

BROWN


## SUBMITTING CHANGE / CORRECTED APPLICATION IN COEUS LITE

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## I. SUBMITTING A CHANGE/CORRECTED APPLICATION TO NIH IN COEUS

If you receive errors from your Grants.Gov submission to eRA Commons, you will be required to submit a Change/Corrected application.

 **You cannot make corrections to the original Coeus Development Proposal record that was submitted.** Instead you will have to make a copy of the original Development Proposal, make corrections, reroute it and then submit it to Grants.Gov.

Please refer to NIH instructions on Change/Corrected Applications for details of what is required.

[http://era.nih.gov/ElectronicReceipt/avoiding\\_errors.htm#howto](http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm#howto)

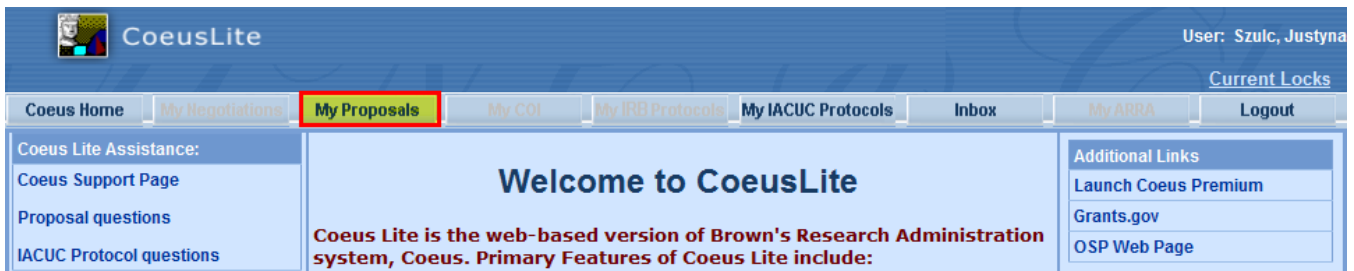
Follow these instructions to complete your change/corrected application so that it will be accepted by Grants.Gov and NIH/eRA Commons.

### ○ SEARCHING FOR THE ORIGINAL DEVELOPMENT PROPOSAL RECORD

To begin creating a Change/Corrected application in Coeus, first search for the Development Proposal record that was submitted and for which you received errors.

