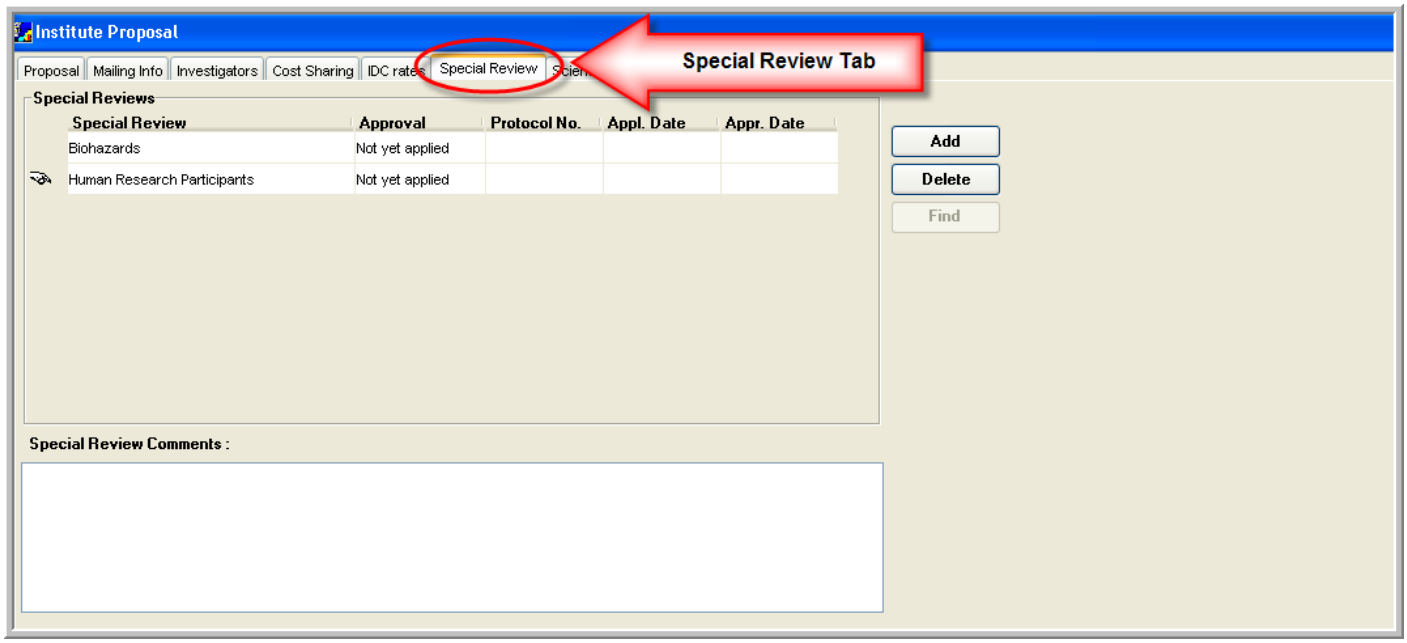
🗀 ***IDC Rates Tab*** – This tab contains information about the F&A / Indirect Cost Rate(s) (IDC) associated with the proposal. The rates are entered for each fiscal year of the proposed project period.



IDC rates Tab - fields

- ***Rate*** (Required Field) – The IDC rate that will be applied for a particular fiscal year.
- ***Type*** (Required Field) – **Currently Not Used**.
- ***Fiscal Year*** (Required Field) – The fiscal year for which that IDC Rate applies.
- ***Campus*** (Required Field) – Indicates where the majority of activity will occur i.e. ON – on campus, OFF – off campus.
- ***Underrecovery*** (Optional Field) - **Currently Not Used**.
- ***Source Account*** (Required Field) – default from the Proposal development record
- ***Comments*** (Optional Field) – Comments or notes about the IDC rates.

🗀 ***Special Review Tab*** – This tab contains information pertaining to the regulatory and institutional issues associated with the proposed project.



Special Review Tab - fields

- ***Special Review*** (Required Field) – Any special reviews for the proposal are listed here. Examples include: *Biohazards*, *Human Research Participants*, *Laboratory Animal Care*, and *Recombinant DNA, etc.* Source of this information is PSAF.

- ***Approval*** (Required Field) -.This is a required field; therefore, value that should be displayed is ***Pending*** unless Approval is known, then a date should be added in the approval date field.

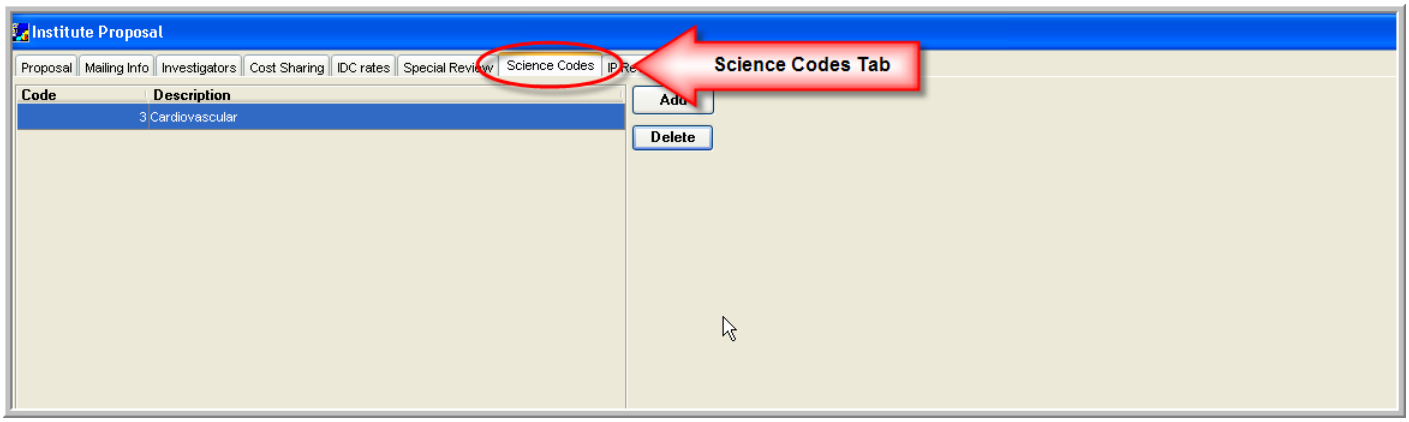
- ***Protocol No.*** - **Currently Not Used**.

- ***Appl. Date*** - **Currently Not Used**.

- ***Appr. Date*** – **Not used unless approval is known at the time when the proposal development record is created.**

- ***Special Review Comments*** (Optional Field) – Special instructions or other pertinent information regarding Special Reviews for the proposal.

🗀 ***Science Code Tab*** – This tab tracks keywords associated with proposals for reporting purposes.



Science Codes Tab - fields

- ***Code / Description*** – Keywords associated with Proposals from Bio-Med. Twenty-One keywords have been identified by Bio-Med. Detail listing is located at http://research.brown.edu/pdf/SPINkey17.pdf

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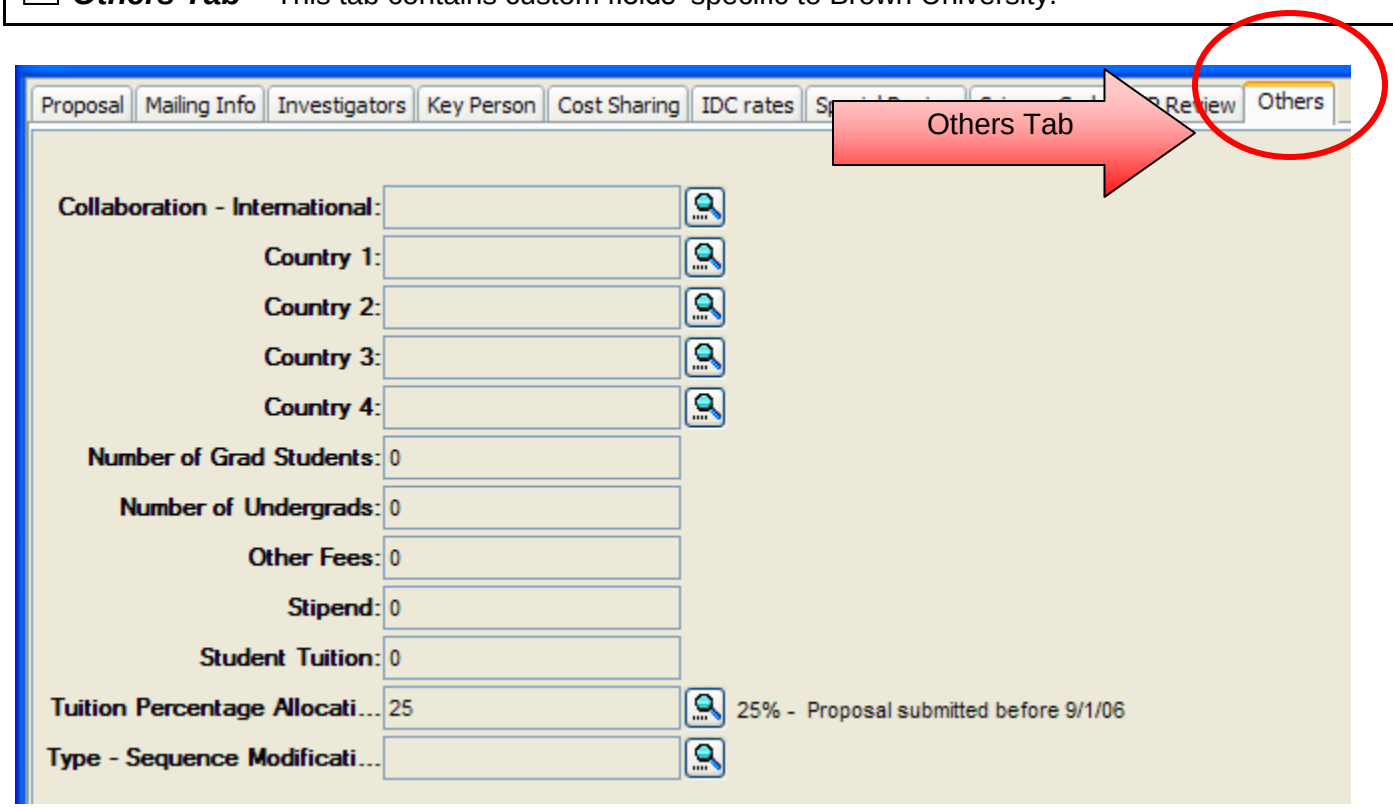
🗀 ***IP Review Tab*** – The fields in this tab are **Currently Not Used** by Brown University.

🗀 ***Others Tab*** – This tab contains custom fields' specific to Brown University.



Others Tab - fields

- **Collaboration-International:** Is a Yes or No selection as to whether there is research being done in another country. If the answer is yes, select the country from the Country search fields below this questions.

- ***Country 1 – Country 4*** (Optional Field) – If the proposal project involves activities outside the U.S. or partnerships with International Collaborators, the countries are identified here.

- ***Number of Grad Students*** (Required Field) – Number of Graduate Students involved in the proposed project.

- ***Number of Undergrads*** (Required Field) – Number of Undergraduate Students involved in the proposed project

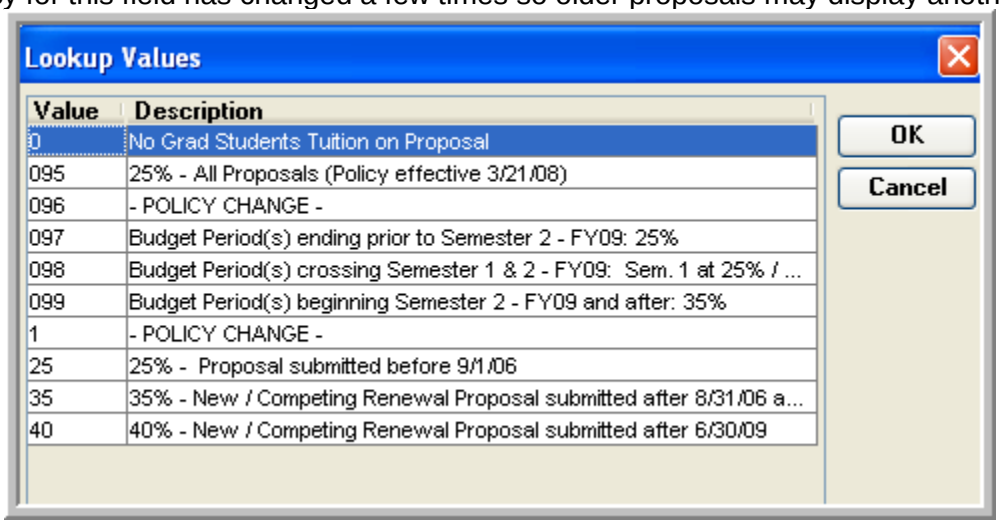
- ***Other Fees*** (Required Field) – Other fees associated with Graduate students.

- ***Stipend*** (Required Field) – Stipends for Graduate students.

- ***Tuition*** (Required Field) – Tuition for Graduate students.

- ***Tuition Percentage Allocation*** (Required Field) – Percentage of graduate student tuition allocated to the award. According to Brown policy effective 3/21/08, all proposals should have a value of ***095 – 25% - All Proposals (Policy effective 3/21/08).***

*Note – The policy for this field has changed a few times so older proposals may display another value.



Value	Description
0	No Grad Students Tuition on Proposal
095	25% - All Proposals (Policy effective 3/21/08)
096	- POLICY CHANGE -
097	Budget Period(s) ending prior to Semester 2 - FY09: 25%
098	Budget Period(s) crossing Semester 1 & 2 - FY09: Sem. 1 at 25% / ...
099	Budget Period(s) beginning Semester 2 - FY09 and after: 35%
1	- POLICY CHANGE -
25	25% - Proposal submitted before 9/1/06
35	35% - New / Competing Renewal Proposal submitted after 8/31/06 a...
40	40% - New / Competing Renewal Proposal submitted after 6/30/09

- ***Type – Sequence Modification*** (Required Field) – Type of modification being made to a proposal record sequence. Newly created proposals will have ***Not Applicable – First Sequence*** as type. Other Sequence Modification types: *Dollar*, *Date*, *Department*, *Investigator*, *Special Review*, *Sponsor*, *Status*, and *Other*.

Creating a New Institute Proposal

There are two ways to entering a proposal in Coeus.

1. **Proposal Log Creation**: In this phase, a few pieces of information are entered to create a proposal log in order for Coeus to assign a proposal number.
2. **Proposal Development Record**: In this phase, the proposal is developed in coeus itself and an Institute proposal record is created after it has gone thru the approval process

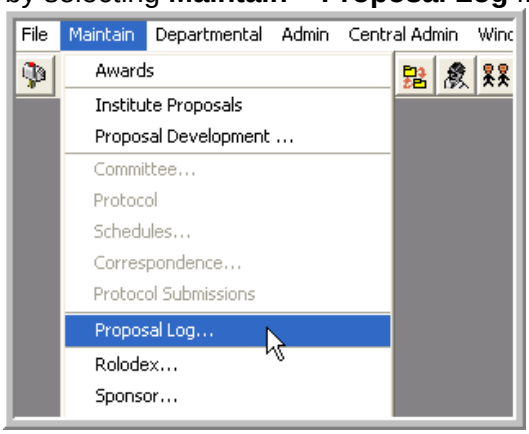
Creating a New Proposal Log-(Proposal Log)

When a Proposal is not created through the Proposal Development module, the proposal must first be logged into the Proposal Log module. A minimal amount of information is entered in the database in order for Coeus to assign a proposal number to the new proposal log record.

