

BROWN


SUBMITTING CHANGE / CORRECTED APPLICATION IN COEUS PREMIUM

Table of Contents

I. SUBMITTING A CHANGE/CORRECTED APPLICATION TO NIH IN COEUS	2
o Searching for the Original Development Proposal Record	2
o Making a Copy of the Original Development Proposal Record	3
o Updating the Newly Created Development Proposal Record	4
➤ <i>Update the Grants.gov Submission Details Window</i>	4
➤ <i>Update the Proposal Details Section – Proposal Tab</i>	5
➤ <i>Update the Narrative Module</i>	6
➤ <i>Update the Budget</i>	7
➤ <i>Completing the Certifications for All Investigators</i>	7
➤ <i>Completing Questionnaires that Do Not Copy</i>	7
➤ <i>Submitting the Proposal for Approval Routing</i>	7

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

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

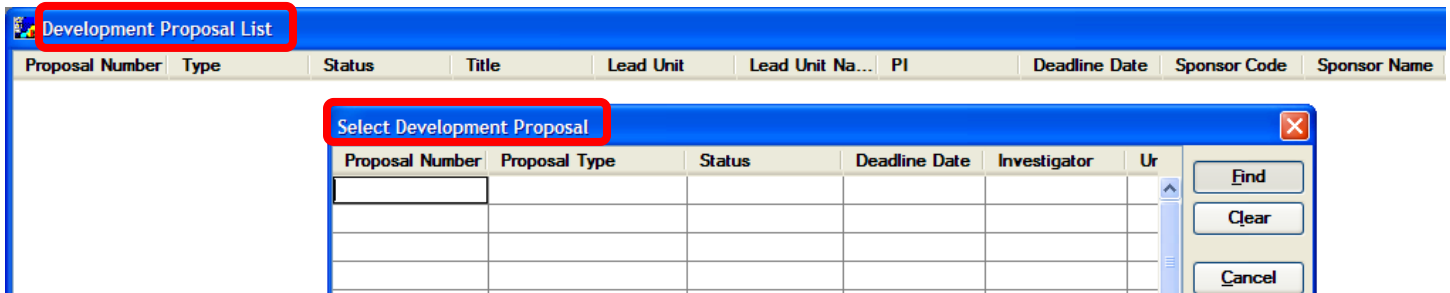
○ SEARCHING FOR THE ORIGINAL DEVELOPMENT PROPOSAL RECORD

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. To begin your search for the proposal records, from the main Coeus screen, select **Maintain** → **Proposal Development** from the menu bar - .

The Select Development Proposal Window opens above the Development Proposal List Window.



The screenshot shows the 'Development Proposal List' window with a table containing columns: Proposal Number, Type, Status, Title, Lead Unit, Lead Unit Na..., PI, Deadline Date, Sponsor Code, and Sponsor Name. Overlaid on this is the 'Select Development Proposal' window, which has a table with columns: Proposal Number, Proposal Type, Status, Deadline Date, Investigator, and Ur. The 'Select Development Proposal' window also includes 'Find', 'Clear', and 'Cancel' buttons.

 You can also open the Select Development Proposal Window by selecting **Tools** → **Search** on the Menu bar or using the **Search**  icon.

There are numerous columns available to search for particular proposals. Notice that there are horizontal and vertical scrollbars that allow you to view more columns of search fields or rows in which to enter multiple criteria for your queries.

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

For example, in the Select Development Proposal Window, 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.)

2. To conduct your search, enter search criteria in one or more fields of the Select Development Proposal Window and click the **[FIND]** 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.


