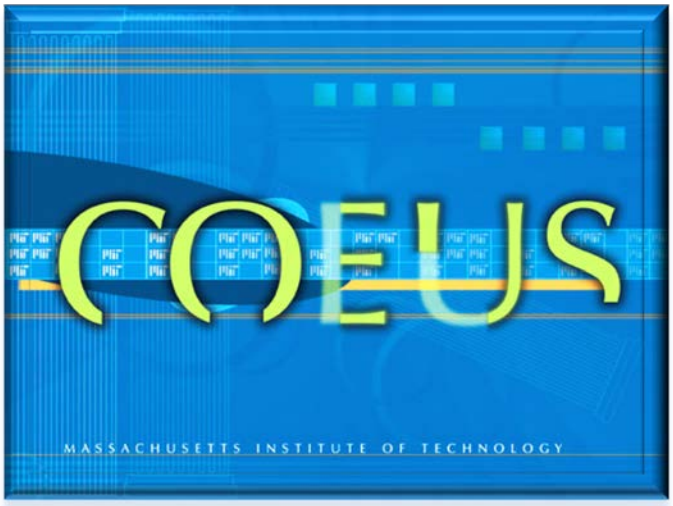
Office of Sponsored Projects



BROWN

COEUS LITE
PROPOSAL PREPARATION GUIDE

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ABOUT COEUS

Coeus is a research administration and grant management system developed by the Massachusetts Institute of Technology's Office of Sponsored Programs and implemented by the University April 2006. The system centralizes stored information about proposals, awards, subawards, & sponsors and is the system of record for all research activities for the University. In addition, it contains interfaces for proposal-development and IACUC protocol submissions that are electronically routed and approved within Coeus.

The **Proposal Development Module** in Coeus has been designed to allow departmental administrators and investigators to construct full proposals from the desktop; create budgets with a robust budgeting tool; route the proposal online for internal approvals; and submit proposals electronically, system-to-system with Grants.gov. Work on the proposal can be distributed by function (budget development, uploading attachments, etc.) and managed through use of system roles. The Proposal Development module also serves as a database of all proposals developed by the department and is a central source to view the most current version of a proposal in progress.

Coeus Lite is the web-based version of the Coeus Application. Coeus Lite Proposal Development allows users to prepare and view proposal funding applications and then route the completed applications for internal approval. The Contract Administrator can view proposal funding applications and Approvers can view, approve, or reject proposals for correction. OSP Authorized Administrators can submit proposal applications to Grants.gov. Coeus Lite can also be used by Investigators to certify themselves and upload required attachments.

o ABOUT THE COEUS LITE PROPOSAL DEVELOPMENT USER GUIDE

Coeus Lite Development User Guide provides step-by-step instructions for creating and completing the proposal in Coeus Lite including uploading attachments, budget preparation and certifications/approvals.

Chapter	Description
Getting Started	Provides an overview of the Proposal Development process and logging in and getting help.
Navigating Coeus Lite	How to navigate the Coeus system
Starting the Proposal Record	How to create the Proposal record and enter the general attributes
Assigning Proposal Roles	How grant other individuals access to the proposal
Grants.gov Connection	How to connect / disconnect to Grants.gov
Completing the Proposal Details Section	How to complete the remaining sections of the Proposal Details Section
Updating Proposal Personnel Information	How to modify Personnel information needed on Grants.gov forms
Attachments and Abstracts	How to upload proposal documents and complete the Brown abstract
Starting the Budget	Creating a new budget; Syncing Budget Personnel; Completing the Budget Persons window
Entering Initial Detailed Budget (Period One)	Entering Personnel Line Items, Non-Personnel Line Items, Subcontract Line Items
Completing Remaining Budget Periods	Generating the remaining budget periods; Modifying period line items
Modifying the Budget	Creating new budget versions, modifying proposal rates
Finalizing and Printing Budget	Printing Coeus Budget forms; Printing Grants.gov Budget forms
Completing the Proposal	Answering the Yes/No Questions, Answering the Questionnaire, Completing the Investigator Certifications, Validating Proposal
Other Proposal Functions	How to copy or unlock your proposal and searching

Chapter	Description
Submitting and Approving Proposals	Submitting proposal for approval, Maintaining the Inbox, Approving a Proposal, Rejecting a Proposal
Printing the Proposal	Printing the Brown Custom Forms, Printing Grants.gov Forms, Printing Non-Grants.gov Forms
Other Coeus Functions	Viewing and Sending Comments, Checking Grants.gov Submission Status, Submitting a Changed/Corrected Application to NIH in Coeus, Submitting an eSNAP Progress Report.

o Conventions Used in this Guide

These typographical conventions are used throughout this guide.

Item	Convention	Example
Menu and List item name / Icon that represents the same function	Bold, separated by "→"	Select **Edit → Persons -**
Section of proposal record	Bold, red	**Narratives Section**
Screen, window, or tab name	Dotted underline	Proposal Development List Window
Field, checkbox, option icon, or key name	Bold and underline, blue	**Proposal No.** field
Note of interest	Note image	
Tip	Light bulb image	
New Functionality/Enhancement	New sign	NEW
Start of each procedure	Bold and highlighted, grey	**PROCEDURE**
End of each procedure	Bold and highlighted, grey	**End of Procedure**
Field Definition	→ Field Name, blue	→ **Proposal No.**

o Before you Begin

To create proposals in Coeus, you must have access to Coeus and you need to be assigned the Proposal Creator role in the Lead Department of the proposal.

In order to access Coeus you must complete the ***Coeus Request for Access form*** - found on the Computing Accounts & Passwords Web page (https://remedyweb.brown.edu/arsys/shared/login.jsp).

This form can take up to 10 days to process.

I. GETTING STARTED

This section will introduce you the **Proposal Development Module** in Coeus Lite, instruct you how to login to Coeus, and demonstrate how to get help in Coeus.

o PROPOSAL DEVELOPMENT MODULE OVERVIEW

The Proposal Development module in Coeus has been designed to allow departmental administrators and investigators to develop full proposals from the desktop, create budgets using University and/or Department approved rates, electronically route and approve proposals, and electronically submit proposals to Grants.gov.

Work on the proposal can be distributed by function (budget, narratives, and approvals) and managed through use of system roles; proposal templates can be created and copied; and Grants.gov and other sponsor / University forms are automatically populated and generated by Coeus.

The use of Coeus Proposal Development supports Brown's efforts to comply with the federal mandate that requires federal applications be submitted through one electronic portal – Grants.gov, while improving the uniformity, consistency, and productivity of proposal preparation.

The **Proposal Development Module** in Coeus has been designed to allow Departmental Administrators and Investigators to perform the following functions:

- Develop complete proposals from the desktop
- Create budgets that incorporate automated calculations of specific cost elements using the Institution's / Department's Approved rates
- Upload sponsor required attachments and narratives
- Route the proposal electronically for internal reviews and approvals
- Electronic system-to-system submission to Grants.gov

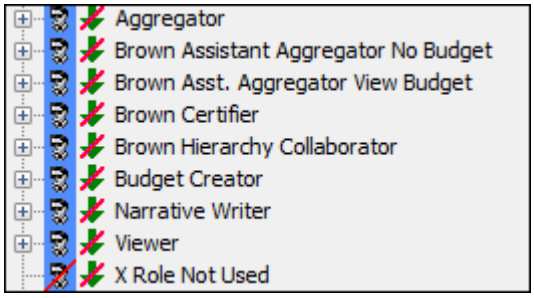
Collaborative work on the proposal is distributed by function (i.e. budget, narratives, and certifications) and managed through use of system roles.