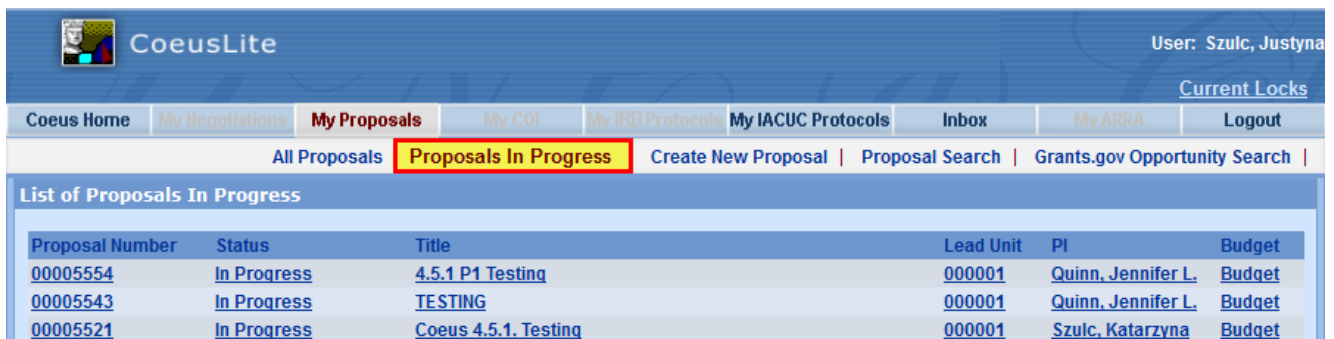
#### PROCEDURE

1. While in the **Welcome to Coeus Lite Page**, click on the **MY PROPOSALS** link.



The screenshot shows the CoeusLite interface. At the top right, the user is identified as 'User: Szulc, Justyna'. The navigation bar includes 'Coeus Home', 'My Negotiations', 'My Proposals' (highlighted with a red box), 'My COI', 'My IRB Protocols', 'My IACUC Protocols', 'Inbox', 'My ARRA', and 'Logout'. Below the navigation bar, there is a 'Coeus Lite Assistance' section with links to 'Coeus Support Page', 'Proposal questions', and 'IACUC Protocol questions'. The main content area features a large 'Welcome to CoeusLite' heading and a sub-heading: 'Coeus Lite is the web-based version of Brown's Research Administration system, Coeus. Primary Features of Coeus Lite include:'. To the right, there is an 'Additional Links' section with links to 'Launch Coeus Premium', 'Grants.gov', and 'OSP Web Page'.

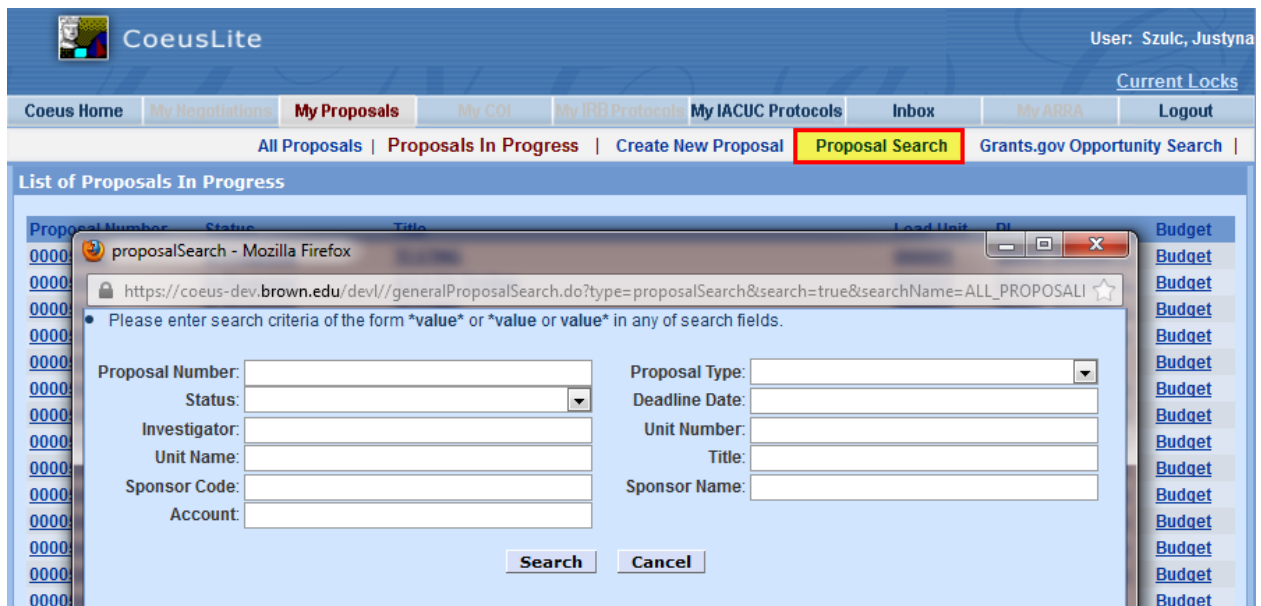
2. A new screen with a series of tabs will open with the default view to the **Proposals in Progress Page**



The screenshot shows the 'Proposals in Progress' page in CoeusLite. The navigation bar is the same as in the previous screenshot, but the 'Proposals In Progress' tab is highlighted with a red box. Below the navigation bar, there are links for 'All Proposals', 'Proposals In Progress' (highlighted with a red box), 'Create New Proposal', 'Proposal Search', and 'Grants.gov Opportunity Search'. The main content area is titled 'List of Proposals In Progress' and contains a table with the following data:

