CREATE A PROPOSAL IN COEUS

- 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

### Proposal Attachment - Narrative Types Available

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

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

- 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

- 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

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

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

**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)

Complete the **Proposal Abstract Section**

Complete the **Budget Section**

Complete the **YNQ Section and Investigator Certification**

Submit the Proposal for Approval Routing