Proposal Roles are assigned at the departmental level. These assigned role(s) define the users' rights to the proposals within that department. In addition, Proposal Roles can be assigned to a specific proposal. The rights within each role are one or any combination of the following:

*For details about the functions that each Role can perform, please see – **Department Roles and Rights** Document available on Coeus website.*

Coeus Proposal Roles that can be assigned to a user are:

- Proposal Creator
- Aggregator
- Brown Assistant Aggregator No Budget
- Brown Assistant Aggregator View Budget
- Brown Certifier
- Brown Hierarchy Collaborator
- Budget Creator
- Narrative Writer
- Viewer
- Approvers (assigned by business rules / maps)



The **Aggregator / Proposal Creator** creates a proposal shell by entering the basic details of the proposed project, similar to what is found on the OSP Proposal Summary and Approval Form (PSAF (http://research.brown.edu/pdf/PSAF_3-15-10.pdf). Once the required Proposal Detail fields are entered and the record is saved, collaborative work on the proposal can be distributed to Investigators and / or Administrators to complete the required proposal components necessary for submission.

The 5 main components to the Proposal Development process are:

1. Proposal Details Entry
2. Narratives and Attachments / Abstracts
3. Budget Creation
4. Certifications
5. Routing / Approvals / Submission

End of Procedure

o LOGGING INTO COEUS LITE

In order to access Coeus you must complete the ***Coeus Request for Access form*** - found on the Computing Accounts & Passwords Web page (https://remedyweb.brown.edu/arsys/shared/login.jsp).

The Coeus application authenticates using your Brown User ID and Password.

PROCEDURE

1. To begin, use your internet browser to access the URL for the Coeus download page:
https://coeus.brown.edu

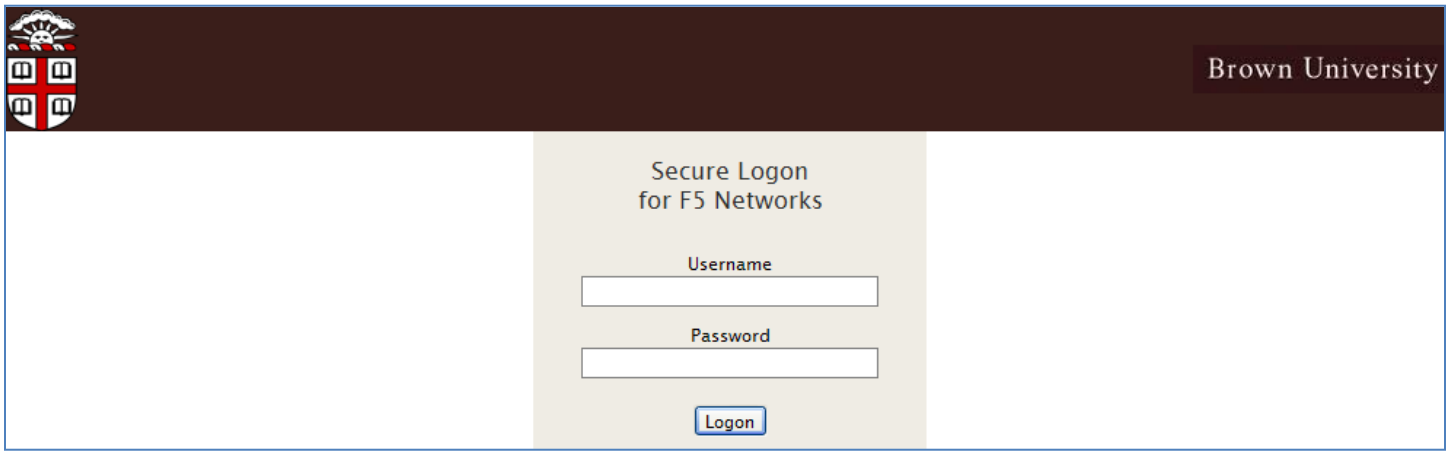
OR

Go to the Coeus Support Web page at
http://www.brown.edu/research/proposals-awards/coeus-access-support/coeus
to access the links to Coeus Lite.

*When accessing Coeus Lite from "**off campus**," you must be logged into SSL- VPN to access Brown's servers.*

Link to Brown WebVPN Service: http://vpn.brown.edu,

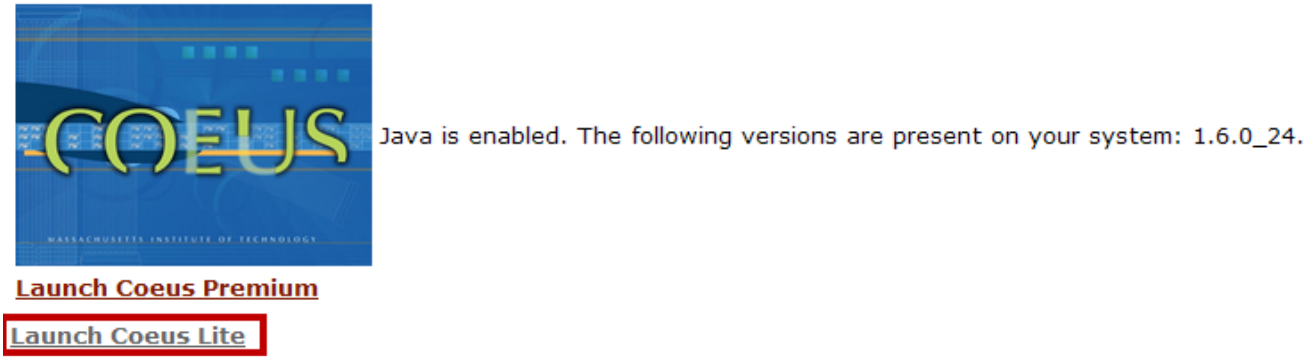
You will be asked to log in using your Brown Username and Password. Once you are successfully logged in the following window.



If you try to access Coeus Lite from outside of Brown without being logged into VPN You will receive the following message:

"Network Timeout The server at coeus.brown.edu is taking too long to respond. The requested site did not respond to a connection request and the browser has stopped waiting for a reply."

2. To open the Coeus Lite; Open your browser and navigate to the Coeus page or copy and paste the Coeus link **http://coeus.brown.edu/prod/** into your browser address bar. Click on the **Launch Coeus Premium** link.



3. You will be directed to this Coeus login Page after you click the Launch Coeus Lite link.

The Coeus application requires your Brown User Name and Password for login.

- Click in the **User Name** field and enter your **Brown User Name.**
- Click in the **Password** field and enter your **Brown Password.**
- Click on the [**LOGIN**] button

The **Coeus Lite Homepage** will open where you can access your proposals and your Coeus Inbox.