Proposal Number	Status	Title	Lead Unit	PI	Budget
<a href="#">00005554</a>	<a href="#">In Progress</a>	<a href="#">4.5.1 P1 Testing</a>	<a href="#">000001</a>	<a href="#">Quinn, Jennifer L.</a>	<a href="#">Budget</a>
<a href="#">00005543</a>	<a href="#">In Progress</a>	<a href="#">TESTING</a>	<a href="#">000001</a>	<a href="#">Quinn, Jennifer L.</a>	<a href="#">Budget</a>
<a href="#">00005521</a>	<a href="#">In Progress</a>	<a href="#">Coeus 4.5.1. Testing</a>	<a href="#">000001</a>	<a href="#">Szulc, Katarzyna</a>	<a href="#">Budget</a>

3. Click on the **PROPOSAL SEARCH** link to open the Proposal Search Window.



There are numerous fields available to search for particular proposals.

Some fields in the Search Window have drop-down lists associated with them, so you can select a value from the list.

For example, the Status field contains a drop-down list of pre-defined values for you to choose from. (You will not see the drop-down list arrow until you click in the field.)

4. To conduct your search, enter search criteria in one or more fields of the Proposal Search Window. (See examples of search criteria below) and click the [**SEARCH**] button.

- In the fields that do not contain a drop-down list, you will need to enter all or part of a value you are searching for; values **must match exactly** how data was entered in Coeus.
- To enter partial values, you must use a **Wildcard placeholder** – Wildcards are characters that are used when entering search criteria in place of one or more unknown characters.
- Use the \* (**asterisk**) operator to indicate that there may be any number of unspecified characters **before or after the text**.

**Coeus will search for proposals that:**

- Satisfy the criteria you entered in the search window, **and**
- You have one or more of these roles in: aggregator, approver, budget creator, narrative writer, or viewer.

5. The proposal(s) that match your search criteria will be listed in the Development Proposal Search Result Window.

6. Click on the proposal that you want to submit the revised budget for and open it.

**End of Procedure**

## ○ MAKING A COPY OF THE ORIGINAL DEVELOPMENT PROPOSAL RECORD

Completing the Development Proposal record for a Change/Corrected application is streamlined by making a copy of the original Development Proposal record submitted.

### PROCEDURE

1. To make a copy of the original Development Proposal record, click on the **COPY PROPOSAL** link located in the **Navigation Panel** of the **Proposal Details Section**.

The screenshot shows the Grants.gov Proposal Details page. On the left is a navigation panel with the following items: Proposal Summary, General Info, Organization, Investigators/Key Persons, Credit Split, Special Review, Abstract, Science Code, Others, YNQ, Proposal Roles, Questionnaire, Grants.gov Questions, Additional Investigator(s), Grants.Gov, Budget, Upload Attachments, Submit for Approval, Print, Delete Proposal, Copy Proposal (highlighted in red), Email, and Add New Rolodex Entry. The main content area displays proposal information: Investigator: Szulc, Katarzyna; Agency/Sponsor: 001833 : NATIONAL CANCER INSTITUTE; Title: 4.5.1 P1 - General Module Testing; Proposal #: 00005494 (In Progress); Proposal Period: 12/01/2013 - 11/30/2018; Lead Unit: 000001 : Brown University; Last Updated: 2013-03-19 10:00:17.0 by Szulc, Katarzyna. Below this is the 'General Proposal Information' section with fields for Proposal Type (New), Activity Type (Organized Research), Start Date (12/01/2013), End Date (11/30/2018), Original Proposal Number, Agency/Sponsor (001833), Prime Sponsor (000867), Proposal Deadline Date (08/01/2013), NSF Science Code (Biological - Life Sciences), Anticipated Award Type (Grant), Sponsor Proposal No., Title (4.5.1 P1 - General Module Testing), Program Title (G.g AT07 and NIH Ext-UAT Test FOA (R01)), Proposal in Response (Unsolicited), Sub Contract (checked), Funding Opportunity Number (PA-B2A-R01), CFDA Number (93.838), and Agency Program Code. A 'Save' button is at the bottom.