- **Step 1:** Create a New Proposal Log Record
- **Step 2:** Enter the Add Proposal Log details

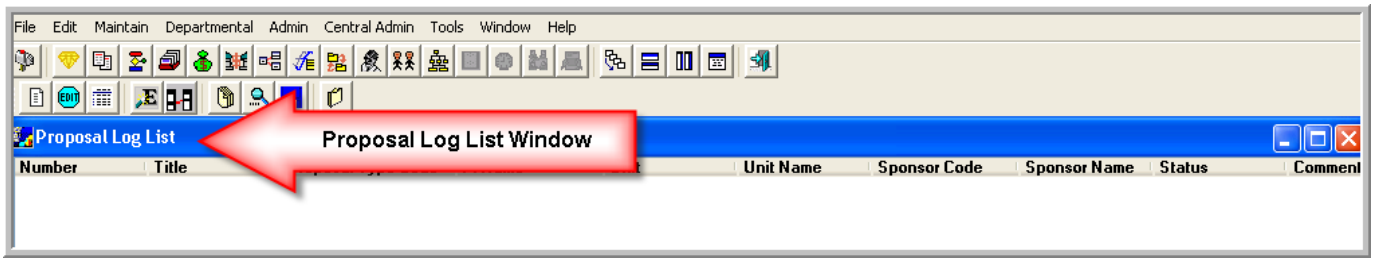
■ Step 1: *Create a New Proposal Log Record*

1. Open the Proposal Log Module by selecting **Maintain > Proposal Log** from the menu bar.



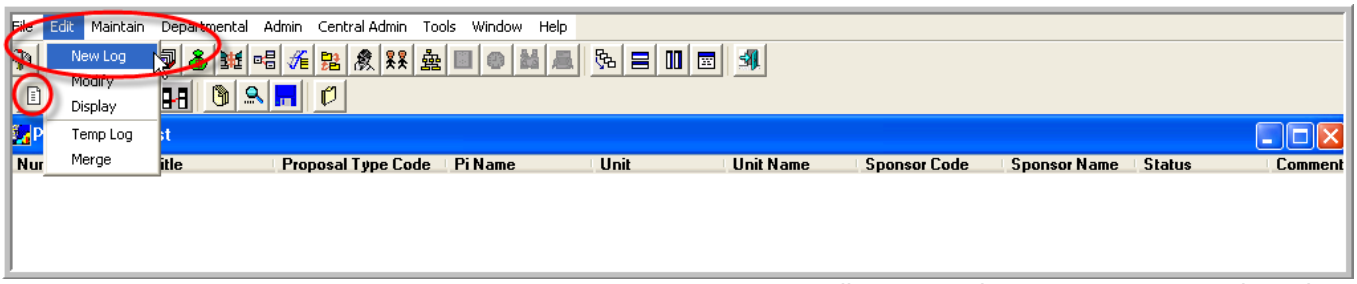
Proposal Log on the Maintain menu

2. The **Proposal Log** window opens. The list window will be blank and unlike the other modules in Coeus, the Proposal Log Search window does not open on top of the Proposal Log List window.



Proposal Log List Window

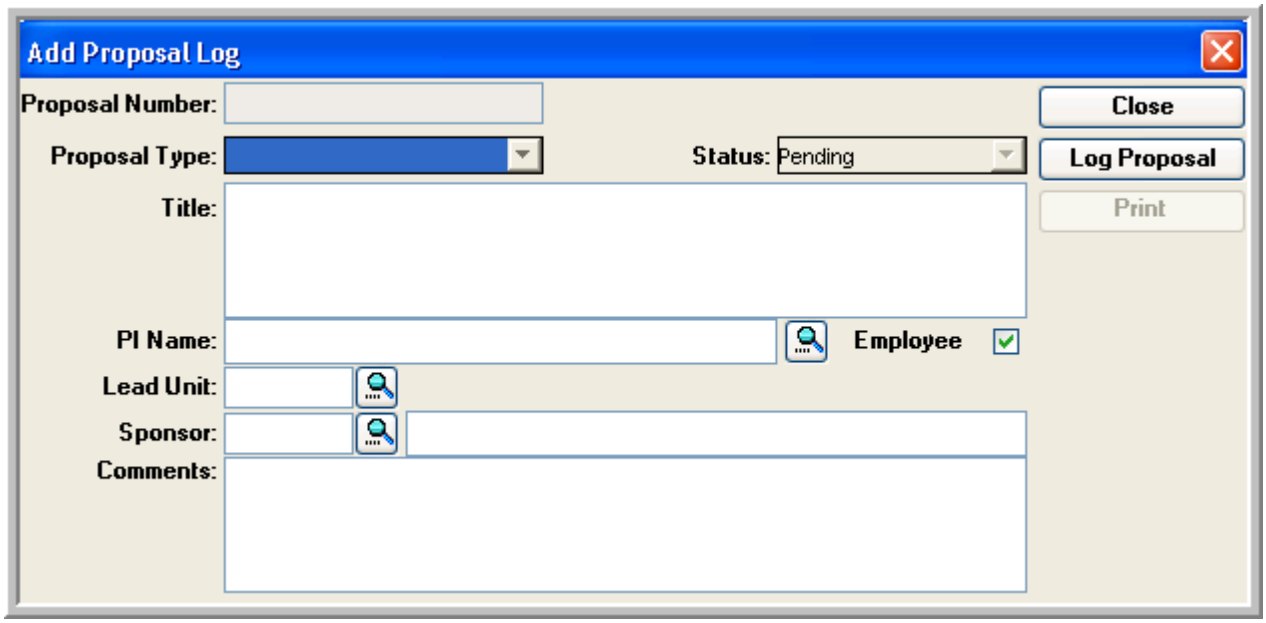
3. To create a new proposal log, click on the **Create a New Proposal Log** icon or select **Edit > New Log** from the Menu bar.



Edit Menu and Create New Proposal Log icon

■ Step 2: *Enter the Add Proposal Log details*

The Add Proposal Log opens above the Proposal Log list window. The following section explains how to complete the Add Proposal Log window. **The source of the information to enter in these fields is the Proposal Summary and Approval Form (PSAF)**

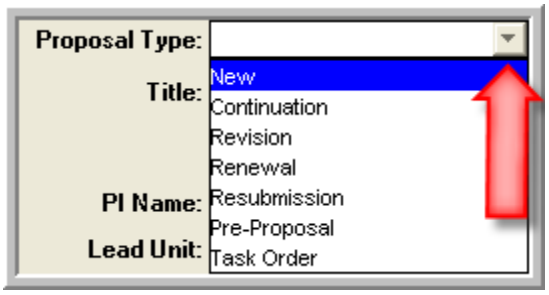


Add Proposal Log window

1. The ***Proposal Number*** is a read-only field that is assigned by Coeus when you create a new award.
   - Once you click the [**Log Proposal**] button, Coeus will assign a Proposal number.
   - The Proposal number is an 8 digit number that represents the fiscal year, fiscal month, and the sequential numbering of the proposal. (FYFMNNNN)

2. Select the current ***Proposal Type*** ↓ of the Proposal – Click on the gray arrow in the Proposal Type field to select one of the following proposal types from the drop-down menu: (**Required**)

- *New*
- *Continuation*
- *Revision*
- *Renewal*
- *Resubmission*
- *Pre-Proposal*
- *Task Order*



3. The ***Status*** of the Proposal Log is a read-only field assigned by Coeus.
   - Once you click the [**Log Proposal**] button, this will default to *Pending* for all new Proposal Log entries.

4. Enter the ***Title*** as it appears on the PSAF. (**Required**).

5. Select the ***PI Name*** or Lead Investigator for the proposal by clicking on the Search icon.(**Required**).

6. The ***Employee checkbox*** (Employee ☑) identifies which table is searched when selecting a ***PI Name***.

   - Checked box (Employee ☑) – Indicates PI is an employee of Brown University and the search icon will bring you to the Person Table. ***This is the default value.***

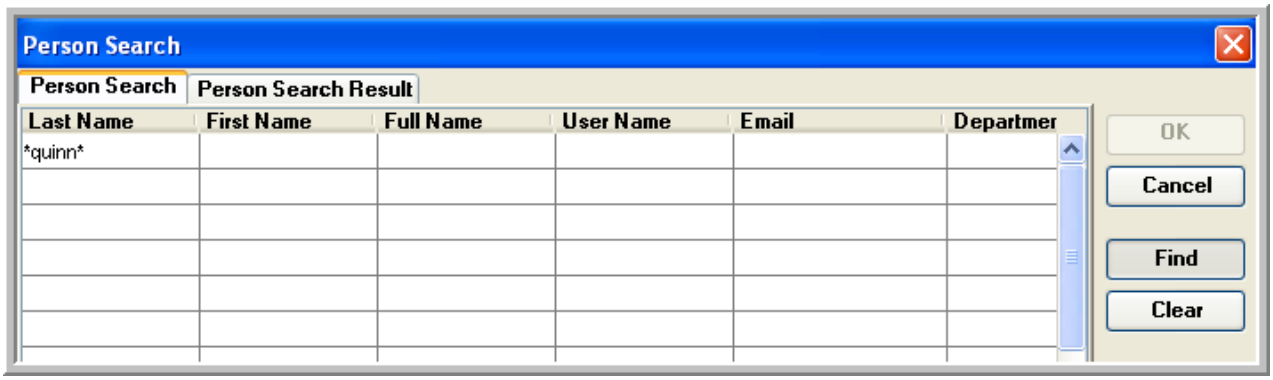
   - Unchecked box (Employee ☐) – Indicates PI is not yet set up in the Person Table and the search icon will bring you to the Rolodex Table.

Selecting a PI Name

You must use the Search feature to locate and select a ***PI Name***. Coeus will not allow you to add an individual who is not in either the Person table or who is not entered in the Rolodex.

Selecting a PI Name from the Person Table (Employee ☑)

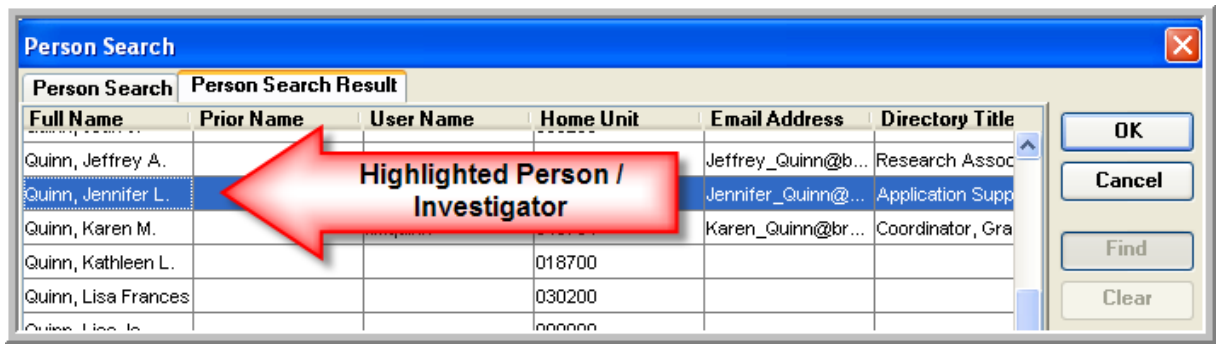
All Brown employees are located in the Person Table. When you click on the **Search** icon next to the ***PI Name*** field, the Person Search window will appear so you can locate the PI that you are searching for.



Person Search window

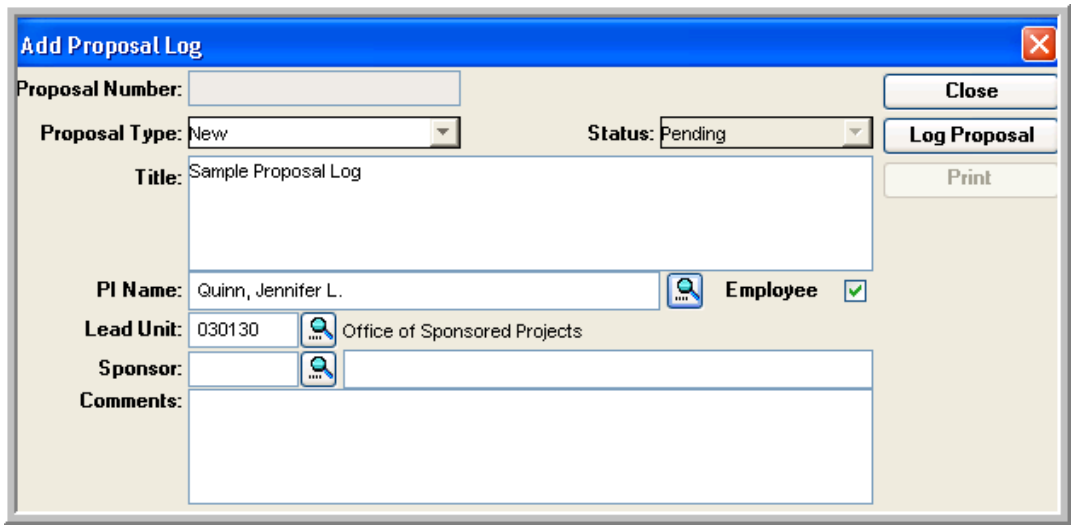
- Since the PI's name is listed on the PSAF, enter a search value in the **Last Name** field. (Use an *before and after the name).

- Click the [**Find**] button or the <Enter> key to yield the Person Search Results.
- Highlight the name of the Principal Investigator.



Highlighted Person

- Click the [**OK**] button or the <Enter> key and the ***Person Name*** field is automatically populated with the name selected.



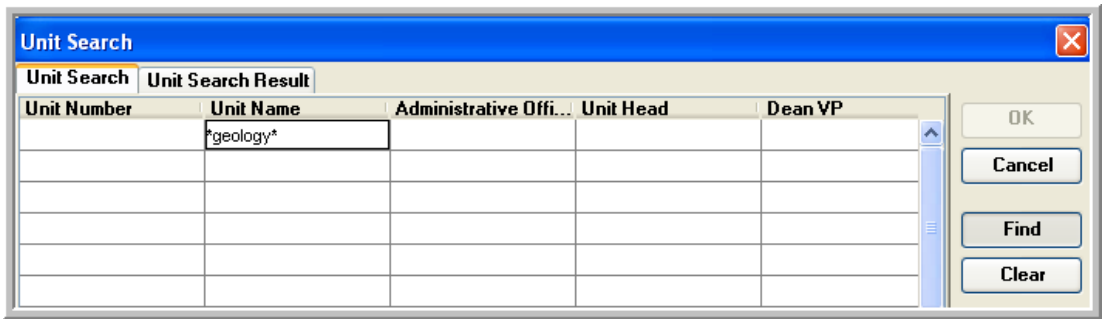
Add Proposal Log window partially completed

Notice that the **Lead Unit** field displays the home department for the selected PI. If the Lead Unit / Department noted on the PSAF is different, click the Search icon and select the appropriate Unit / Dept.