End of Procedure

o GETTING HELP IN COEUS

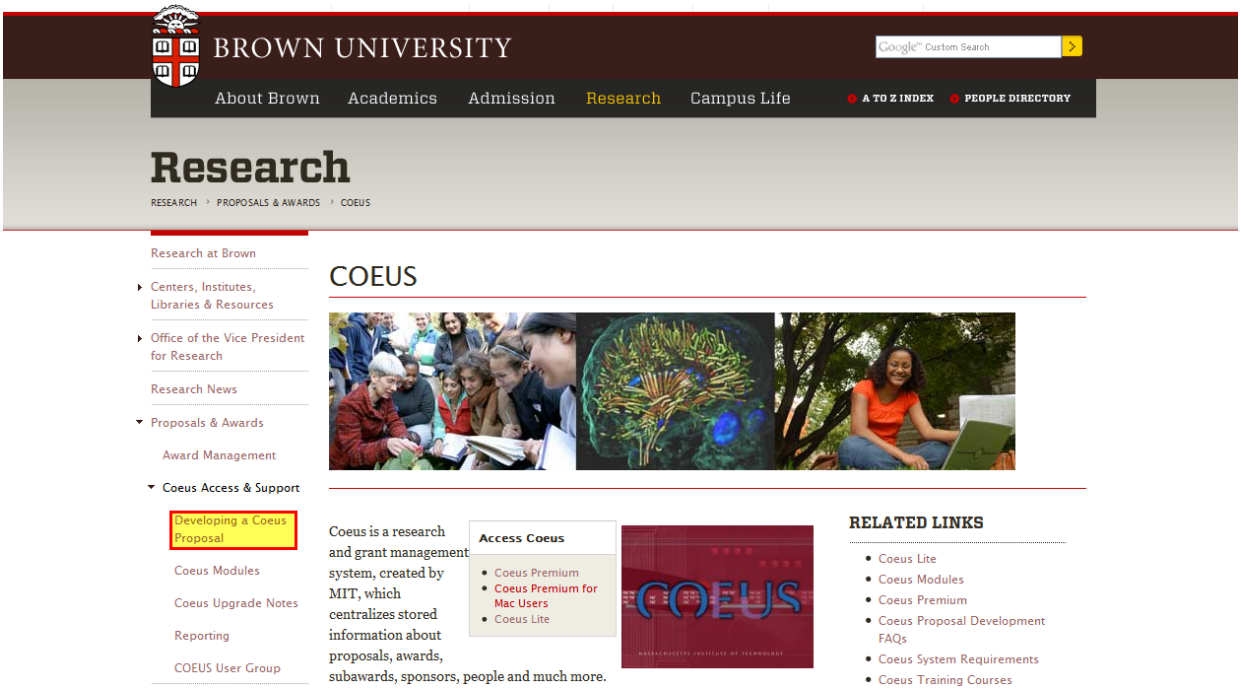
The Coeus Lite application contains a help link which directs the user to the ***Coeus Support Web*** page**.**

PROCEDURE

To get to the ***Coeus Support Web page*** from the Coeus Lite application:

1. While in the **Welcome to Coeus Lite Page**, click on the **COEUS SUPPORT AND TRAINING** link on the left hand side of the page

The Coeus Support Web Page will open.



2. Click the **DEVELOPING A COEUS PROPOSAL** link on the left-side navigation to get to the Proposal Development documentation and training. There are various topics to choose from the left-side navigation. The right-side navigation provides additional quick resources and training information.

3. To close the Coeus Support Web page and return to the **Coeus Application,** Click the red [**X**] button in the top right hand corner of the window browser.

End of Procedure

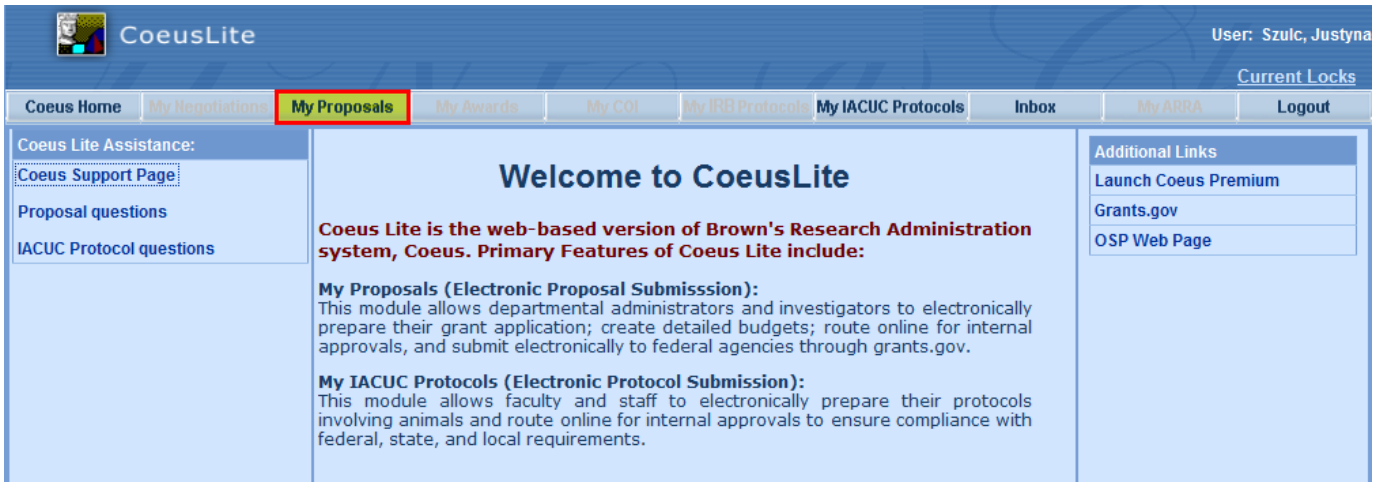
o ACCESSING COEUS LITE PROPOSAL DEVELOPMENT MODULE

INTRODUCTION

In this topic you will learn how to access the **Proposal Development Module**.

PROCEDURE

After logging in as described earlier, the first screen you will see if the **Welcome to Coeus Lite Page**



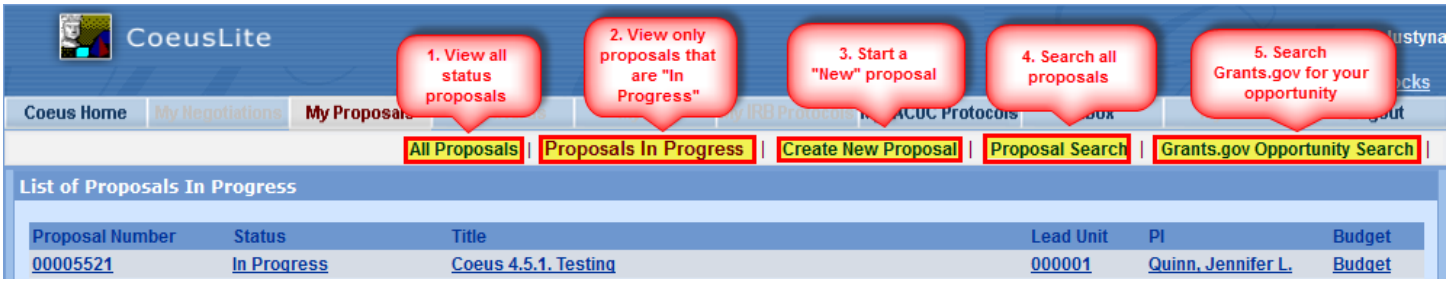
Welcome to Coeus Lite Page contains the following links in the toolbar **(Tabs that are greyed out are currently not Used)**:

Coeus Home	Brings you back to the Coeus Lite welcome screen
My Negotiations	Currently not used
My Proposals	Proposal Development Module
My Awards	Currently not used
My COI	Currently not used
My IRB Protocols	Currently not used
My IACUC Protocols	IACUC Module
Inbox	Coeus Lite Inbox – stores the messages related to your Coeus Applications
My AARA	Currently not used
Logout	Use to logout of the system

1. Click on the **My Proposals** link to access the module. A new screen with a series of links will open with the default view to the **Proposals in Progress Screen**

o Overview of the Coeus Lite – My Proposals Interface

Elements of the **Coeus Lite – My Proposals Screen** are called out in the illustration below and described in the table that follows.



Element	Description
❶ All Proposals	Lists all Coeus Proposals that you have a role on ("In Progress", "Approval in Progress", "Submitted", etc.)
❷ Proposals in Progress	Displays all non-approved proposals that you hold a "view" or "modify" role on
❸ Create New Proposal	Allows you to start a "New" proposal in Coeus
❹ Proposal Search	Allows you to search for a specific proposal
❺ Grants.gov Opportunity Search	Allows you to connect to Grants.gov and search for you opportunity

II. CREATING A NEW PROPOSAL

This section will explain how to create a new proposal.