The following Section opens up:

The screenshot shows the 'Copy Proposal' dialog box. It contains the following options:  Copy Budget,  Copy All Budget Versions,  Copy Final Version Only,  Copy Attachments, and  Copy Questionnaire. Below these is a red warning message: "This proposal copy will include a linked Grants.Gov opportunity. Use the 'Delete Opportunity' option in the Grants.gov screen/window of the copied proposal to remove an invalid/expired opportunity." At the bottom is a button labeled "Copy Proposal".

Coeus automatically copies the **Proposal Details**, the **Grants.gov Connection**, and **Modular Budget Check Box** from the Budget Summary tab.

On another hand, Coeus allows you to select whether or not you want to copy the following items:

- Budget (All Versions or Final Version Only)
- Narrative
- Questionnaire (available questionnaires in Coeus are: **Questions for Grants.gov S2S Forms, NSF Cover Page Form Questionnaire, PHS Fellowship Supplemental Form Questionnaire, and PHS398 Training Budget Form Questionnaire** - These questionnaires will only be available to copy if the opportunity that is being copied contains the applicable questionnaire)

2. Check all the items that you want to copy (Final Budget Version, Narrative and Questionnaire if available)

A screenshot of a web form with a light blue background. It contains several checkboxes:
 

- Copy Budget
- Copy All Budget Versions
- Copy Final Version Only
- Copy Attachments
- Copy Questionnaire

 At the bottom of the form is a button labeled "Copy Proposal" with a red border. A mouse cursor is pointing at the button.

3. Click the [COPY PROPOSAL] button to generate the copy.

The newly created proposal will appear in your window ready to be edited

A screenshot of the Grants.gov proposal development record interface. The top navigation bar includes "Proposal Summary", "General Info", "Organization", "Investigators/Key Persons", "Credit Split", "Special Review", "Abstract", "Science Code", "Others", "YNQ", "Proposal Roles", "Questionnaire", "Grants.gov Questions", "Additional Investigator(s)", and "Grants.Gov". The main content area shows:
 

- Investigator: Quinn, Jennifer L.
- Agency/Sponsor: 000471 : NATIONAL INSTITUTE OF HEALTH
- Title: TESTING
- Lead Unit: 000001 : Brown University
- Last Updated: 2013-05-29 08:50:20.0 by Szulc, Justyna
- Proposal #: 00005566 (In Progress)
- Proposal Period: 06/01/2013 - 06/01/2016
- GRANTS.GOV logo
- General Proposal Information section with Budget and Narrative tabs.
- \*Indicates Mandatory Fields
- \*Proposal Type: New
- \*Activity Type: Organized Research
- \*Start Date: 06/01/2013
- \*End Date: 06/01/2016
- Original Proposal Number: [Search]
- Award #: [Search]
- \*Agency/Sponsor: 000471 [Search] NATIONAL INSTITUTE OF HEALTH
- Prime Sponsor: 000867 [Search] No Prime Sponsor
- Proposal Deadline Date: 05/31/2013
- NSF Science Code: Biological - Life Sciences
- Anticipated Award Type: Grant
- Sponsor Proposal No: 123456
- Receipt  Postmarked

## End of Procedure

## ○ UPDATING THE NEWLY CREATED DEVELOPMENT PROPOSAL RECORD

The next step is to verify and modify data in the proposal development record pertaining to the Change/Corrected application. The following instructions identify specific data that is needed in the proposal record for the Change/Corrected application.

### PROCEDURE

#### ➤ Update the Grants.gov Section

1. To navigate to the **Grants.gov Section**, click on the **GRANTS.GOV** link located in the left hand side navigation panel.
2. Under the **Opportunity Section**, select “**Change/Corrected Application**” from the **Submission Type** drop-down field.

