



This Bypass function in Coeus is reserved for the following scenarios:

1. Absent Approvers - Bypassing approvals at a sequential stop only where all the approvers defined at that sequential stop (primary and alternates) are unable to approve the proposal.
2. Technical Issues - Bypassing approvals when there is a technical issue with routing a proposal in Coeus.

The Bypass Function right is limited to the Office of Sponsored Projects (OSP) and BioMed Research Administration (BMRA):

**For Absent Approvers for OSP:**

- Patrice Carroll, Director, OSP
- Katie Fleck – Associate Director, Pre-Award Services, OSP
- Tom Dillon– Assistant Director, Pre-Award Services, OSP
- Michael Liu – Assistant Director, Research Subcontracting, OSP

**For Absent Approvers for BMRA:**

- Francie Emlen- Assistant Dean, Research & Biology Administration and Strategic Initiatives, Bio Med Medical Affairs
- Christine Conway- Director, Pre-Award Services, BMRA

**For Technical Issues:**

Department users- enter an IT Helpdesk ticket, choose **Coeus Support** at <https://ithelp.brown.edu/new-ticket> to reach the RAIS team for technical assistance

**BYPASSING DEPARTMENT APPROVALS PROCESS:**

- When a Bypass of an Approval Stop is needed, the Department contacts their Contract Administrator to inform them of which Approval Stop to bypass.
- The need for the bypass needs to be documented in the Bypass Window and approved by OSP.  
*\*Note – These comments are included in the email notification sent to approvers regarding the bypass.*
- OSP / BMRA will require a printed & signed copy of the Department Head / Designee Approval Form upon the Department Head / Designee's return.

**BYPASSING OSP/BMRA APPROVALS PROCESS:**

- Daily, Final Approvers will review proposals that are in "Approval in Progress" status.
- If the OSP/BMRA Approver & Alternate Approver is unavailable to approve a proposal; the proposal will be bypassed by the Director, Associate Director, or Assistant Director (i.e. individual with rights to bypass).
- When the proposal is bypassed, the Director, Associate Director, or Assistant Director (i.e. individual with rights to bypass) will document the approval override in the Bypass Window of the Development Proposal Record.  
*\*Note – These comments are included in the email notification sent to approvers regarding the bypass.*

**BYPASSING APPROVALS FOR TECHNICAL ISSUES:**

- If a proposal is unable to be routed for technical reasons; the Systems Group will try to troubleshoot the problem.
- If the technical issue can not be resolved and the proposal needs to be routed, the proposal will be bypassed by a member of the Systems Group.
- When the proposal is bypassed, the member of the Systems Group will document the approval override in the Bypass Window of the Development Proposal Record.  
*\*Note – These comments are included in the email notification sent to approvers regarding the bypass.*
- *If the Department Approval process is bypassed, OSP / BMRA will require a printed & signed copy of the Department Head / Designee Approval Form upon the Department Head / Designee's return.*