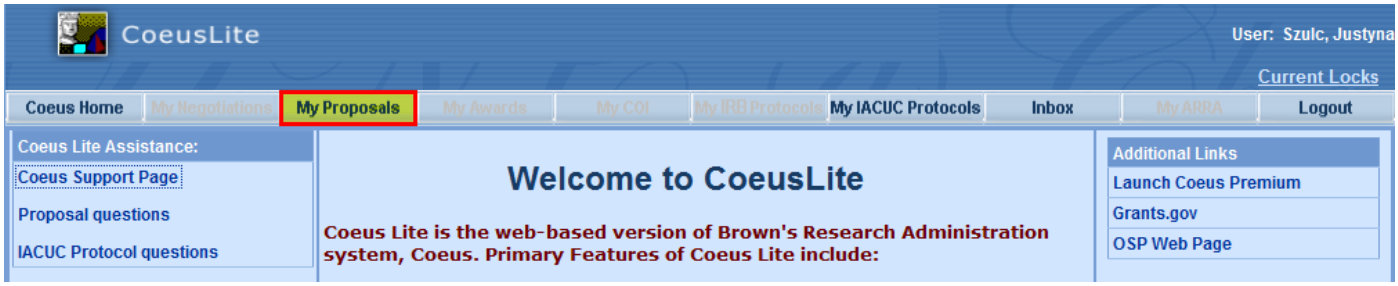
You can also start a proposal by copying an existing proposal or from a department Template. (See ***Copying a Proposal*** topic in this document.)

Currently, Coeus Lite and Coeus Premium versions are very much compatible and the majority of proposal development functions can be accessed in either of the versions. **However, there are still few functions that are exclusive to Coeus Premium and <u>cannot be performed in Coeus Lite</u>** (*you can complete all the available components in Coeus Lite, and then access Coeus Premium to complete the ones that are only available there*). **Please see Appendix G to review the functions that cannot be performed in Coeus Lite.**

PROCEDURE

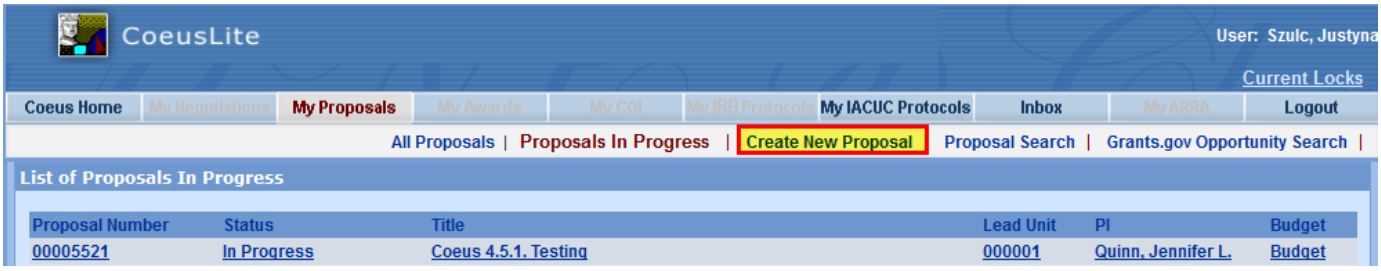
*In order to create a proposal, you must be assigned the role of **Proposal Creator** for your department(s). If you have Proposal Creator right in just one department, the proposal will automatically be created in that department.*

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



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

3. To create a new proposal, click on the **CREATE NEW PROPOSAL** link.

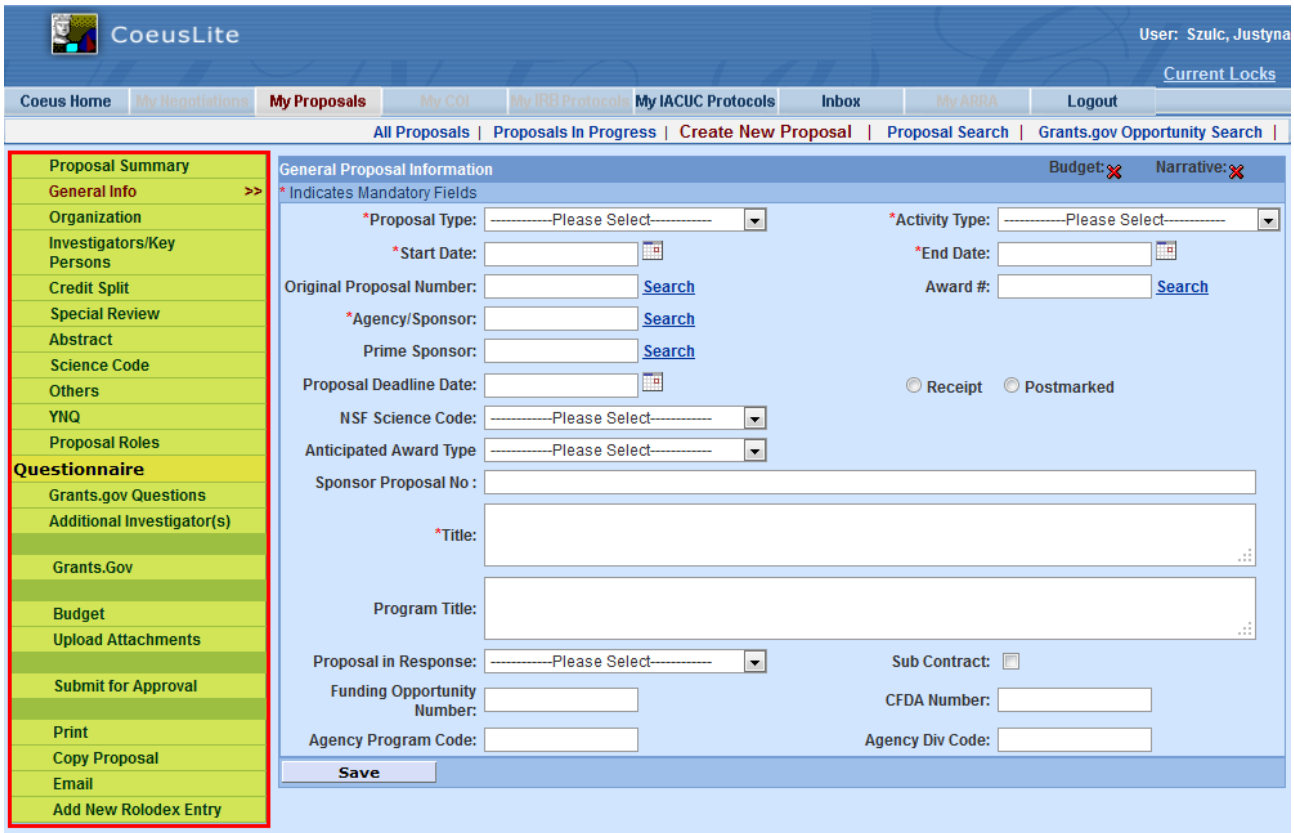


If you are authorized to create proposals for more than one Department, you will be prompted to indicate the unit/department where this proposal will be submitted.

The **Select Unit for New Proposal Page** will open with a list of units that you have Proposal Creator rights in.

Once you select a department and click on it, you cannot change it. If you have selected the wrong unit, you will have to make a copy of the proposal under the correct unit in order to change this value.

4. The Development Proposal record opens to the **General Info Screen.**

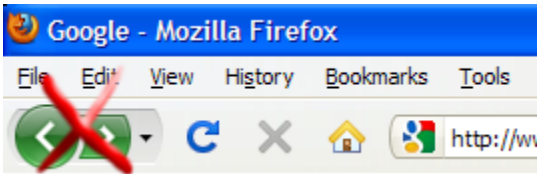


o NAVIGATING COEUS LITE

There are numerous sections on this page where information about the proposed project is entered. Coeus captures the same data that is currently entered on the PSAF form.