3. In the **Forms Section**, select any optional forms you want to submit with your Change/Corrected Application (i.e. Planned Enrollment)

Grants.Gov

Submission Details ( Refresh ) show

Opportunity show

**Forms** hide

Form Name	Mandatory	Include	Desc	Select to Print: All Included   None
RR SF 424 V2-0	✓	✓	Available	<input type="checkbox"/>
Performance Site V2-0	✓	✓	Available	<input type="checkbox"/>
RR Other Projects V1-3	✓	✓	Available	<input type="checkbox"/>
RR Key Person Expanded V2-0	✓	✓	Available	<input type="checkbox"/>
RR Budget V1-3		<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>
RR SubAward Budget 30 V1.3		<input type="checkbox"/>	Available	<input type="checkbox"/>
PHS398 Cover Page Supplement V2-0	✓	✓	Available	<input type="checkbox"/>
PHS398 Modular Budget V1-2		<input type="checkbox"/>	Available	<input type="checkbox"/>
PHS398 Research Plan V2-0	✓	✓	Available	<input type="checkbox"/>
PHS398_CumulativeInclusionReport		✗	Not Available	<input type="checkbox"/>
PlannedReport		✗	Not Available	<input type="checkbox"/>

4. Click the [SAVE] button to save your changes.

➤ **Update the Proposal Details Section – Proposal Tab**

1. In the **General Info Section**, complete the flowing field:
  - **Original Proposal** field – Enter the Institute Proposal number of the previously submitted proposal.
    - i. Click on the **SEARCH** link beside the **Original Proposal** field to search for the Institute Proposal for the proposal you previously submitted. (You can search by title, PI, Department, etc.). Select the correct record and click the [OK] button. The Coeus Institute Proposal number will appear in the **Original Proposal** field.

General Proposal Information Budget: || Narrative: ✓

\*Indicates Mandatory Fields

\*Proposal Type: New

\*Activity Type: Organized Research

\*Start Date: 09/01/2011

\*End Date: 08/31/2013

Original Proposal Number: P0086123 Search

Award #: Search

\*Agency/Sponsor: 001833 Search NATIONAL CANCER INSTITUTE

Prime Sponsor: 000867 Search No Prime Sponsor

- **Previous Grants.gov Tracking ID** field
  - When submitting a Change/Corrected Application for all Types of Applications, enter the Grants.gov tracking number for the previous application that you are correcting.

Proposal in Response: Solicited

Funding Opportunity Number: RFA-RM-13-007

Agency Program Code:

Agency Routing Identifier: 8 HIB; 9 QCB

Sub Contract:

CFDA Number: 93.310

Agency Div Code:

Previous Grants.gov Tracking ID: GRANT11512502

- **Sponsor Proposal No** field
  - When submitting a Change/Corrected Application for a “Resubmission”, “Renewal”, or “Revision” Type of Application, enter the IC and serial number of the previously assigned application/award number (e.g., CA987654).

General Proposal Information Budget: ✗ Narrative: ✗

\*Indicates Mandatory Fields

\*Proposal Type: New

\*Activity Type: Organized Research

\*Start Date: 04/10/2014

\*End Date: 05/31/2016

Original Proposal Number: P0086123 Search

Award #: Search

\*Agency/Sponsor: 000471 Search National Institute of Health

Prime Sponsor: 000867 Search No Prime Sponsor

Proposal Deadline Date: 05/31/2014

NSF Science Code: Biological - Life Sciences

Anticipated Award Type: Grant

Sponsor Proposal No: CA987654

Receipt  Postmarked

➤ **Update the Upload Attachments Section**

1. Navigate to the **Upload Attachments Section**.
2. Review and modify any required narratives (you may need to add or revise the cover letter).

➤ **Update the Budget**

1. Make and necessary changes to your budget and when you complete your budget, mark it as “Final” and “Complete”



➤ ***Completing the Certifications for All Investigators***

The Certification Questions will need to be answered for the PI, Co-PIs and Is again before the proposal can be routed for approval.

1. Navigate to the **Investigators/Key Persons Section** and select the **[CERTIFY]** button for the PI.
2. Answer all the certification questions.
3. Repeat these steps for all investigators in that tab.

➤ ***Completing Questionnaires that Do Not Copy***

The following Questionnaires (if present in your proposal) will need to be re-answered before the proposal can be routed for approval. The answers to these Questionnaires do not copy over.

- NIH Additional Investigator(s)
- Cost Sharing – Direct Cost
- Cost Sharing – Indirect Cost

➤ ***Submitting the Proposal for Approval Routing***

Once you have made all the necessary modifications, submit your proposal for approval routing.