3. The proposal(s) that match your search criteria will be listed in the Development Proposal List Window.

End of Procedure

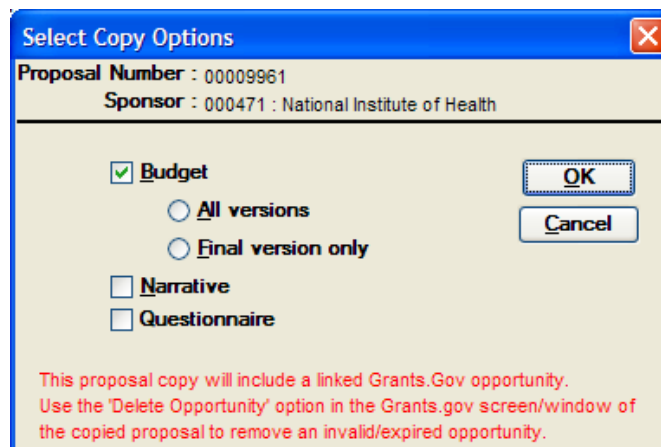
○ MAKING A COPY OF THE ORIGINAL DEVELOPMENT PROPOSAL RECORD

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, select it in the Development Proposal List Window and click **Edit → Copy Proposal** from the menu drop-down - .

The Select Copy Options Window opens.



Select Copy Options

Proposal Number : 00009961
Sponsor : 000471 : National Institute of Health

Budget

All versions

Final version only

Narrative

Questionnaire

OK

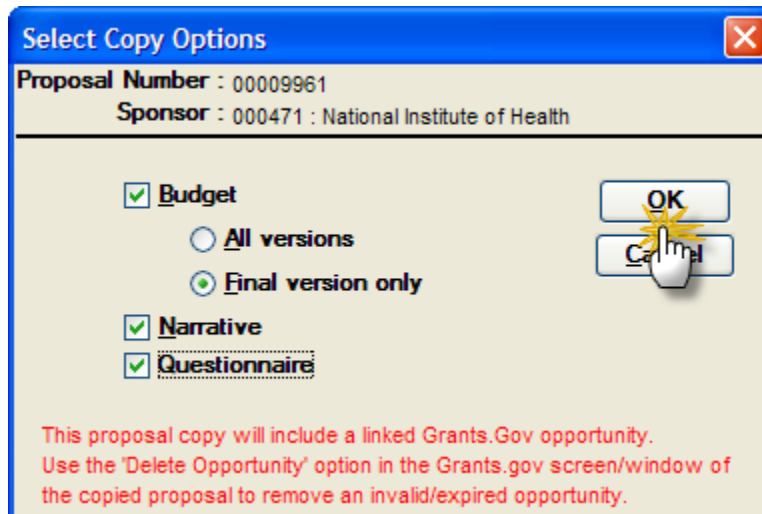
Cancel

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.

Coeus copies the Proposal Details, the Grants.gov Connection, **Modular Budget** Check Box if selected in the copied Budget and it allows you to select whether or not you want to copy the following items:

- Budget (All Versions or Final Version Only)
- Narrative
- Questionnaire

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



3. Click the [Ok] button to generate the copy.

The Development Proposal List Window now shows two proposals: the original proposal and the newly created proposal with all of the data from the original proposal.

Proposal Number	Type	Status	Title	Lead Unit	Lead Unit Na...	PI	Deadline Date	Sponsor Code	Sponsor Name
0000971	New	In Progress	Proposal Develop...	000001	Brown University	Szulc, Katarzyna	2011/02/01	001833	NATIONAL CANC...
00001006	New	In Progress	Proposal Develop...	013210	Chemistry	Szulc, Katarzyna	2011/02/01	001833	NATIONAL CANC...



The newly created proposal made by copying will typically appear as the last proposal in the Development Proposal List window unless you have your proposals sorted in another fashion.

If you have trouble locating the newly copied proposal, sort the **Proposal Number** column in descending order (click 3 times on that column heading) to bring the highest Proposal Number to the top of the list.

4. Select the newly created proposal and click **Edit** → **Modify Proposal** from the menu drop-down -  to open the proposal in Edit Mode.

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 Submission Details Window

1. To navigate to the Grants.gov Submission Details, while in the **Proposal Details Section**, select **Action** → **Grants.gov** to open the Grants.gov Submission Details Window.

- In the Opportunity Tab in the Grants.gov Submission Details Window, select **Change/Corrected Application** from the **Submission Type** drop-down field.