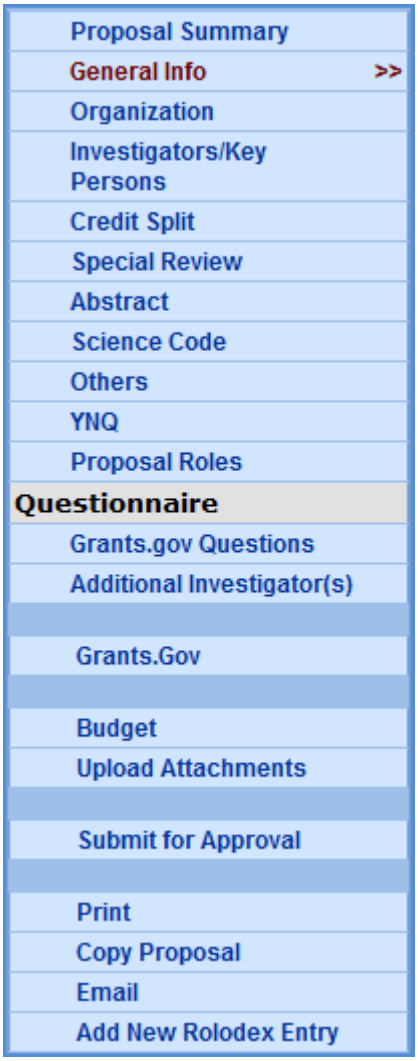
The information entered in these sections is used to populate the face pages of the Grants.gov forms necessary for submitting proposals electronically or the Sponsor and Generic forms available for paper submissions and also meet internal reporting requirements.

Use the Navigation Panel Buttons to navigate your proposal. Do not use your Browser's "Back" or "Forward" buttons – these functions are not supported for use in navigation in Coeus Lite.



PROCEDURE

Use the following Navigation Panel Buttons to navigate your proposal:



PROPOSAL SUMMARY	Displays a summary of the proposal.
GENERAL INFO	Enter specific details required to create and save a proposal. This panel will always be the first screen presented when a proposal is selected.
ORGANIZATION	Displays the contact information of the submitting organization, performing organization, and allows users to add performing sites of additional locations.
INVESTIGATORS/KEY PERSONS	Add Investigators and Key Persons and customize their roles, contact and degree details. Certify Investigators.
CREDIT SPLIT	Currently not used at Brown.
SPECIAL REVIEW	Enter information for research requiring special review or approval such as use of animals, or human subjects.
ABSTRACT	Enter Brown University's required Proposal Abstract in the Layman Abstract section.
SCIENCE CODE	Tracks projects by keywords designated by Bio-Med and other Science departments.
OTHERS	Contains Institutionally defined fields (International Collaborations, Graduate Student Information, etc.).
YNQ	Enter answers to compliance questions required by your Institute.
PROPOSAL ROLES	Add or remove user access to your proposal.
QUESTIONNAIRE	Enter answers to sponsor related questions.
GRANTS.GOV	Links the proposal to a Grants.gov opportunity. Displays opportunity details, forms, and submission status.
BUDGET	Navigates to the budget section.
UPLOAD ATTACHMENTS	Navigates to the file upload section.
SUBMIT FOR APPROVAL	Routes proposals for internal approval.
PRINT	Navigates to the print options screen to print the Grants.gov forms or generic forms from your Coeus proposal data.
DELETE PROPOSAL	Allows a user to **DELETE** Proposals that are "In Progress."
COPY PROPOSAL	Allows authorized users to copy all or part of the proposal to a new proposal.
EMAIL	Navigates to the email notification function that allows users to generate and send email messages through Coeus.
ADD NEW ROLODEX ENTRY	Create a non-Institute investigator, performing site, contact, or key person Rolodex

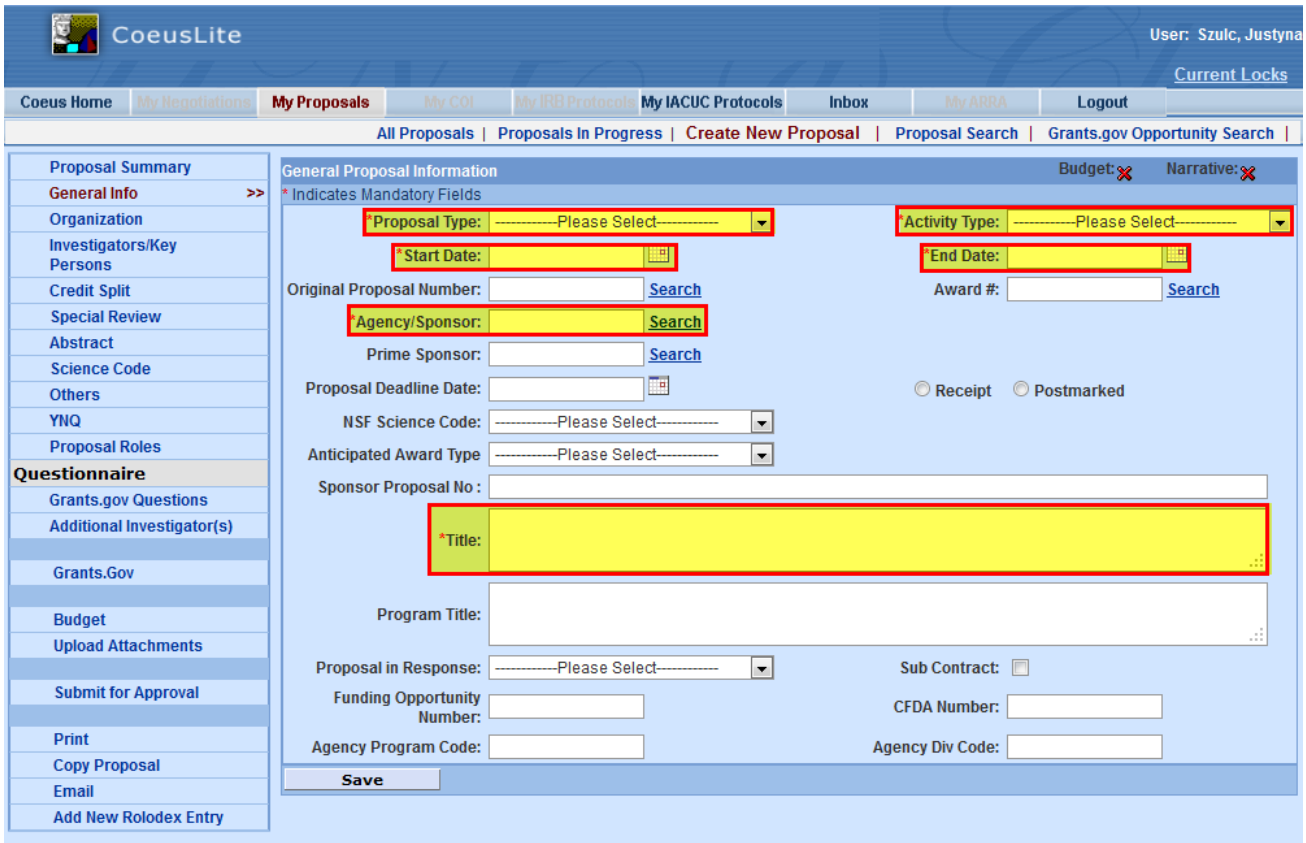
o CREATING THE PROPOSAL SHELL

To create a new Development Proposal record in Coeus Lite you need to enter a few basic details about the proposal in order to create and save the proposal record. Once the proposal record is created, it can be updated and modified at any time and the remaining fields in the **General Info Screen** can be completed. **General Info Screen** is the default view upon opening a proposal. Users can select **GENERAL INFO** link from the left navigation bar to return to this screen at any time.

PROCEDURE

General Info Screen has several mandatory fields that need to be completed in order to create and save the Developmental Proposal record. These fields have a red asterisk (*) next to them and they are:

- Proposal Type
- Activity Type
- Start Date
- End Date
- Agency/Sponsor
- Title



While the other General Proposal information fields are not initially required to save the record, they are required to be completed when the proposal is submitted for approval.

1. Complete the required fields:

   a. **Proposal Type** – Select the appropriate type of application/nature of the funding request from the list of values by clicking on the arrow button to the right of the **Proposal Type** field to generate the drop-down menu.