Changing the Lead Unit

When you click the Search icon next to the Lead Unit field, *t*he **Unit Search** window opens above the **Add Proposal Log** window to allow you to search the Unit table for the Department name.

- Enter the Department name or Department number in the ***Unit Name*** / ***Unit Number*** field.



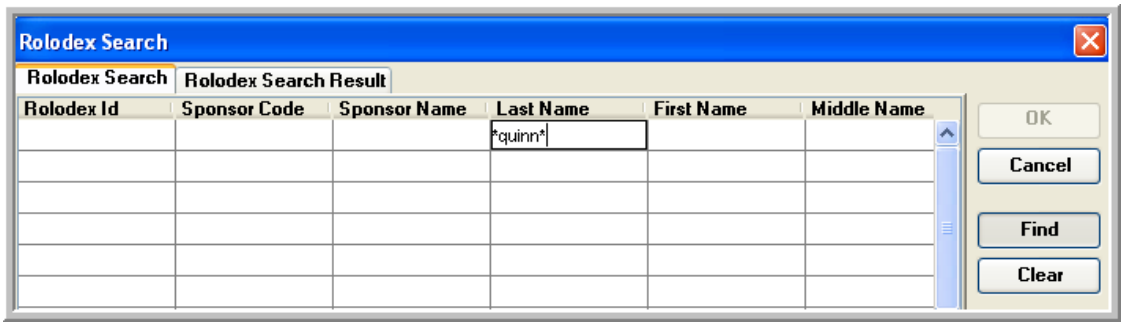
Unit Search window

- Click the [**Find**] button or the <Enter> key to yield the Unit Search Results.
- Highlight the name of the Department / Unit.
- Click the [**OK**] button and the ***Unit Name*** and ***Unit Number*** fields are automatically populated with the name selected.

Selecting a PI Name from the Rolodex Table (Employee ☐)

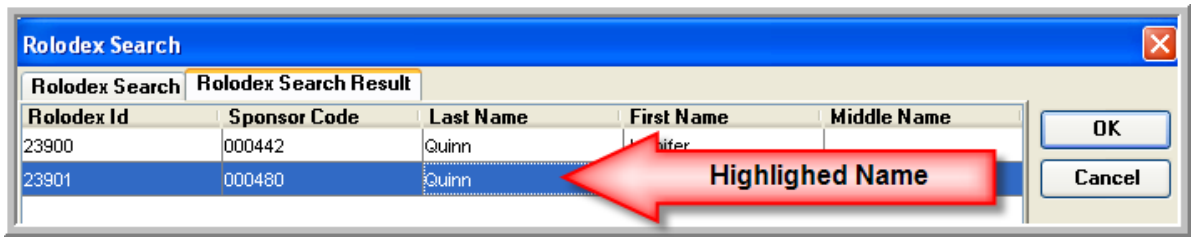
Uncheck the *Employee Checkbox* ☐ to search in the Rolodex for a PI that is not in the Person Table.

All non-Brown employees need to be added to the Rolodex table. When you click on the **Search** icon next to the *PI Name* field, the Rolodex Search window will open.



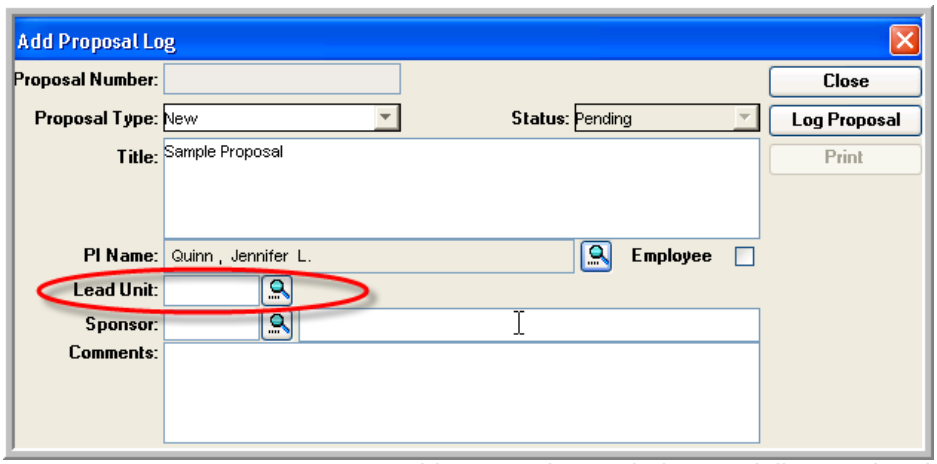
Rolodex Search window

- Since the PI's name is listed on the PSAF, enter a search value in the **Last Name** field. (Use an *before and after the name).
- Click the [**Find**] button or the <Enter> key to yield the Rolodex Search Results.
- Highlight the name of the Principal Investigator.



Highlighted name

- Click the [**OK**] button and the ***Person Name*** field is automatically populated with the name selected.



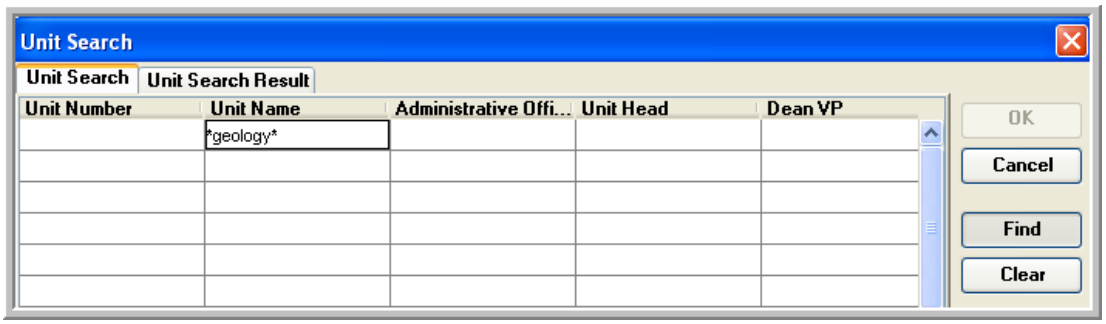
Add Proposal Log window partially completed

> ***Notice that the Lead Unit is not automatically populated by this selection.*** Click the Search icon to select the Lead Unit or Department that is submitting the proposal.

Adding the Lead Unit

When you click the Search icon next to the Lead Unit field, *t*he **Unit Search** window opens above the **Add Proposal Log** window to allow you to search the Unit table for the Department name.

- Enter the Department name or Department number in the ***Unit Name*** / ***Unit Number*** field.



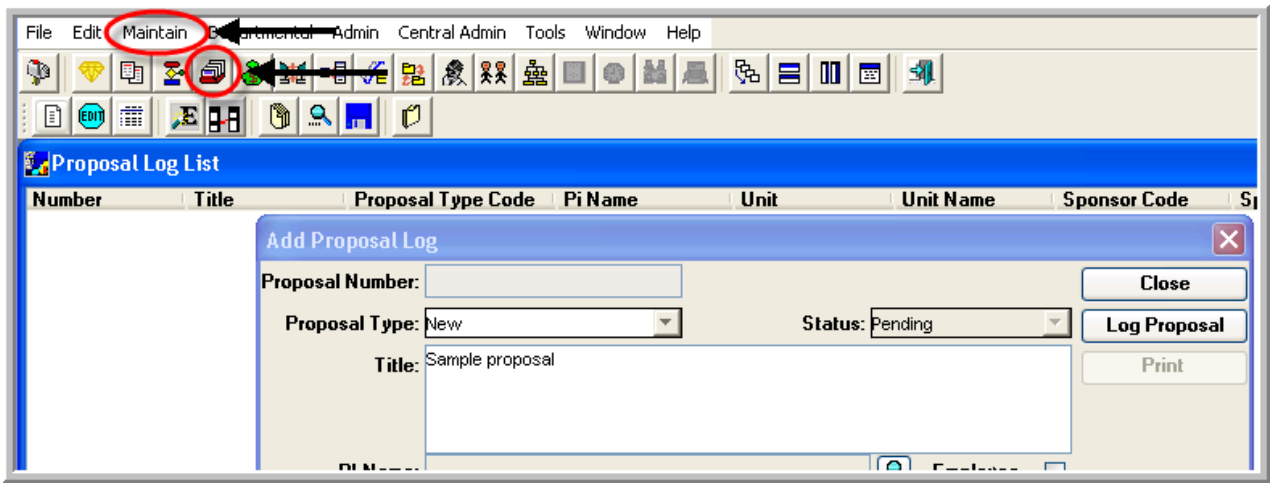
Unit Search window

- Click the [**Find**] button or the <Enter> key to yield the Unit Search Results.
- Highlight the name of the Department / Unit.
- Click the [**OK**] button and the ***Unit Name*** and ***Unit Number*** fields are automatically populated with the name selected.

> If the individual you are looking for does not have an entry in the Rolodex, you will have to add them to the Rolodex.

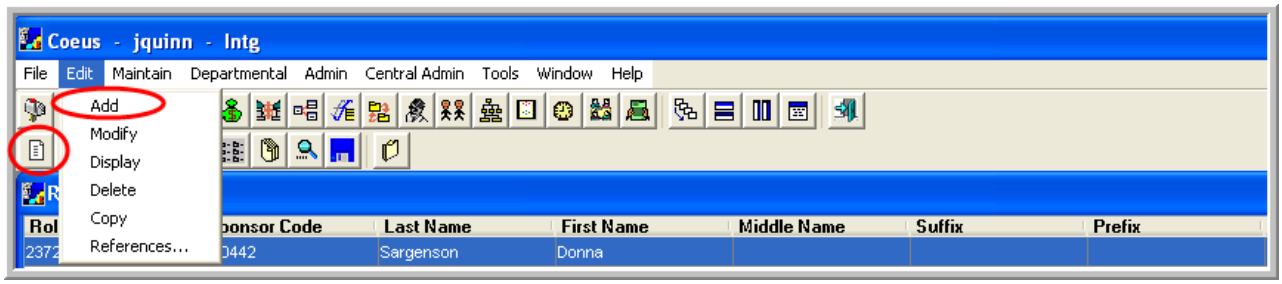
Entering a Contact in the Rolodex

- Open the Rolodex by clicking on the **Maintain Rolodex** icon on the top toolbar or select **Maintain > Rolodex** from the menu bar to display the **Rolodex** window.



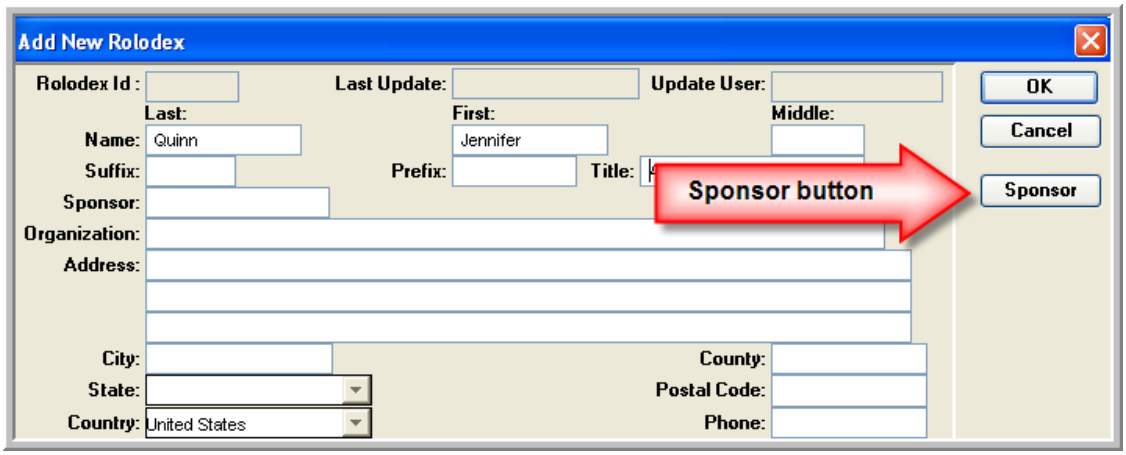
- The **Rolodex** window opens above the **Add Proposal Log** window. (The Rolodex window will completely cover the Proposal Log window.)

- Click on the **Add** icon or select **Edit > Add** from the menu bar to open the **Add New Rolodex** window.



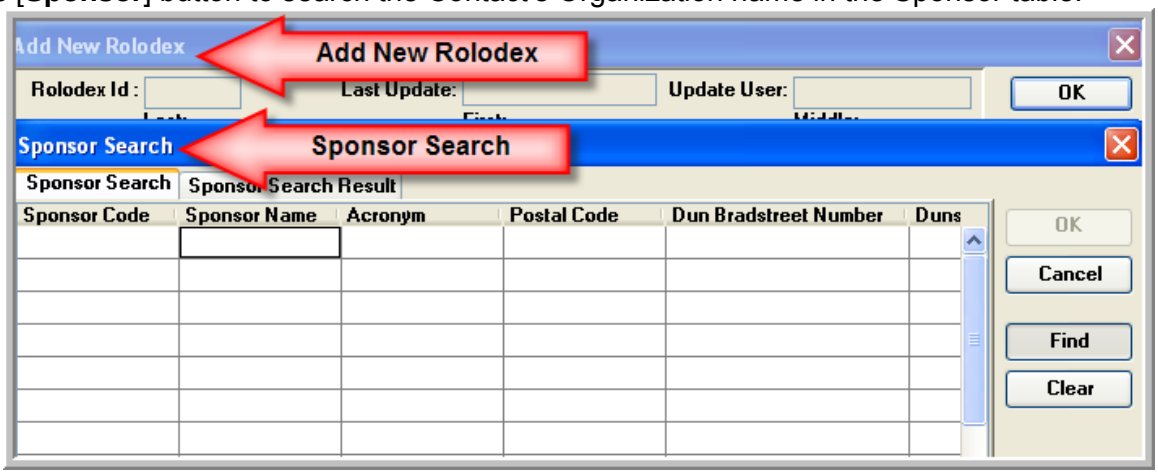
Edit Menu and Add New Rolodex icon

- Enter the contact's Name, Title, etc in respective fields:
  Use the <Tab> key to move from field to field.



Add New Rolodex window

- Click the [**Sponsor**] button to search the Contact's Organization name in the Sponsor table.