Grants Gov Submission Details

Proposal Number : 00002417
Sponsor : 001833 : NATIONAL CANCER INSTITUTE

Opportunity Forms Submission Status

Funding Opportunity Number: PA-B1-R01

Opportunity Title : G.g AT07 and NIH Ext-UAT Test FOA (R01)

Submission Type: Application

Submission End Point : Preapplication

Revision Type

Change/Corrected Application

Increase Award Increase Duration Other (Specify)

Decrease Award Decrease Duration

CFDA Number : 93.838 Competition Id : ADOBE-FORMS-B1

Opening Date : 09-Sep-2010 12:00:00 AM Closing Date : 09-Sep-2014 12:00:00 AM

Schema URL : <http://at07apply.grants.gov/apply/opportunities/schemas/applicant/oppPA-B1-R01-cfda93.838-cidADOBE-FORMS-B1.xsd>

Instruction URL : <http://at07apply.grants.gov/apply/opportunities/instructions/oppPA-B1-R01-c>

Select Opportunity
Delete Opportunity
Validate
Submit
Refresh
Save
Print
Close

- In the Forms Tab of the Grants.gov Submission Details Window, select any optional forms you want to submit with your Change/Corrected Application (i.e. Planned Enrollment).

Grants Gov Submission Details

Proposal Number : 00009961
Sponsor : 000471 : National Institute of Health

Opportunity Forms Submission Status

Form Name	Mandatory	Incl...	
RR SF 424 V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
Performance Site V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Other Projects V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Key Person Expanded V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Budget V1-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR SubAward Budget 30 V1.3	<input type="checkbox"/>	<input type="checkbox"/>	Available
PHS398 Cover Page Supplement V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Modular Budget V1-2	<input type="checkbox"/>	<input type="checkbox"/>	Available
PHS398 Research Plan V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398_CumulativeInclusionReport	<input type="checkbox"/>	<input type="checkbox"/>	Not Available
PlannedReport	<input type="checkbox"/>	<input type="checkbox"/>	Not Available

Select Opportunity
Delete Opportunity
Validate
Submit
Refresh
Save
Print
Close

- Click the **[CLOSE]** button in the Grants.gov Submission Details Window to close out of that window and return to the **Proposal Details Section**.

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

- In the Proposal Tab, complete the flowing field:
 - Original Proposal** field – Enter the Institute Proposal number of the previously submitted proposal.
 - Click on the Magnifying Glass 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.

Proposal Details - 00002417

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

Proposal No: 00002417 Status: In Progress Proposal Hierarchy: X Narrative: || Budget: ||

Lead Unit: 000555:COEUS Training

Title: Finalizing Guide

Start Date: 01-Sep-2011 End Date: 31-Aug-2014

Proposal Type: New Award No: [Search]

Activity Type: Organized Research NSF Code: F.02 : Biological - Life Sciences

Anticipated Award Type: Grant

Sponsor: 001833 NATIONAL CANCER INSTITUTE

Prime Sponsor: 000867 No Prime Sponsor

Sponsor Proposal No: [Search]

Original Proposal: 06100022 [Search]

- **Previous Grants.gov Tracking ID** field
 - i. 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.

Notice Of Opportunity: Solicited

Funding Opportunity Number: RFA-RM-13-007

Agency Program Code: [Search]

Agency Routing Identifier: 8 HIB; 9 QCB

GRANTS.GOV™

Subcontract

CFDA Number: 93.310

Agency Div Code: [Search]

Previous Grants.gov Tracking ID: GRANT11512502

- **Sponsor Proposal No** field
 - i. 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).

Proposal Details - 00009828

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

Proposal No: 00009828 Status: In Progress Proposal Hierarchy: X Narrative: X Budget: X

Lead Unit: 000001:Brown University

Title: Test

Start Date: 01-Apr-2014 End Date: 01-May-2018

Proposal Type: New Award No: [Search]

Activity Type: Organized Research NSF Code: F.02 : Biological - Life Sciences

Anticipated Award Type: Grant

Sponsor: 000471 National Institute of Health

Prime Sponsor: 000867 No Prime Sponsor

Sponsor Proposal No: CA987654

Original Proposal: 06100022 [Search]

➤ Update the Narrative Module

1. Open the **Narrative Module** by selecting **Edit → Narrative** from the menu bar.
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 Investigator Tab 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.

End of Procedure