   The Proposal Types are as follows:

Proposal Type	Description
Continuation	A non-competing application for an additional funding/budget period within a previously approved project period.
New	An application that is being submitted to an agency for the first time.
Renewal	A competing application requesting additional funding for a period subsequent to that provided by a current award.
Resubmission	An application that has been previously submitted, but was not funded, and is resubmitted for new consideration OR for submitting a REVISED BUDGET to OSP/BMRA for approvals.
Revision	An application that proposes a change in the Federal Government's financial obligations or contingent liability from an existing obligation.
Task Order	Project funded under a master agreement
X – Delete from System	For Development Proposals you wish to purge from the system. Any proposal with this Proposal Type will be deleted from Coeus on a quarterly basis.

   b. **Activity Type** – Select the appropriate category of activity for which support is being requested from the list of values by clicking on the arrow button to the right of the **Activity Type** field to generate the drop-down menu.

   The Activity types are as follows:

Activity Type	Description
Organized Research	Basic or applied research projects.
Instruction (Institutional Training Grants)	An award of money or other resources to provide *training* in a particular field.
Fellowship / Training Grants (Individuals)	An award made directly to an individual in support of specific educational pursuits. (The individual cannot be an employee of the granting organization).
Public Service	Projects which are intended to reach out to the greater community.
Student Services	Projects which focus on student life and services at Brown University.
Other	Projects that do not fall into the other listed activity types.
Construction	Projects that involve construction.

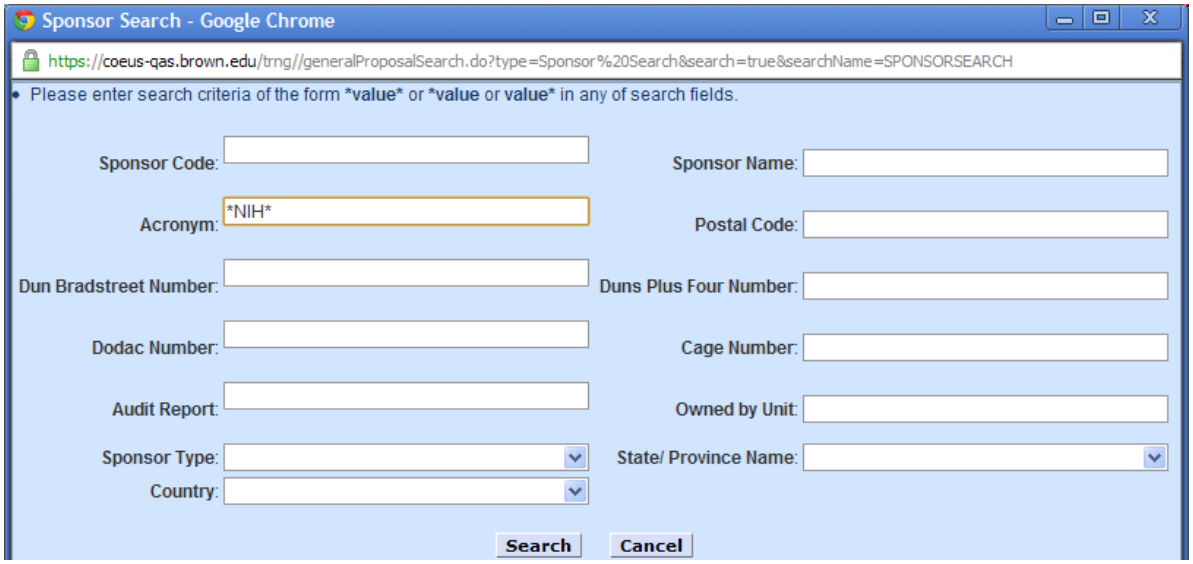
   It is important that the correct Activity Type is selected because the Activity Type determines the overhead rate applied in the budget calculation of indirect costs for this proposal.

   c. **Start Date** - Enter the date the project/program is anticipated to begin in the **Start Date** field. ***Use the MM/DD/YY format.***

   d. **End Date** - Enter the date the last proposed budget period is anticipated to end in the **End Date** field. ***Use the MM/DD/YY format.***

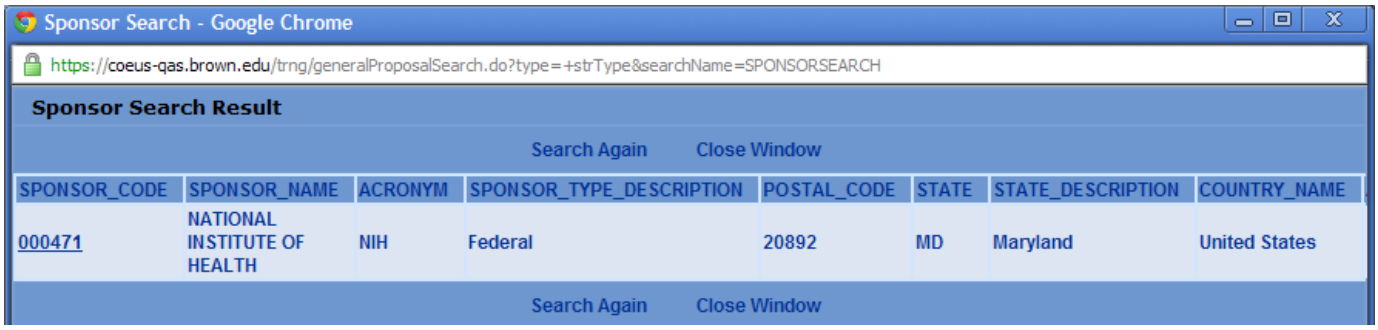
e. **Agency/Sponsor** – Select the external funding agency to which the proposal will be submitted to by using the **SEARCH** link [For *NIH submissions, select the specific NIH Institute if known.*]

The Sponsor Search Window will open. Enter your search criteria, i.e. *Sponsor Name*, *Acronym*, etc., and click the [**SEARCH**] button to display the results.

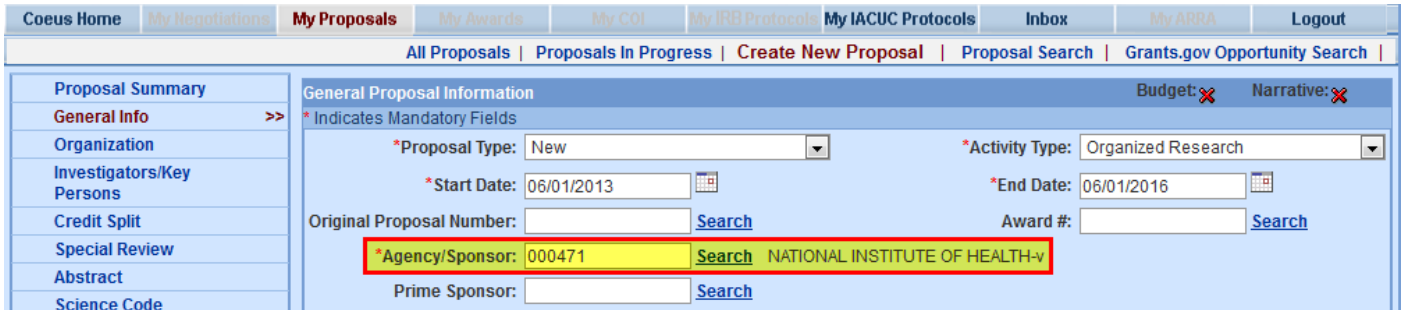


Use the asterisks (*) when searching Sponsor name. If you are having trouble locating your sponsor, try a keyword surrounded by (*), i.e. ***cancer***.

The Sponsor Search Result Window will display all the sponsors that have the entered query term in their name. Locate the sponsor you are looking for and click on it to select it.