Add New Rolodex window with Sponsor Search window on top

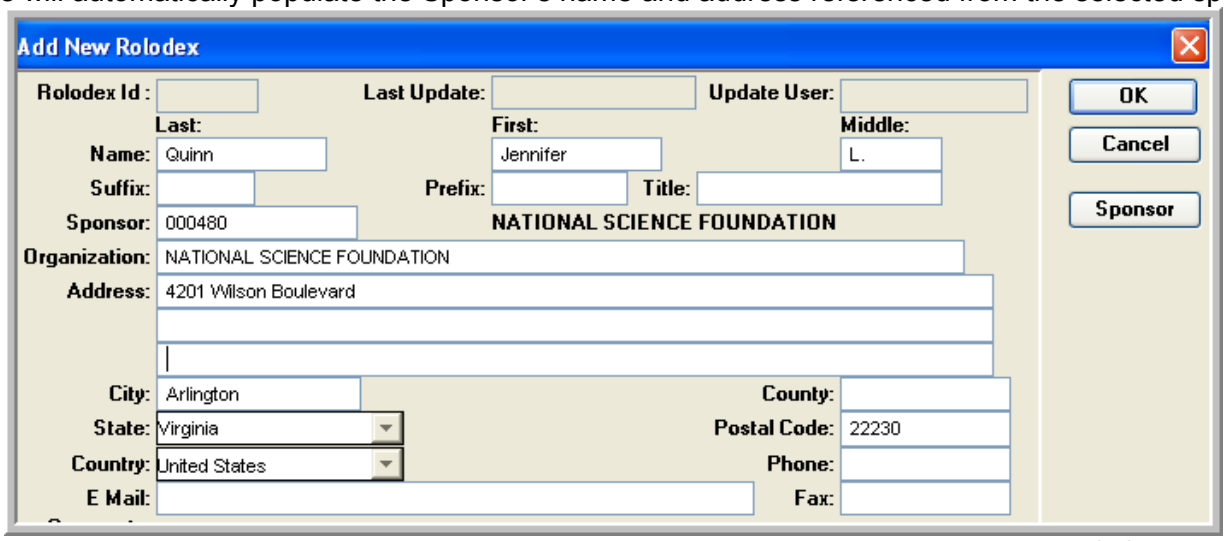
  - The **Sponsor Search** window will open above the **Add New Rolodex** window.

- Enter the Sponsor name in the Sponsor Name field and click the [**Find**] button.

- If the Sponsor's name appears in the **Sponsor Search Result** window, highlight the Sponsor Name and click the [**OK**] button.

Highlighted Sponsor Name

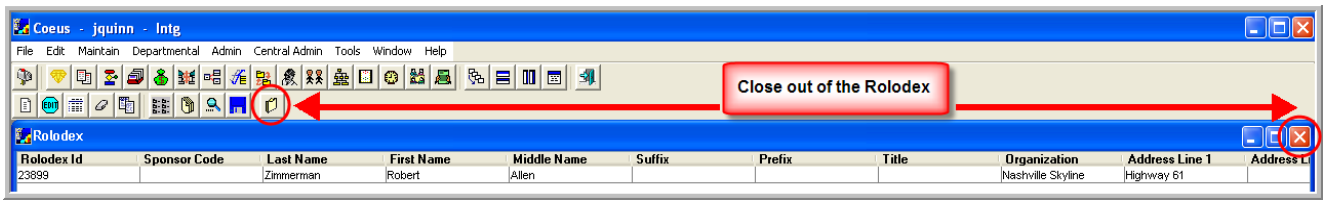
- Coeus will automatically populate the Sponsor's name and address referenced from the selected sponsor.



New Rolodex entry

If the Sponsor's address information is not complete, enter the necessary details in the fields.

- Click the [**OK**] button to save the new rolodex entry.
- The ***Rolodex Id***, ***Last Update*** and ***Update User*** fields are populated by Coeus once you click the [**OK**] button / save the record.
- Click the or the **Close** icon to close the **Rolodex** window and get back to the **Proposal Log** window.



Closing the Rolodex window

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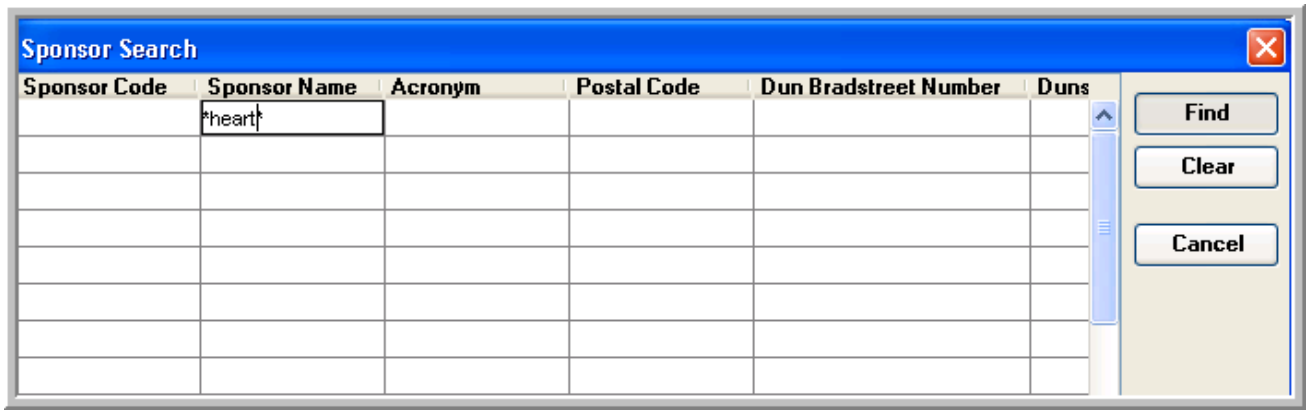
7. Enter the ***Sponsor*** Name, the agency to whom proposal is submitted to. If you know the code, type it in, including leading zeros, otherwise click on the search icon to find the sponsor. The Sponsor name will appear in the adjacent box. See ***Selecting a Sponsor*** below. (**Required)**

8. Enter any additional ***Comments*** pertaining to the proposal. (**Not Required**)

Selecting a Sponsor

If you do not know the sponsor code for the Sponsor listed on the proposal, click on the **Search** icon next to the *Sponsor* field. The Sponsor Search window opens and you can search for the Sponsor by alternative criteria.



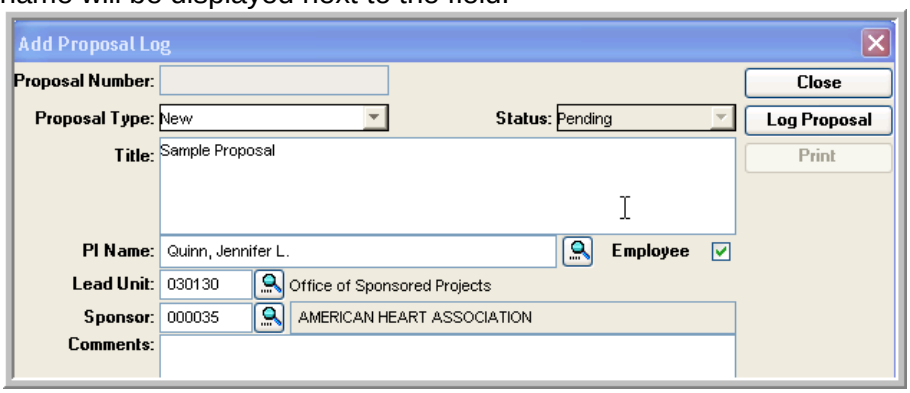
Sponsor Search window

- In the *sponsor name* field, enter a search value. The most useful search value is *sponsor name*, where sponsor name is all or part of the sponsor's name.
- Click on the [**Find**] button or press the <Enter> key to search for the value.

- When the sponsor search result is returned, locate the row that contains the sponsor name you are looking for and click in that row to highlight it.

Highlighted Sponsor Name

- Click [**OK**] to return to the Add Proposal Log window. The sponsor number will be displayed in the field and the sponsor name will be displayed next to the field.

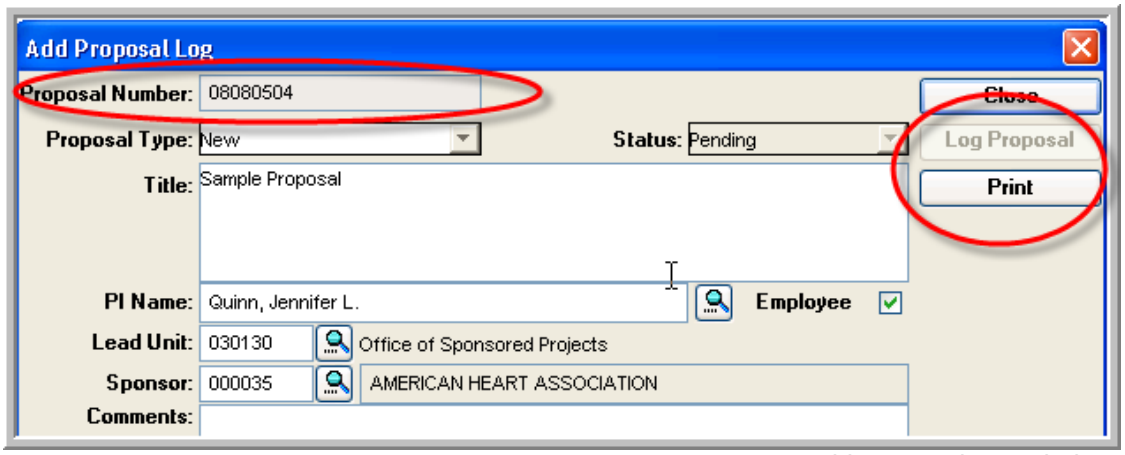


Sponsor Name displayed in Sponsor field

If you cannot find the sponsor you are looking for you will need to contact the Application Support Specialist at Coeus_Help@brown.edu to add the sponsor to the Sponsor table.

Saving the Proposal Log

Click the [**Log Proposal**] button to save the proposal log. Coeus will automatically assign a proposal number. ***Write the Proposal Number on the PSAF***. Click the [**Close**] button to close the proposal log window.

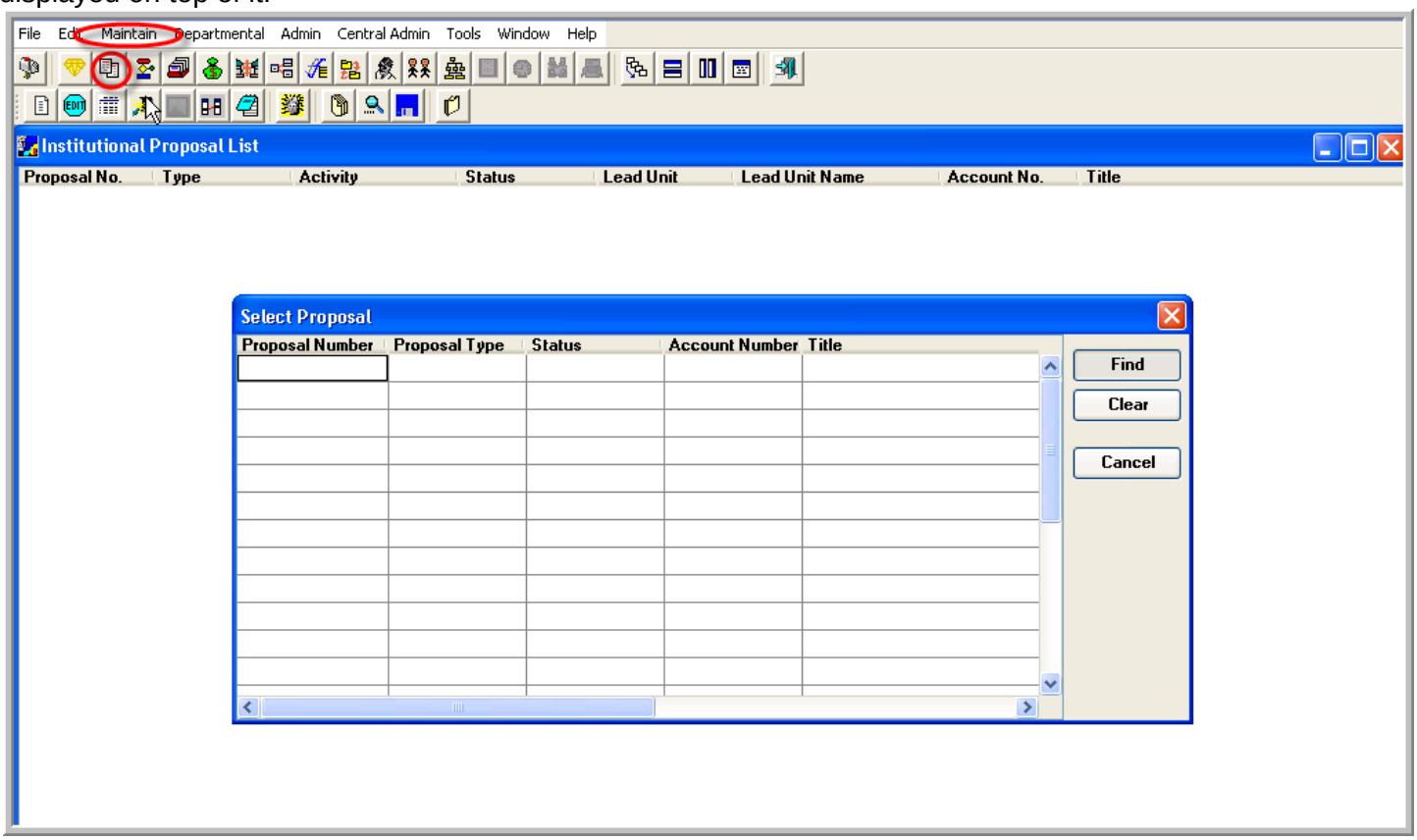


Add Proposal Log window

Creating a New Institute Proposal

Now that you have completed creating a proposal log, you can enter the proposal details by creating a new proposal entry.

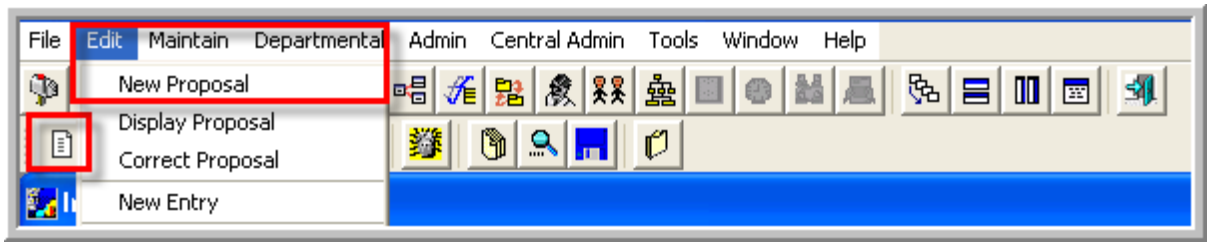
1. To open the Institute Proposal Module click on the **Maintain Proposals** icon or select **Maintain > Proposals** from the menu bar to display the Institute Proposal List window with the Select Proposal window displayed on top of it.



