

OVERVIEW OF THE NON-GRANTS.GOV PROPOSAL SUBMISSION PROCESS

CREATE A PROPOSAL IN COEUS

Complete the **Proposal Details Section**

Proposal Tab
 Organization Tab
 Mailing Info Tab
 Investigator Tab
 Key Person Tab
 Special Review Tab
 Science Code Tab
 Other Tab

- ◆ Enter the Proposal attributes in the Proposal Tab
- ◆ If applicable, enter Subawardee information in the Organization Tab
- ◆ Enter the Deadline information in the Mailing Info Tab
- ◆ Add Investigators/Key Personnel
- ◆ If applicable, add Human Research Participants or Laboratory Animal Care in the Special Review Tab
- ◆ If applicable, enter project Key Words in the Science Code Tab
- ◆ Enter the Number of Grad Student, Number of Undergrads, Other Fees, Stipend, Student Tuition and other required information in the Other Tab

Upload the applicable **Proposal Attachments in the Narrative for Proposal Section**

(Some of the available attachment types are described in the table provided – only use the attachments types that apply to your proposal)

Proposal Attachment - Narrative Types Available

Brown Specific Attachment	May be used to upload your application package
NSF FastLane Application	Should be used to upload your NSF Application package
Brown Scope of Work	Should be used to upload the Scope of work
Subaward Documents	Use this attachment to upload any applicable Subaward Documents
Budget Justification	May be used to upload the Budget Justification
Other	May be used to upload other necessary attachments
Sponsor Guidelines/Instructions	This should be used to upload the guidelines for special programs
NIH Progress Report (eSNAP/PHS 2590)	Use this attachment type when completing the eSNAP Progress Report
Departmental Cost Sharing Approval Form	Use this attachment to upload the necessary approval for any cost sharing present in the budget

Complete the **Proposal Abstract Section**

- ◆ Enter the required Brown's proposal abstract in the Proposal Abstract section of the proposal.

Complete the **Budget Section**

- ◆ Create a detailed budget for the period of performance of the project
- ◆ Enter your budget line items: Personnel Line Items, Non-Personnel Line Items, and Subcontract Line Items
- ◆ If applicable, distribute all the Cost Sharing that is present in the budget

Complete the **YNQ Section and Investigator Certification**

- ◆ Answer the YNQ section which includes a series of compliance questions required by either the University or the Sponsor or both
- ◆ All PIs, Multi-PIs, and Co-Is designated in the Investigator Tab in the Proposal Details Section need to complete the required certifications

Submit the Proposal for **Approval Routing**

- ◆ Coeus electronically routes your proposal for the necessary University approvals based on your department's business processes.