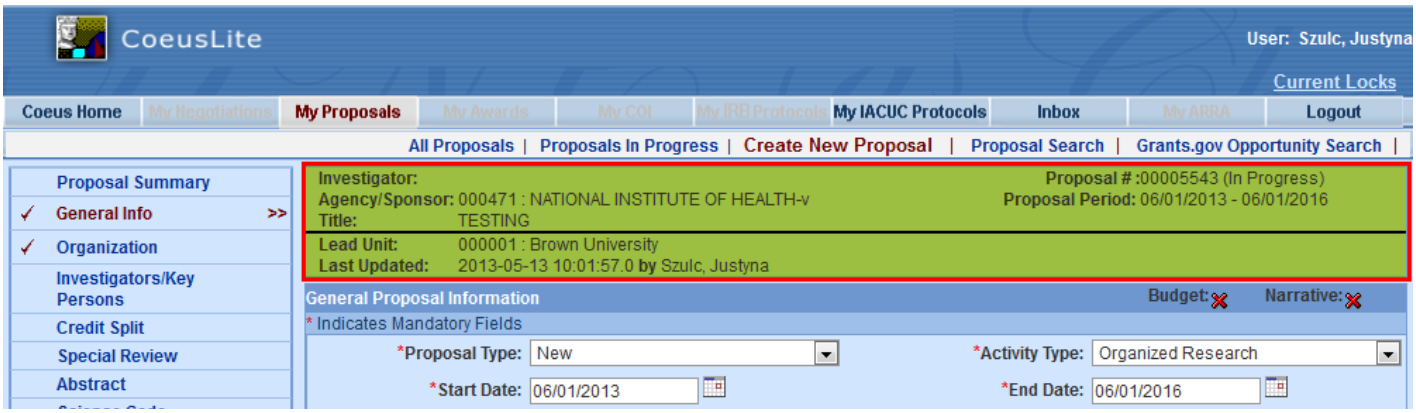


The Sponsor Code Number will populate the **Sponsor** field and the Sponsor Name will be displayed to the right of the field.



e. **Title** - Click in the **Title** field and enter the proposal title. This title can be modified at any point while the status of the proposal is *In Progress*.

2. With the required fields completed, save the record by clicking on the [**SAVE**] button at the bottom of the screen. When you click **Save**, the following information will appear at the top of your Proposal Record indicating that the "base" development record proposal has been created:



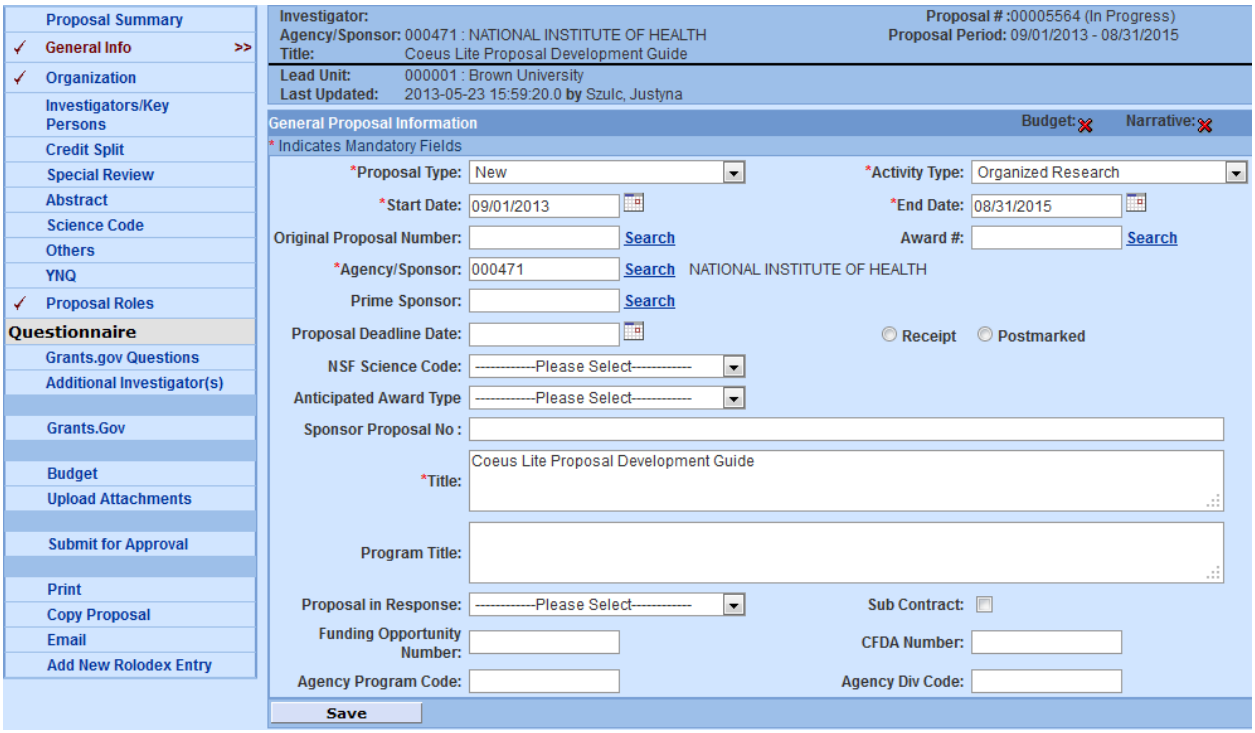
End of Procedure

o COMPLETING THE REMAINING FIELDS IN THE GENERAL INFO SCREEN

Once a Proposal record is initiated, the remaining fields in the **General Info Screen** can be completed; this section contains the basic attributes of the Proposal.

PROCEDURE

With the required fields completed to save the record, you can continue completing the remaining fields in this section.



→ **Original Proposal Number** – Indicate the original proposal submitted, if applicable. This field connects to the Coeus Institute Proposal number of the original submission.

To link to the **Institute Proposal** click the **SEARCH** link to the right of the field and search by the *Title*, *Account number, etc*. ***This field is informational only and serves as a reference to reviewers.***

Leave the **Original Proposal Number** field blank for **NEW** proposals.

1. For **Renewals** or **Continuations / Progress Reports**, you should enter the original 'New" or 'Renewal' (competing renewal) that was submitted.
2. For **Resubmissions, Revisions,** and **Changed/Corrected** applications, select the proposal that is the basis for the current submission.

→ **Award #** **(the assigned number by Coeus for a given Brown Account)** – Enter the **5-ledger Account** associated with this proposal, if applicable, by clicking on **SEARCH** link to the right of the field. Search by the *Title*, *Account Number,* or *Sponsor* of the associated award.

Leave this field blank for **New** and **Resubmission** proposals.

For **Continuation, Revision, and Renewal** proposals, you will need to indicate the Award account in this field.

In Coeus, when there is a SEARCH link appears next to a field; it means that the field is connected to a table and the search feature is used to locate the information. When searching by Account Number, enter the 5 ledger account without a dash after the "5"; i.e. 527111

→ **Prime Sponsor** - Enter the agency that is the source of funds to the University's sponsor. Only use if Brown is a subcontract. (*For example, Miriam Hospital receives an award from the National Cancer Institute (NCI) and Subcontracts a piece of work to Brown. Brown's Sponsor is Miriam and our Prime Sponsor is NCI*.)

If the proposal is not for a subcontract enter - **No Prime Sponsor** (000867) in this field. Do NOT duplicate the Sponsor in this field.

Click the *Sponsor* **SEARCH** link to select the Prime Sponsor.

To search for the No Prime Sponsor, you can enter ***prime*** in the **Sponsor Name** field or ***867** in the **Sponsor Code** field.

→ **Proposal Deadline Date** - Enter the due date of the proposal in the field and select the option that defines the deadline receipt requirement: "Receipt" or "Postmarked"

Use the **MM/DD/YYYY** format – *For example, enter "**12/01/2013**" as your deadline date*

→ **NSF Science Code** - Click the arrow button to the right of the **NSF Code** field to select the appropriate NSF Code from the list of values.