Institute Proposal List window with Select Proposal window on top

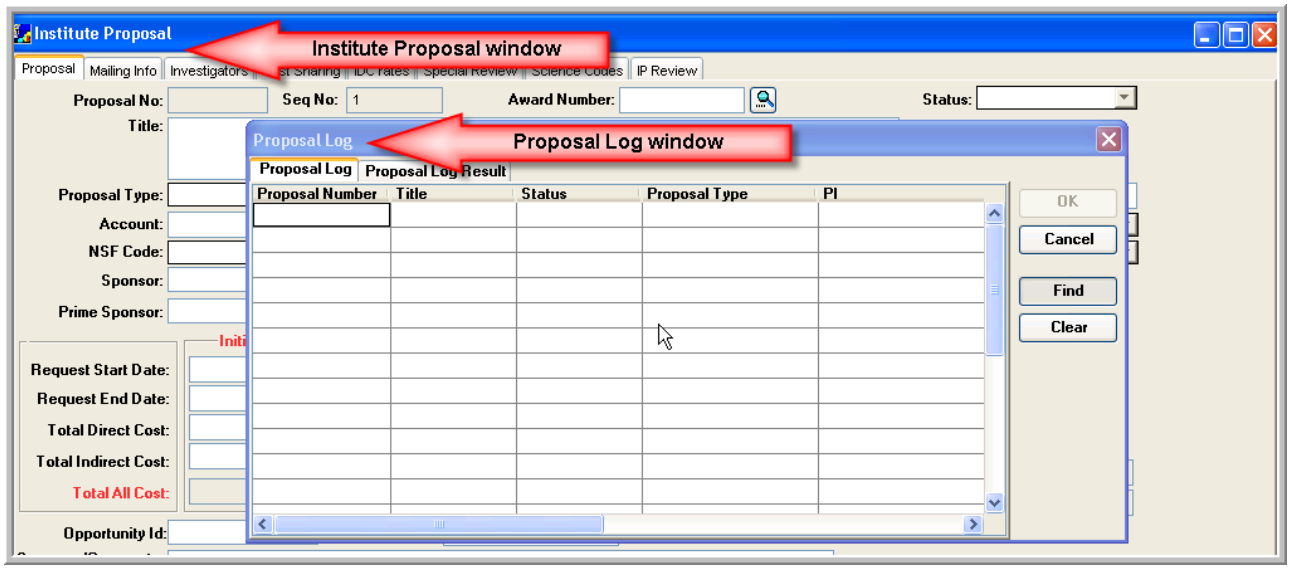
2. Close the Select Proposal window by clicking the on the window or by clicking the [**Cancel**] button.

3. To create a new proposal click on the **Create a New Proposal** icon or select **Edit > New Proposal** from the Menu bar.



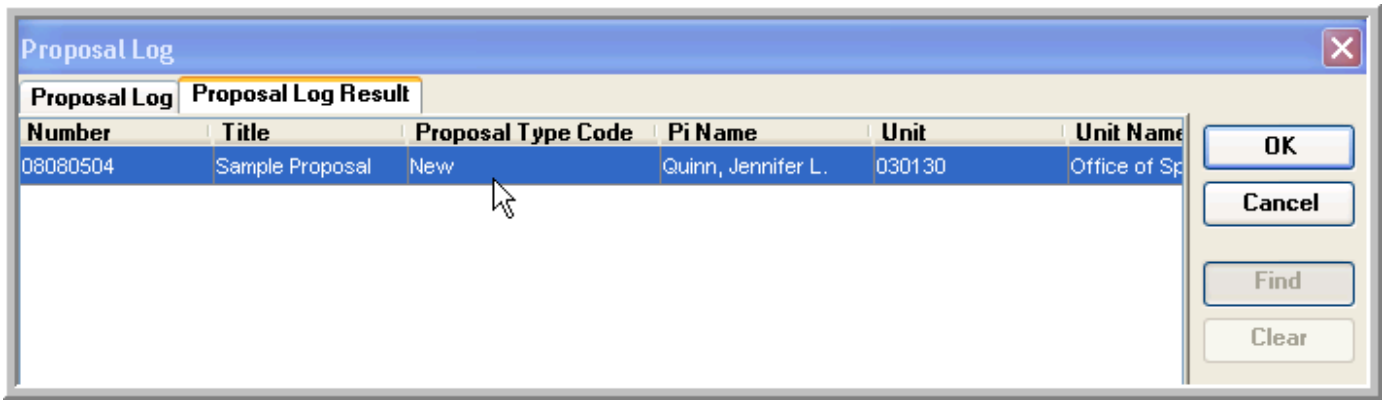
New Proposal icon and Edit menu

The Proposal Log window will open on top of the Institute Proposal window so that you can search for the proposal log.



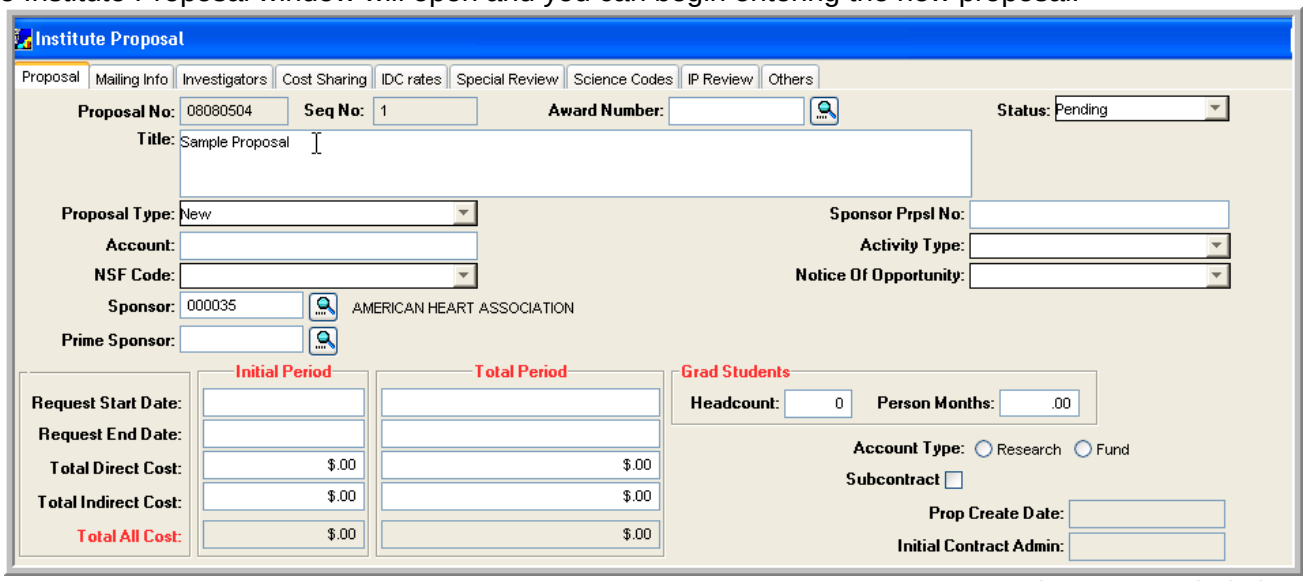
Proposal Log search window on top of Institute Proposal window

4. Enter your search criteria (Proposal No., Title, etc.) in the Proposal Log search window to find the proposal log you intend to enter details. The Proposal Log Result tab will list the matchs for your search. Highlight the desired record and click the [**OK**] button.



Proposal Log Result window

5. The Institute Proposal window will open and you can begin entering the new proposal.

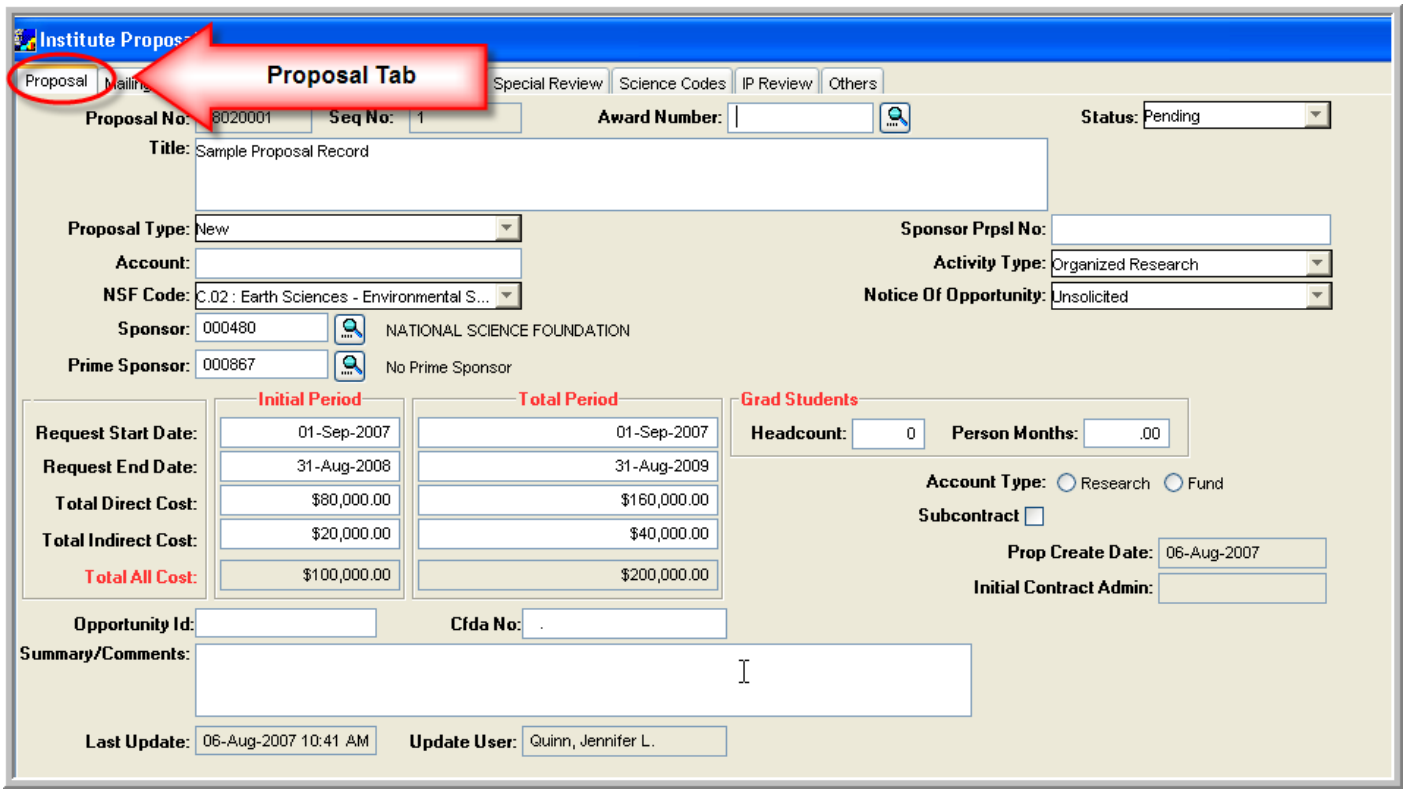


New Institute Proposal window

Completing the Proposal Details

The Institute Proposal Module contains tabs for several panels where you enter information about the proposal. All the required information is on the PSAF and the proposal.

🗀 ***Proposal Tab*** - This tab contains general information about the Proposal.

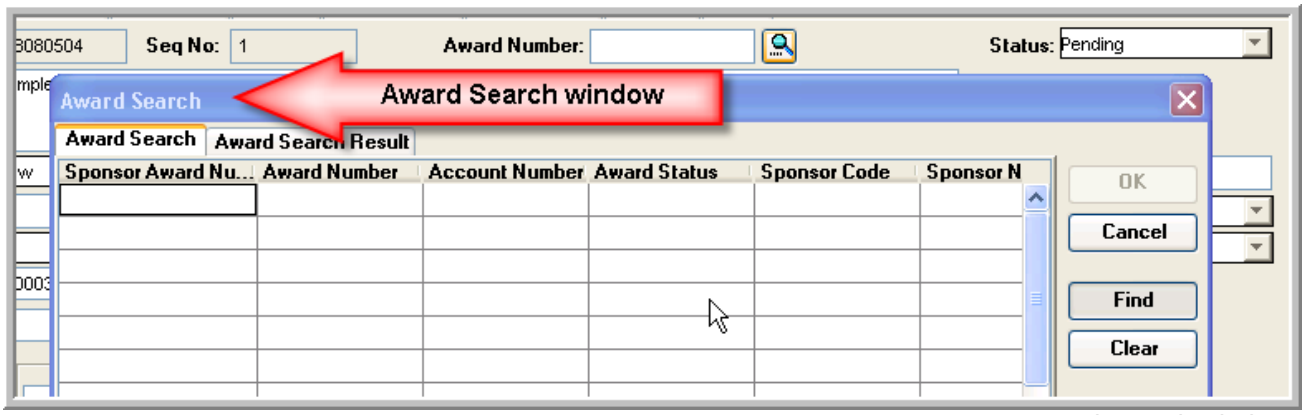


Proposal Tab

1. The ***Proposal No.*** *is* assigned by Coeus
   - Unique Identifier for the Institute Proposal assigned by Coeus when you create a proposal log.
   - Defaults from Proposal Log selected.

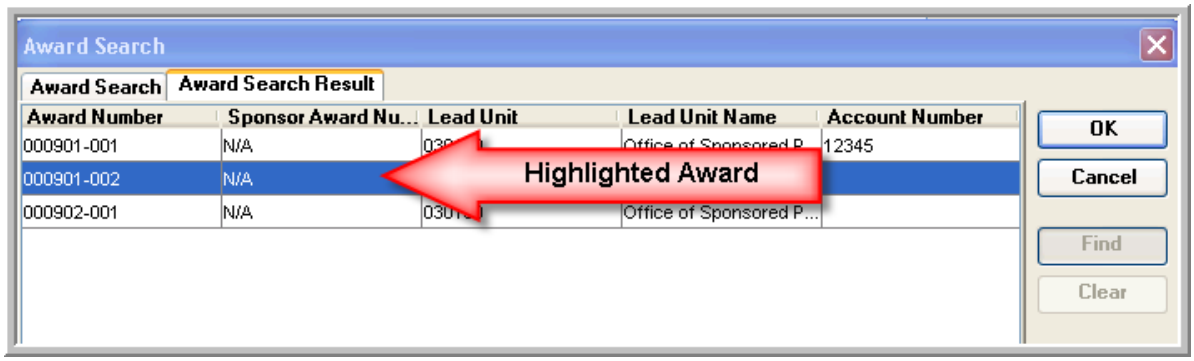
2. The ***Seq. No.*** is assigned by Coeus
   - Sequence of the proposal assigned by Coeus.
   - New proposal entries will always default to Sequence 1.

3. Enter the ***Award Number*** (Not Required)
   - The unique identifier for an award. If the proposal being entered / created is associated with an existing award, you can link the proposal to that award via this field.
   - Click on the Search icon next to the ***Award Number*** field.
   - The Award Search window will appear.



Award Search window

- Enter the Account # or Award # to search for the award that you want to link the proposal to.
- Click the [**Find**] button or the <Enter> key to yield the Award Search results.



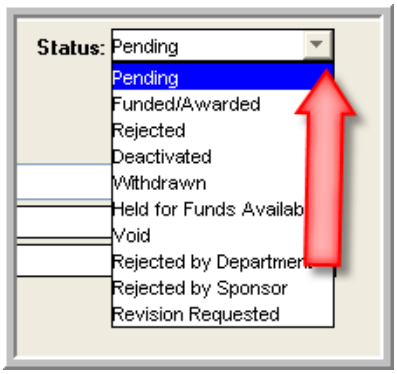
Award Search Result highlighted

- Click the [**OK**] button and the *Award Number* field is automatically populated with the award number you selected.

