SUBMITTING CHANGE / CORRECTED APPLICATION IN COEUS PREMIUM
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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

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

O 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.

   ![Select Development Proposal Window]

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

O 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.

   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)

![Select Copy Options Window]

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.

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.

![Development Proposal List Window]

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

3. 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).

4. 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

1. In the Proposal Tab, complete the following field:
   - Original Proposal field – Enter the Institute Proposal number of the previously submitted proposal.
     i. 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.

**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.

**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).

**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**