4. Select the current ***Status*** ➔ of the Proposal – Defaults from the Proposal Log as *Pending*.

Click on the gray arrow in the ***Status*** field to select one of the following Proposal statuses from the drop-down menu: (**Required**)

- *Pending*
- *Funded / Awarded*
- *Rejected*
- *Deactivated*
- *Withdrawn*
- *Held for Funds Availability*
- *Void*
- *Rejected by Department*
- *Rejected by Sponsor*
- *Revision Requested*
- *Not-Funded*
- *Pending 2+years*



Proposal Status drop-down menu

5. The ***Title*** defaults from the Proposal Log. (**Required**).
(If you need to change the ***Title,*** click in the ***Title*** field and edit the title.)

6. Select the ***Proposal Type*** 🡻 or nature of the funding request; type defaults from the information entered in the Proposal Log (**Required**).

⇨***Proposal Type Definitions:***

New – An application that is being submitted to an agency 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 the Federal Government's financial obligations or contingent liability from an existing obligation. / Request for additional funds for a current award to expand the scope of work. Applicants should contact the awarding agency for advice on submitting any revision / supplement application.

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.

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

Pre-Proposal – An application that applies only to preliminary proposals (white-paper) that requires submission through OSP.

Task Order – A proposal requesting funds for work or services to be conducted under an existing Master Agreement. (A master agreement is a type of contract for services that does not procure or specify a firm quantity of services except through the issuance of individual Task Orders.)

7. Enter the ***Sponsor Proposal No.*** if the sponsor has issued its own ID number for the proposal. (Not Required).

8. ***Account***

- If the proposal is affiliated with a funded award, you can enter the account number in this field.
- **Not Required Field**

9. ***Activity Type*** 🡻

- Select from the drop-down menu.
- Categorizes the type of activity for which support is being requested. The following are the Activity Types that can be selected: *Organized Research, Instruction (Institutional Training Grants), Fellowship/Training Grants (Individuals), Public Service, Student Services, Other, Construction.*
- **Required Field**

10. ***NSF Code*** 🡻

- The NSF designated field that defines the body of work. Enter NSF Code that is entered on the PSAF.
- Select from the drop-down menu.
- **Required Field (For Brown)**

11. ***Notice of Opportunity*** ⬇

- Identifies the request (i.e.RFP) the proposal was submitted in response to. If proposal was not in response to a specific RFP select *Unsolicited*. The following are the Notice of Opportunity types that can be selected: *Solicited, Unsolicited, Verbal Request for Proposal, Solicited with Proposal Response from OSP, Augmentation Awards for Science and Engineering Research Training, Advanced Technology Program, Breast Cancer Imaging Research Program, Faculty Early Career Development, Clinical Drug Trial, Defense University Research Instrumentation (Initiative) Program, Graduate Assistance in Areas of National Need, NASA Graduate Student Researchers Program, Instrumentation and Laboratory Improvement, Knowledge and Distributed Intelligence, Major Research Instrumentation, Materials Research Science and Engineering Centers, Multidisciplinary University Research Initiative, Nanoscale: Exploratory Research, Nanoscale Interdisciplinary Research Terms, Professional Opportunities for Women in Research and Education, Research Experience for Teachers, Research Experience for Undergraduates, Small Business Technology Transfer, University Research Instrumentation (Initiative), Vertical Integration of Research and Education in the Mathematical Sciences, Information Technology Research, Biomedical Research Information Network,* and *Idea Network of Biomedical Research Excellence.*
- In most cases the Notice of opportunity will be unsolicited. If it is something different, select from the drop-down menu.
- **Required Field**

12. ***Sponsor***

- The external funding agency to whom the proposal is submitted. Defaults from the Proposal log. If necessary use the Sponsor search icon to change the sponsor. ***See Selecting a Sponsor on p. 15.***
- **Required Field**

13. ***Prime Sponsor***

- If a Prime Sponsor is listed on the PSAF, enter in this field.
- **Not Required Field**

14. ***Request Start Date***

- **Initial Period**: Enter Initial period start date.
- **Total Period:** Enter start date for the total period (The same as Initial period start date)
- **Required Field**

15. ***Request End Date***

- **Initial Period**: Enter End date of the Initial proposal period.
- **Total Period:** Enter end date of the Total proposal period.
- **Required Field**

16. ***Total Direct Cost***

- Enter Direct Costs for the Initial proposal period.
- Enter Direct Costs for the Total proposal period.
- **Required Field**

17. ***Total Indirect Cost***
    - Enter the Indirect Costs for the Initial proposal period.
    - Enter the Indirect Costs for the Total proposal period.
    - **Required Field**

18. ***Total All Cost***
    - Coeus will calculate the Direct and Indirect costs for the Initial proposal period.
    - Coeus will calculate the Direct and Indirect costs for the Total proposal period.
    - Calculated by Coeus

19. ***Headcount*** *(of Grad Students)*
    - **Not Required**

20. ***Person Months*** *(of Grad Students)*
    - **Not Required**

21. ***Account Type***
    - ***Research*** radio button is selected since Coeus is being used to track research funding by external sources.
    - **Required Field**

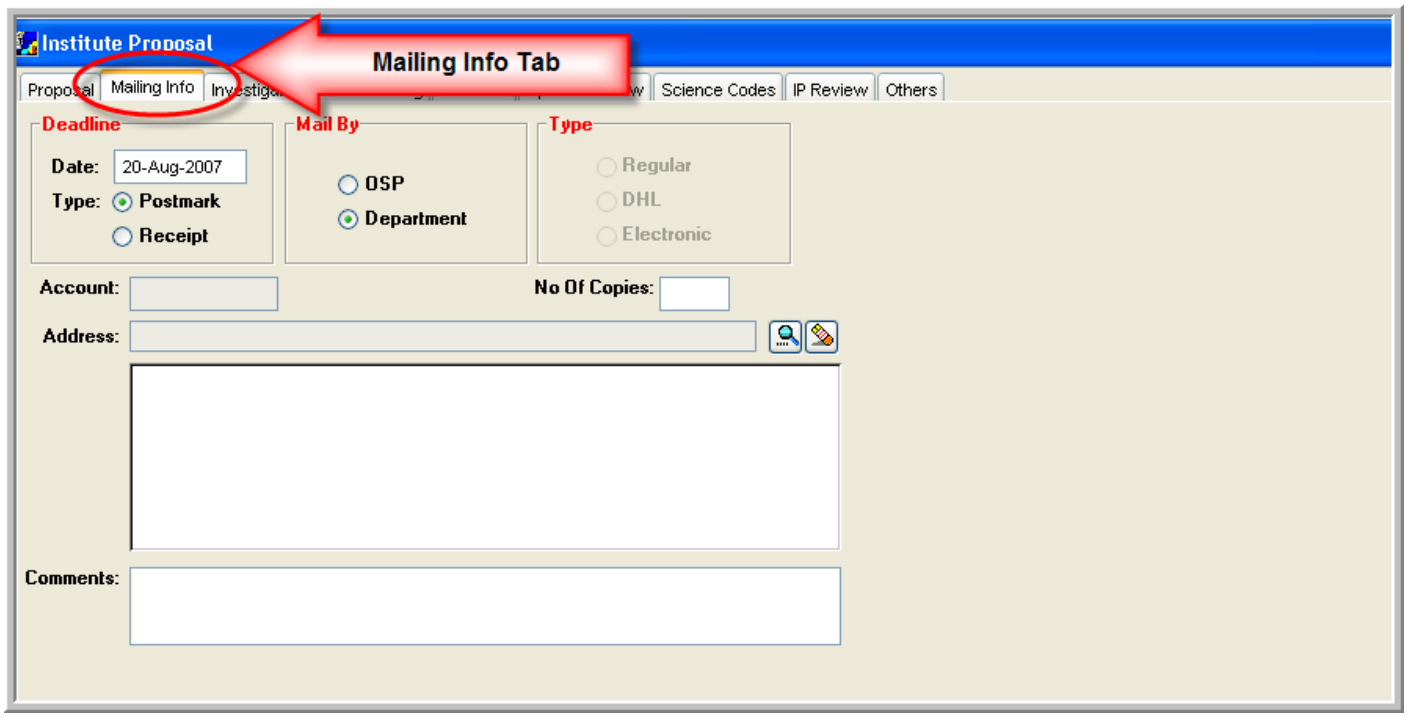
22. ***Subcontract*** (Check Box)
    - If subcontracts are associated with the proposal, check the box.
    - **Not Required Field**

23. ***Last Update***
    - Date of creation or most recent changes.
    - Assigned by Coeus

24. ***Update User***
    - The username of the last person that modified the record. Generated by Coeus when the record is saved.

25. ***Summary / Comments***
    - Add any applicable comments if necessary.
    - **Not Required**

🗀 Mailing Info Tab – Only the deadline date and deadline type will be used

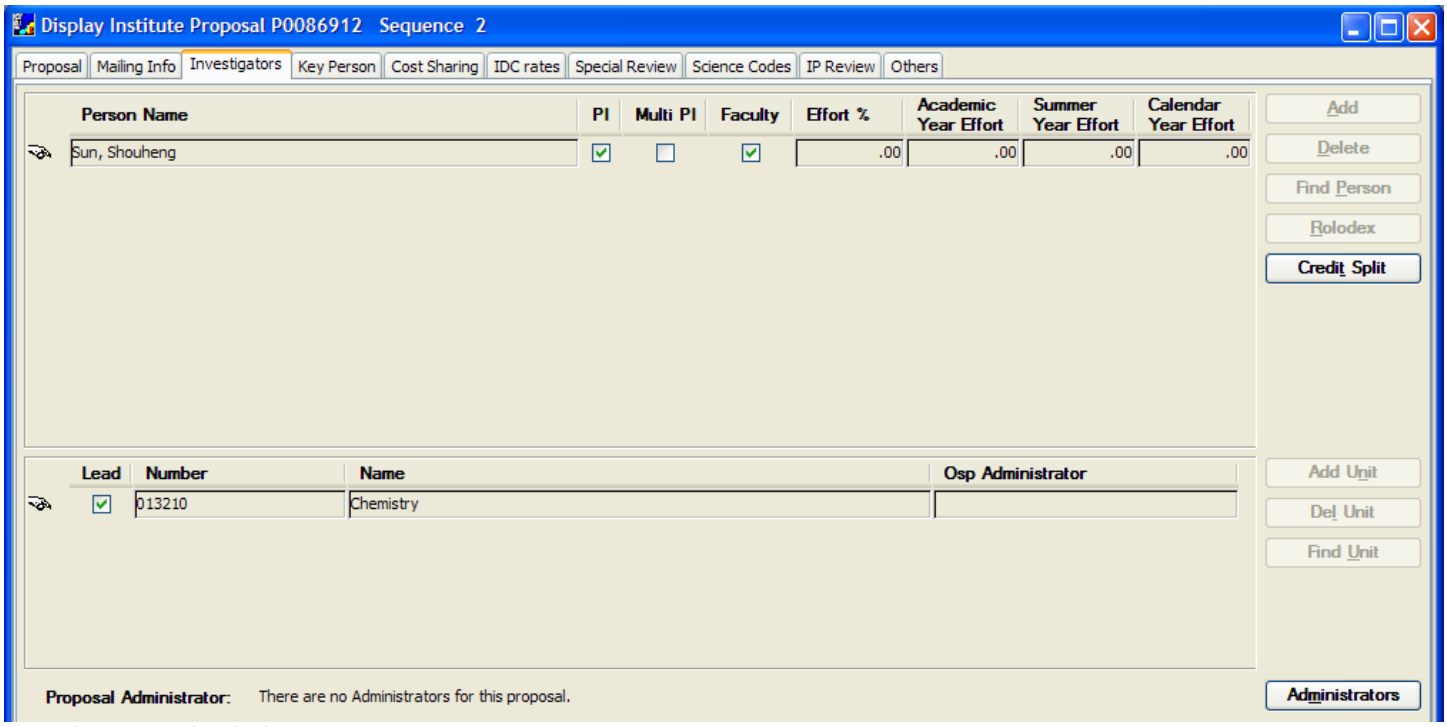


Deadline Date: Is the date the proposal is due to the sponsor

Deadline Type: is a determination of where the proposal must be by the deadline date either "Receipt" (received by the sponsor) or "Postmark" by the deadline date

(The remaining fields on this tab are not used at the time)

🗀 **Investigators Tab** – This tab contains information about the Principal Investigator, Co-Investigators, and Units involved in the Proposal.



Investigators Tab window

1. ***Person Name***

- The Principal Investigator listed on the PSAF. The PI defaults from the Proposal Log. To list additional investigators see, ***Add Co-Investigators*** on P.25.
- **Required Field**
- ***Add Co- Investigators:***
  - Click on the [**Add**] button and a new line to enter an investigator will appear designated by the hand icon next to it.

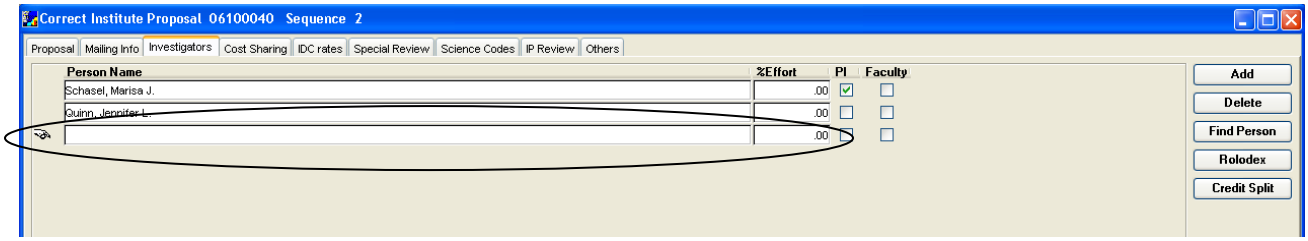
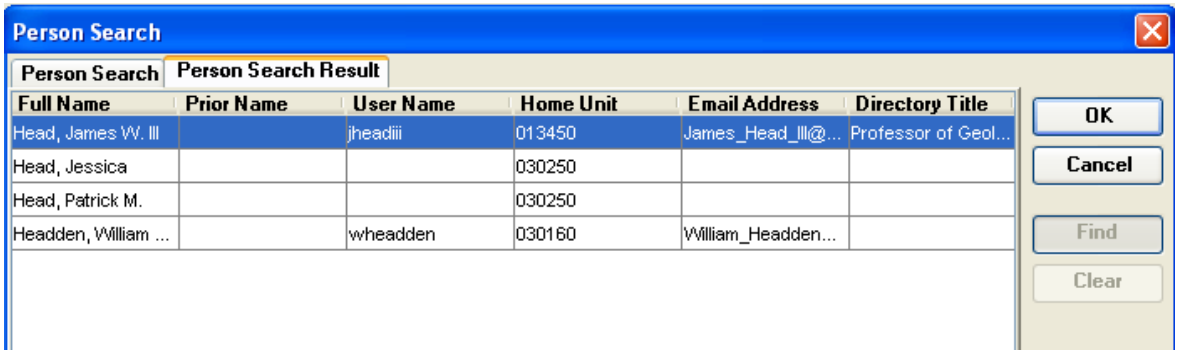


Figure 3.24: Adding a Co-Investigator

  - Find the name of the Co-Investigator by the following methods:
    - To add a Brown University employee or graduate student, click on the [**Find Person**] button. (Brings you to Brown Person Table/Person Search Window)
    - To add a non-Brown University employee, click the [**Rolodex**] button. (Brings you to Rolodex Search Window)

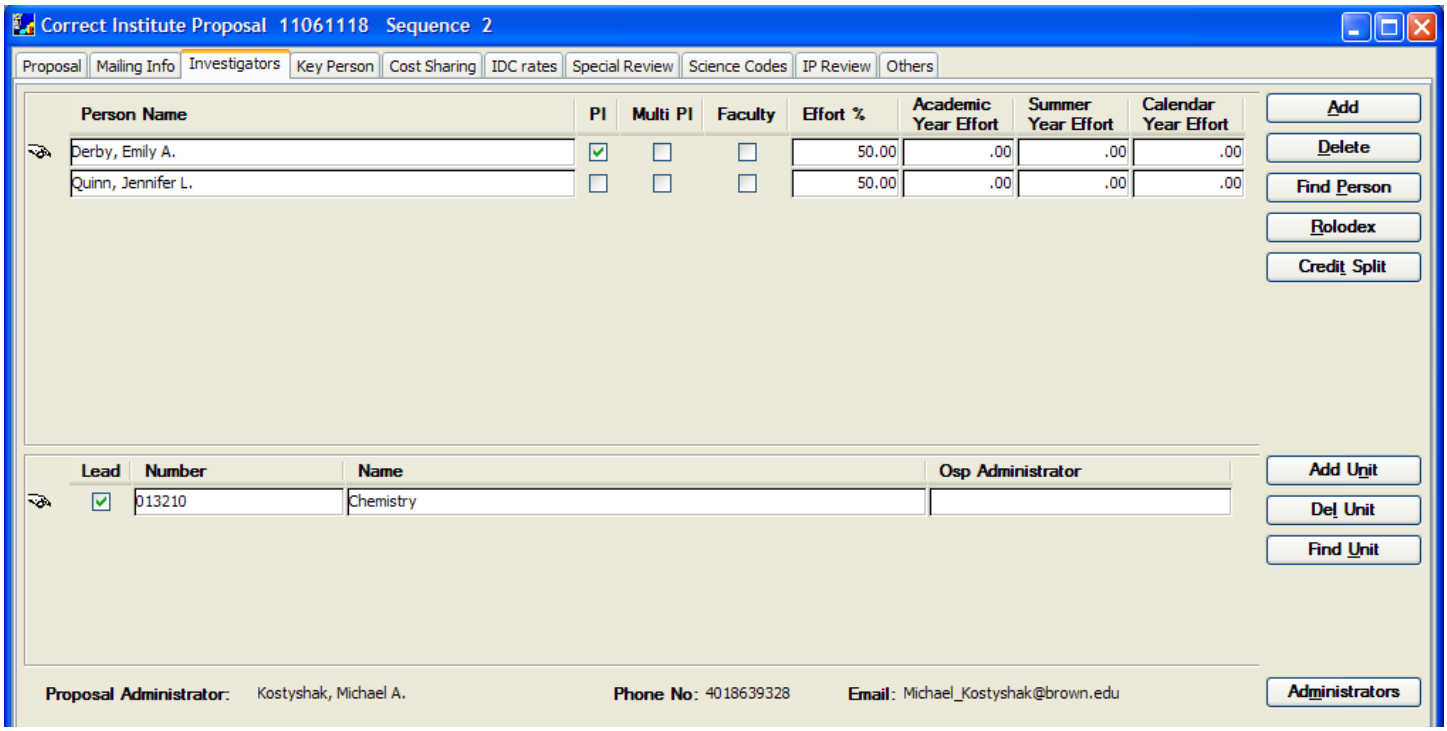
- In either the Person Search window or the Rolodex Search window search for the name of the Investigator that needs to be added.



Person Search window

- Highlight the name of the person and click the [OK] button.

- The person's name will be added to the Investigator list and the Unit Number and Name, associated with that person (in person table) will populate the bottom of the screen.
  - If the Investigator was selected from the Rolodex the Unit Number and Name will not automatically populate. You must search the Unit Table and select appropriate Unit.



Completed Investigators tab

2.***% Effort***

- The percentage of total effort of that individual as listed on the PSAF.
- **Not a Required Field**

3. ***PI*** (Check Box)
   - The Principal Investigator check box indicates whether or not this person is considered the primary or lead Principal Investigator for the proposed project. *Only one investigator can be checked as the PI*.
   - **Required Field**

4. ***Faculty*** (Check Box)
   - The Faculty check box next to the investigators name indicates that the person is a faculty member of Brown University.
   - This will be checked and is classified as faculty in the Person Table.
   - **Not a Required Field**

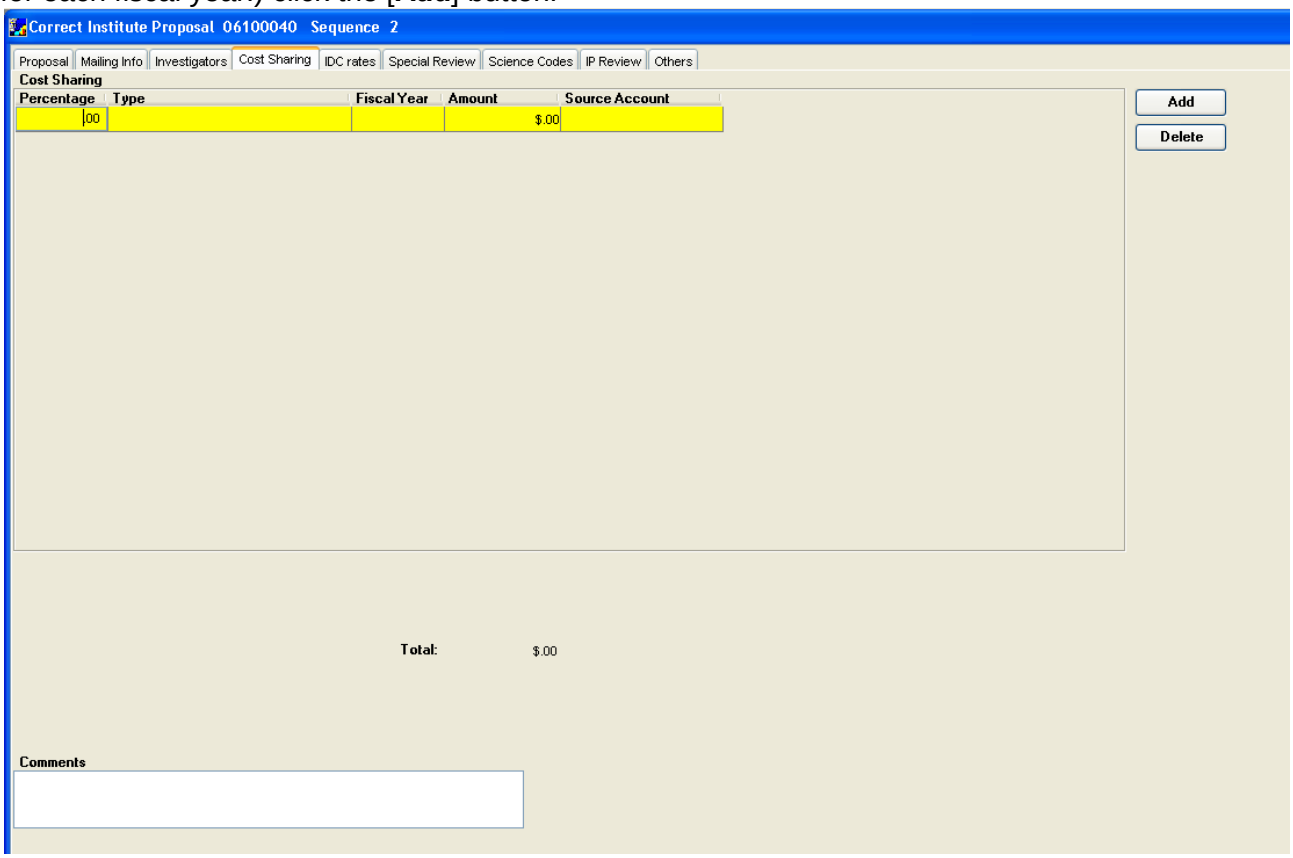
5. ***Lead*** (Check Box)
   - The Lead check box indicates the lead department unit for that proposal.
   - The Lead Unit check box is associated with the lead Principal Investigator (i.e. PI box checked mean person name) entered and/or the Lead department on the proposal must identify on lead department.
   - **Required Field**

6. ***Number***
   - The department code for the department of the selected investigator.
   - **Required Field**

7. ***Name***
   - The Department name for the department of the selected investigator.
   - **Required Field**

🗀 **Cost Sharing Tab** – This tab identifies any proposed project costs not borne by the sponsor but borne by the university. There are six general categories (types) of cost sharing that the university tracks. Any Cost Sharing associated with the proposal is noted on the PSAF.

⇨ To enter Cost Sharing, details by type and by fiscal year (Note a separate row is created for each type and for each fiscal year.) click the [**Add**] button.



Cost Sharing Tab window

1. ***Percentage***
   - **Currently Not Used**

(If the record is created from a proposal development record, then this tab would be automaticly fill in.)

2.***Type*** 🡻 **(Required Field)**
- The six general categories of Cost Sharing that the university tracks. i.e., Equipment, Other Direct Costs, Salary & Fringe and F&A Indirect Costs.
- Click in the box to bring up the drop-down menu and choose one of the following: *Equipment*, *Equipment funded by VPR*, *F & A (Indirect Costs)*, *F & A (Indirect Costs) funded by VPR*, *Other Direct Costs*, and *Salary & Fringe- Key Personnel*.

3.***Fiscal Year*** **(Required Field)**
- The estimated fiscal year for each cost sharing commitment type.

4.***Amount*** **(Required Field)**
- Enter the dollar value of each type of cost sharing for each fiscal year.

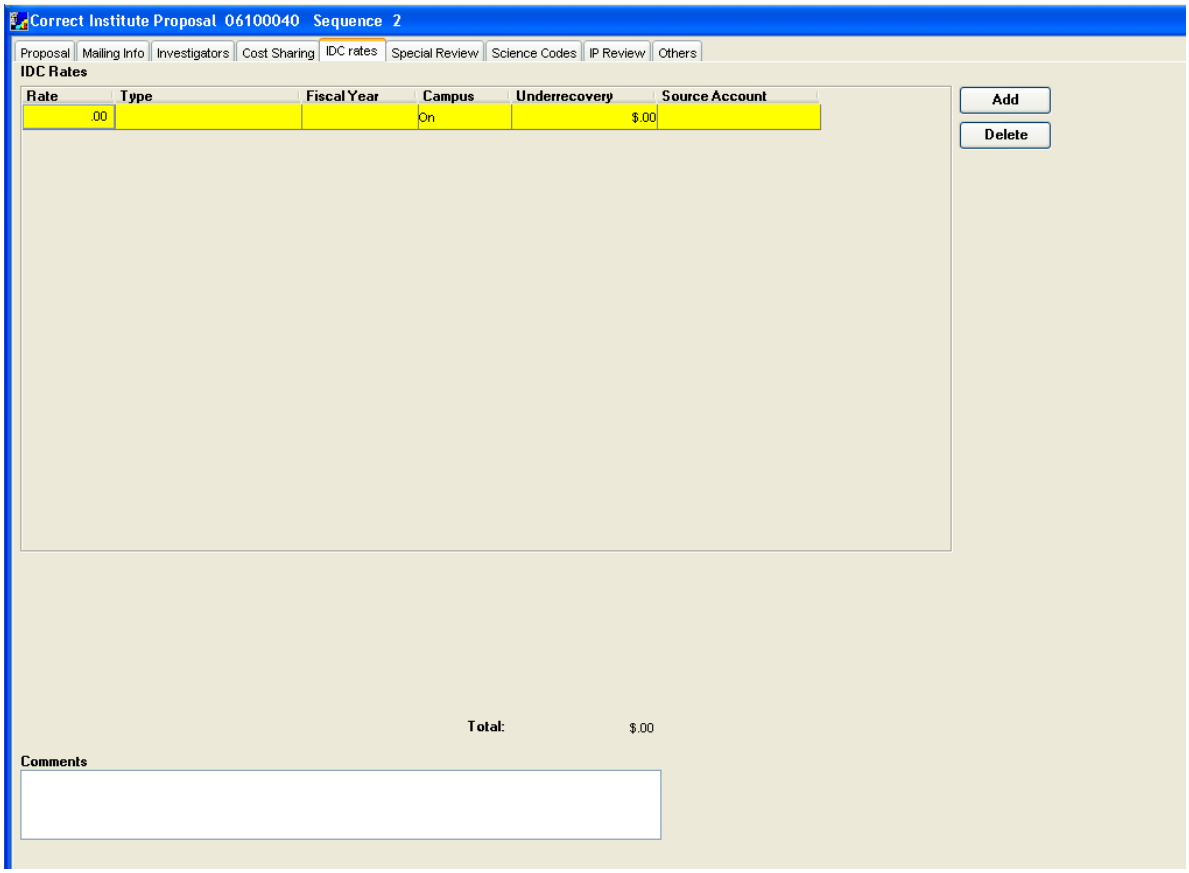
5. ***Source Account*** **(Required Field)**
   - The Brown University account number(s) that identifies where the university's cost sharing commitment are from; i.e. gift, endowment, and other non-sponsored accounts.
   - Enter the account number or 999 if no account noted.

6. ***Comments*** **(Required Field)**
   - Enter any applicable comments.

🗀 **IDC Rates Tab** – This tab contains information about the F&A/Indirect Cost Rate(s) (IDC) associated with the proposal. The rates are entered for each fiscal year of the proposed project period.

◎ If there are no IDC then enter 0 for each fiscal year covered by the proposed project period.

⇨ To enter in IDC Rates click the [**Add**] button. Add a row for each Fiscal Year of the proposal.



IDC rates Tab window

1. ***Rate***
   - The IDC rate that will be applied for a particular fiscal year. *Do not enter percent symbol.*
   - **Required Field**

2. ***Type*** 🡻
   - Although type is **Currently Not Used**, an entry must be added to save the record. Select **Not Used at This Time**.
   - **Required Field**

3. ***Fiscal Year***
   - The fiscal year for which the IDC rate applies.
   - **Required Field**

4. ***Campus***
   - Indicates where the preponderance of activity occurs. i.e. ON – on campus; OFF – off campus Defaults to On.
   - **Required Field**

5. ***Underrecovery***
   - **Not Required Field**

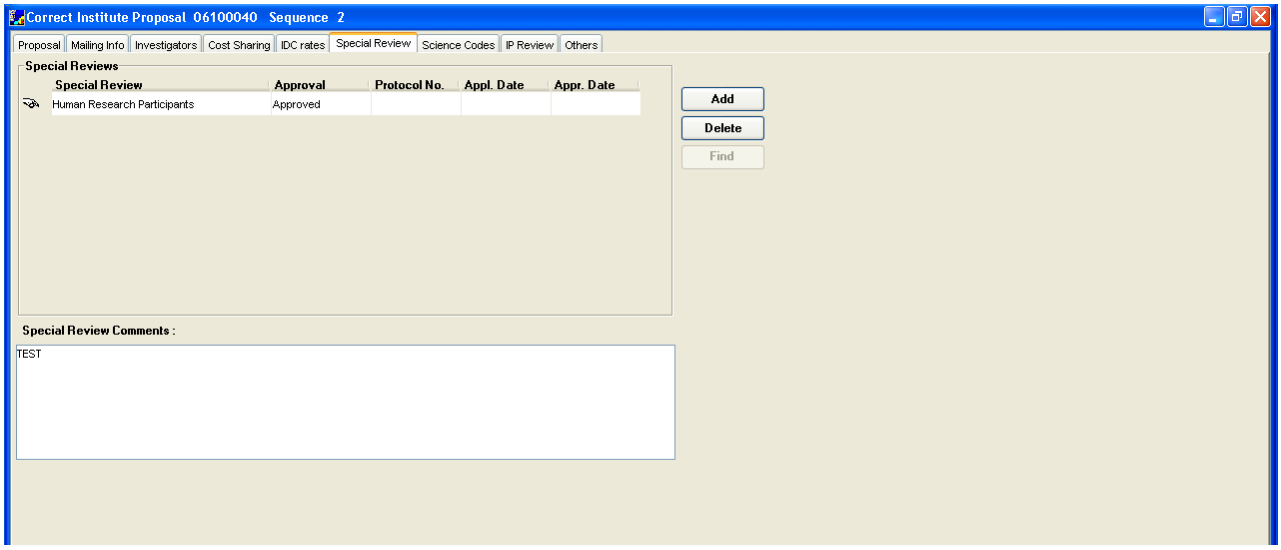
6. ***Source Account***
   - Dummy value to be entered (i.e. 12345).
   - **Required Field**

7. ***Comments***
   - **Not Required Field**

🗀 **Special Review Tab** – This tab contains information pertaining to the regulatory and institutional issues associated with the proposed project.

◎ If there are no Special Reviews/Regulatory Issues types marked on the PSAF then skip over this tab.

⇨ To enter in Special Review click the [**Add**] button. Add a row for each Regulatory Issues noted on PSAF.



Special Review Tab window

1. ***Special Review*** 🡻
   - The category of the special review required, include list of values.
   - Click on the drop-down menu to select the appropriate value.
   - **Required Field**

2. ***Approval***
   - This is a reference field, default value not yet applied, will be displayed.
   - **Not Required Field**

3. ***Protocol No.***
   - **Currently Not Used**

4. ***Appl. Date***
   - **Currently Not Used**

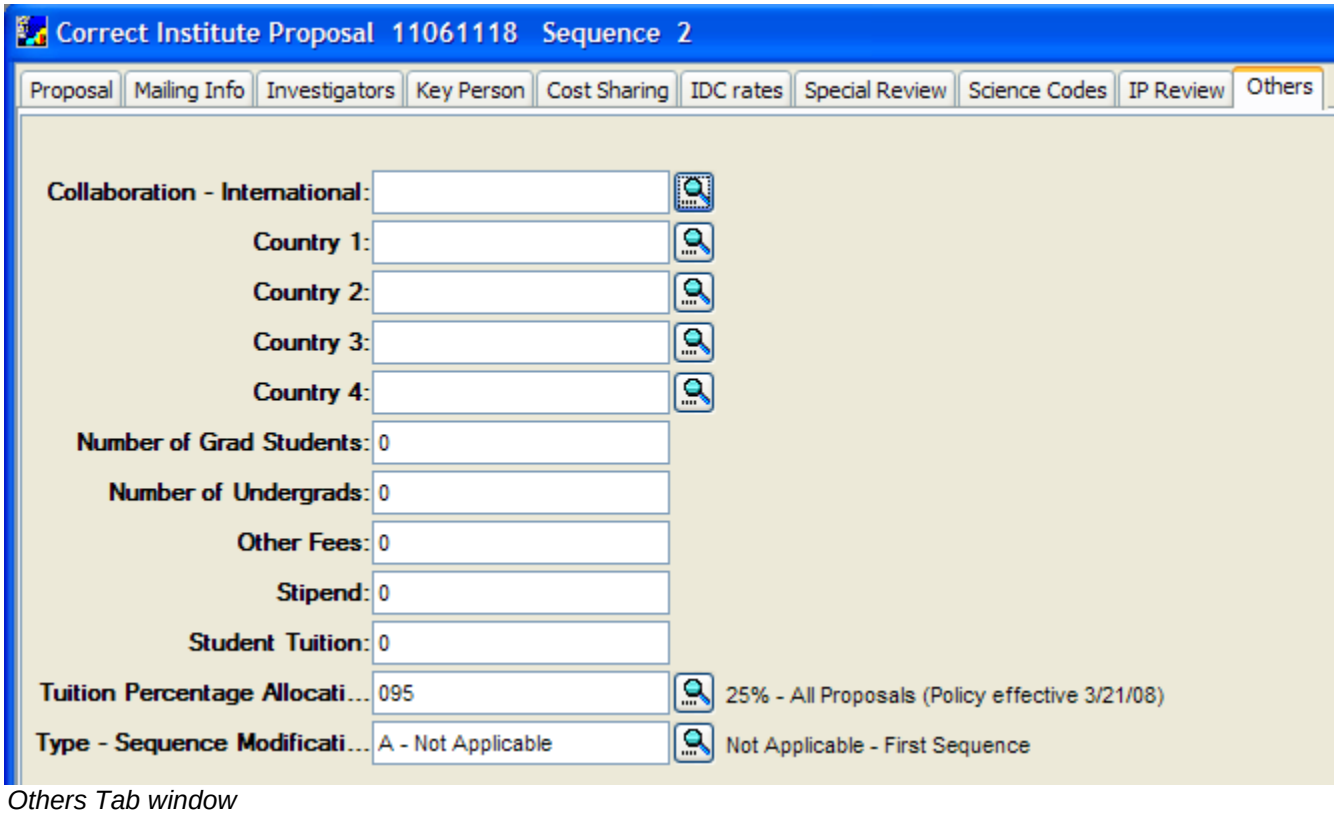
5. ***Appr. Date***
   - **Currently Not Used**

6. ***Comments***
   - Enter special instructions or other pertinent information regarding special reviews for the proposal.
   - **Not Required Field**

🗀 **IP Review Tab** – **Currently Not Used** by Brown University

🗀 **Others Tab** – This tab contains custom fields specific to Brown University.

◎ Each field needs a value in it in order to save the record. The <Tab> key does not work in this tab to move from field to field. You need to mouse over field and left click mouse to get answer in field.



Others Tab window

1. ***Number of Grad Students***
   - Enter the number of Graduate Students listed on the PSAF
   - **Required Field**

2. ***Number of Undergrads***
   - Enter the number of Undergraduate Students listed on the PSAF.
   - **Required Field**

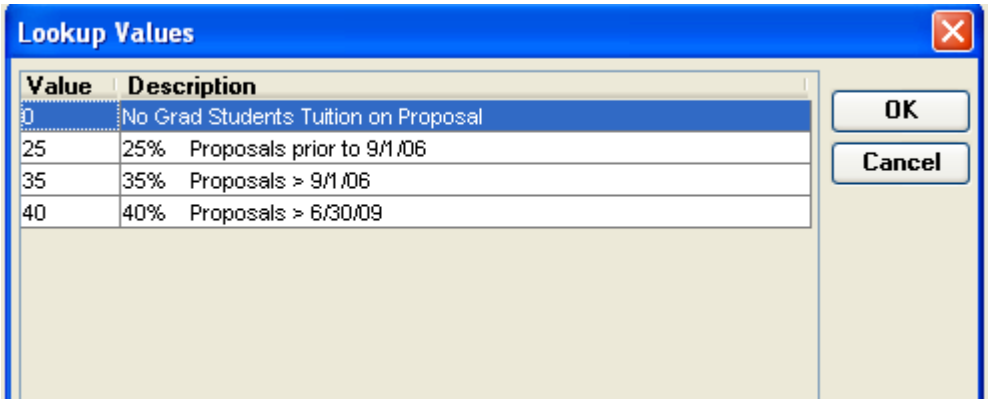
3. ***Other Fees***
   - Enter other fees listed on the PSAF.
   - **Required Field**

4. ***Stipend***
   - Enter stipend dollars noted on the PSAF.
   - **Required Field**

5. ***Tuition***
   - Enter value of Tuition on the PSAF.
   - **Required Field**

6. ***Tuition Percentage Allocation***
   - Select from the Look-up table the appropriate percentage of tuition allocated to the award.
   - **Required Field**

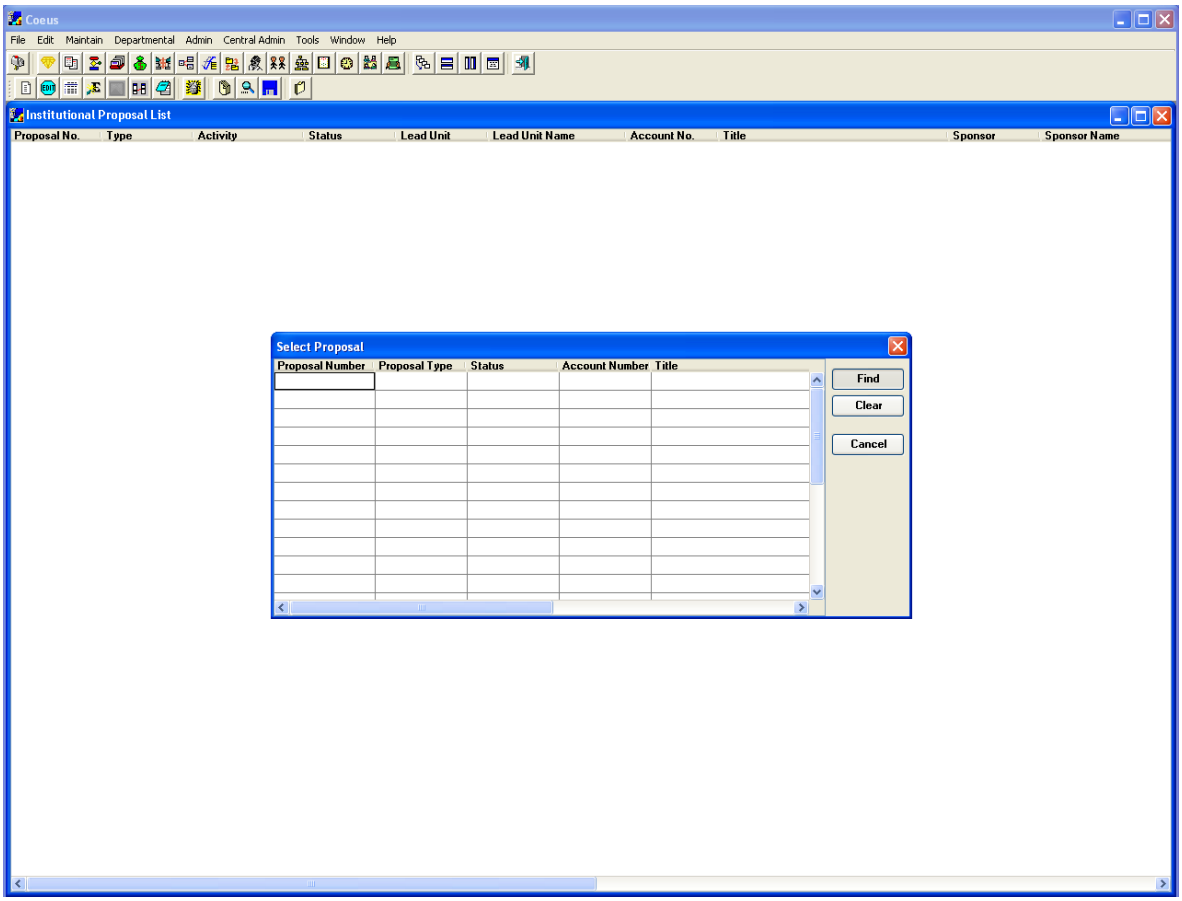
⇨ *Tuition Percentage Allocation Look*



Modify a Proposal

For proposals that need to be modified or are being revised, the following procedures should be used to make changes to an existing Coeus proposal record.

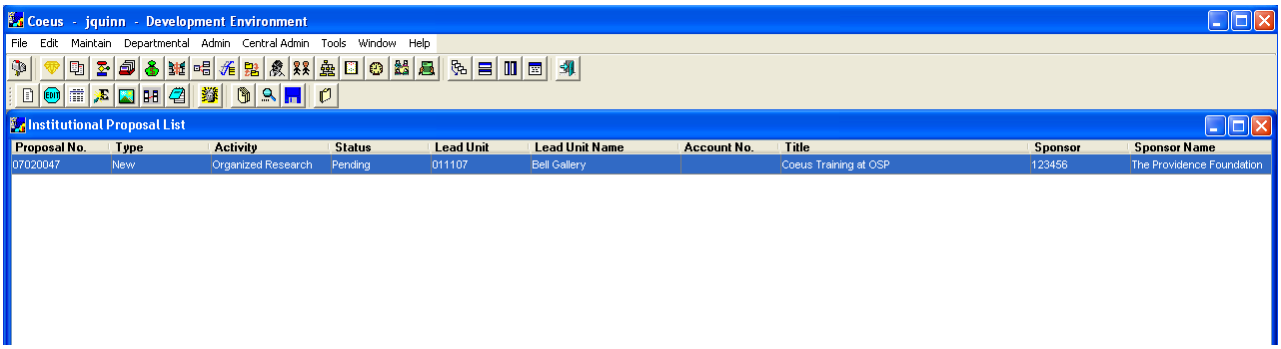
1. Open the Institute Proposal Module click on the **Maintain Proposals**  icon or select **Maintain > Proposals** from the menu bar to display the Institute Proposal List window with the Select Proposal window displayed on top of it.



Institute Proposal List window with Select Proposal window on top

2. Enter the Proposal Number of the Proposal that will be modified and click the [**Find]** button.

The Institute Proposal List window displays the selected Proposal:



There are two ways to modify data:

1. ***Edit or Correct Proposal*** - This overrides the information that was previously entered and does not keep a history of the change.

2. ***New Sequence or Proposal New Entry*** - This creates a new sequence of information and stores the history of the previous entry in the data warehouse.

3. Procedure for modifying a proposal is the following:

- If you are making a correction ***within the same day as the created proposal*** you can use the ***Edit or Correct Proposal***.

- All other corrections you should use the ***New Sequence or Proposal New Entry***.