The NSF Code is required for all proposals, even if the proposal is not being submitted to NSF. These categories are used in annual reporting to the Federal Government; therefore it is important that you select the code that accurately reflects the nature of the proposal research.

See document - ***Activity Code (NSF code) Definitions*** http://research.brown.edu/pdf/activity_code_definitions.pdf

→ **Anticipated Award Type** - Select the category of Award that is anticipated. The following are the types of potential awards:

- ***Advance*** – An account requested by a department prior to the receipt of the actual award.

- ***Contract*** – A mechanism for the procurement of goods and services with a mutually binding legal relationship obligating both buyer (sponsor) and seller (recipient).
- ***Cooperative Agreement*** – A support mechanism used when there will be substantial scientific or programmatic involvement by the Sponsor.
- ***Equipment Grant*** – An award for the procurement of equipment only.
- ***Equipment Contract*** –
- ***Fellowship*** – An award made directly to an individual in support of specific educational pursuits. (The individual cannot be an employee of the granting organization).
- ***Fixed Price Contract*** – A contract providing for a set lump sum payment upon satisfactory performance of the terms of the contract.
- ***Grant*** – A financial assistance mechanism providing money to the University to carry out an approved project or activity. This funding mechanism is used when there is no substantial programmatic involvement during performance.
- ***Other Transaction Agreement*** - Contractual mechanisms that are not subject to the statutes and regulations specifically applicable to the Federal procurement or grants programs.
- ***Training Grant*** - Grants that are awarded to develop or enhance research training opportunities for individuals, selected by the institution, who are training for careers in specified areas.

If at the proposal stage it is unclear what the award instrument will be, please make an educated guess based on the proposal information acquired at that time.

→ **Sponsor Proposal No.** - Enter the ID Number assigned by a Sponsor to the original Proposal (i.e. Federal Identifier for NIH or Proposal ID for NSF). Enter this field if the ***proposal type*** is a New – Changed/Corrected, Resubmission, Revision, Continuation or Renewal.

The **Sponsor Proposal No** field is not required for NEW proposals.

- For NIH **Resubmission, Revision, Continuation or Renewal** proposals – the number must be in 2- letter / 6 -digit format (i.e. CA123456)
- For **New Changed / Corrected** Applications – enter the Grants.gov Tracking ID of the previously submitted proposal.

→ **Program Title** - Enter the program title provided by the Sponsor in the **Program Title** field.

If you have already connected the proposal to Grants.gov this field will be completed. If this proposal will be submitted via Grants.gov, and you have not yet connected to it, this field will be overwritten when you associate the proposal with at Grants.gov opportunity.

→ **Proposal in Response** - Select an entry from the drop-down list to identify how this funding opportunity was announced. This field also includes Special Programs, i.e. REUs, Career, SBIR, etc.

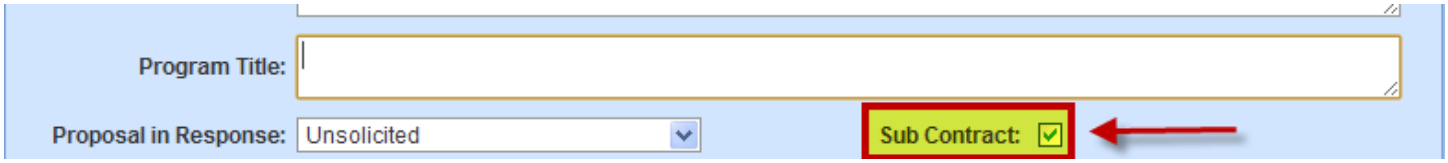
Click the arrow button to the right of the **Proposal in Response** field to generate the drop-down list.

If the **Notice of Opportunity** is a ***Special Program*** then you will select the name of the Special Program from the list of values. The Special Program Announcement needs to be attached to the proposal by doing either of the following:

Attach the program announcement in the Upload Attachments section of the proposal OR enter the URL to the program announcement in the Notepad.

When uploading the Sponsor Announcement or Sponsor Guidelines to the Coeus record, use the Narrative Type – ***Sponsor Guidelines/Instructions***.

→ **Sub Contracts** - Select the **Subcontract** checkbox if Brown will issue one or more subcontracts for this proposal. If there will be no subcontracts, leave it unchecked.



→ The **Funding Opportunity Number** or the **CFDA No.** fields are the two fields used to connect your proposal to the opportunity in Grants.gov.

You should only enter data in only one of these fields. The following steps detail how to enter each one.

- Enter the **Funding Opportunity Number** - If the program you are applying to has an opportunity number provided by the sponsor enter it as it is listed, i.e. ***PA-07-070***.

  OR

- Enter the **CFDA Number** -The identifying number that a federal program is assigned in the Catalog of Federal Domestic Assistance. When you enter the CFDA No. field, click as far left in the field and enter the number without a decimal point (Coeus enters that for you), i.e. ***93.389***.

In most cases a CFDA number is affiliated with more than one opportunity, therefore entering only the Opportunity Number refines your search.

*See the topic - ***Connecting to Grants.gov*** - for detailed instructions for linking to the proposal to Grants.gov.

→ The **Agency Program Code** and the **Agency Div Code** fields are only entered for the following types of Grants.gov submissions:

- NSF/Grants.gov submissions – these fields are required
- Any opportunity that requests that the ***Agency Routing Number*** field is populated on the ***SF424 Cover*** page form.

If you are submitting a NSF submission through FastLane, you do NOT need to complete these fields.

Go to (https://www.fastlane.nsf.gov/pgmannounce.jsp) to search for the Division Code and Program Code for the NSF opportunity.

Once the **General Info Section** details are complete click on the [**SAVE**] button at the bottom of the screen.

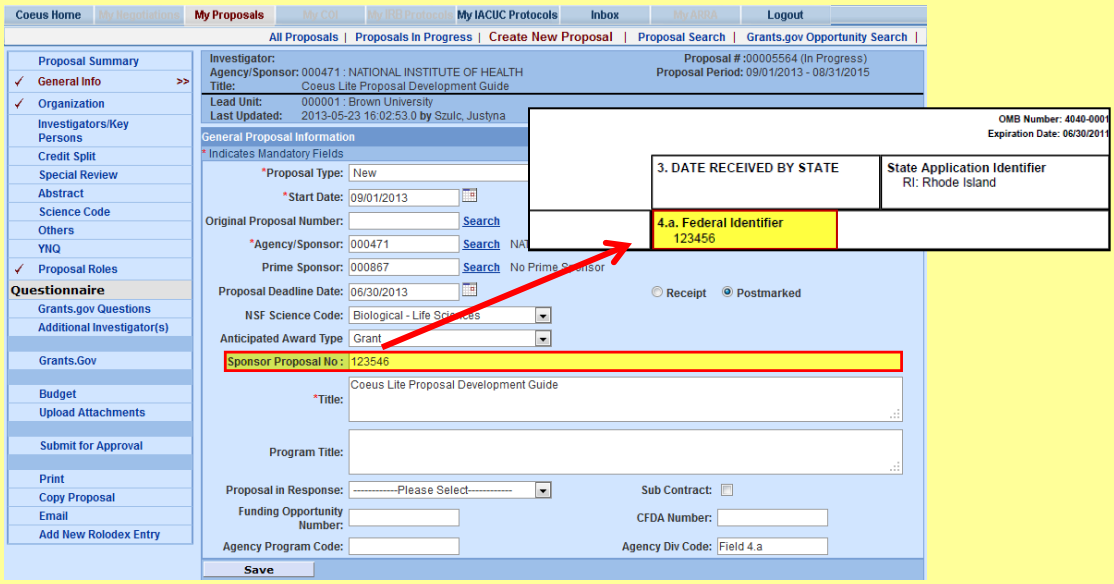
You can never save too often!

Update to the Federal Identifier Field Mapping to the SF424 (R&R) Form NEW

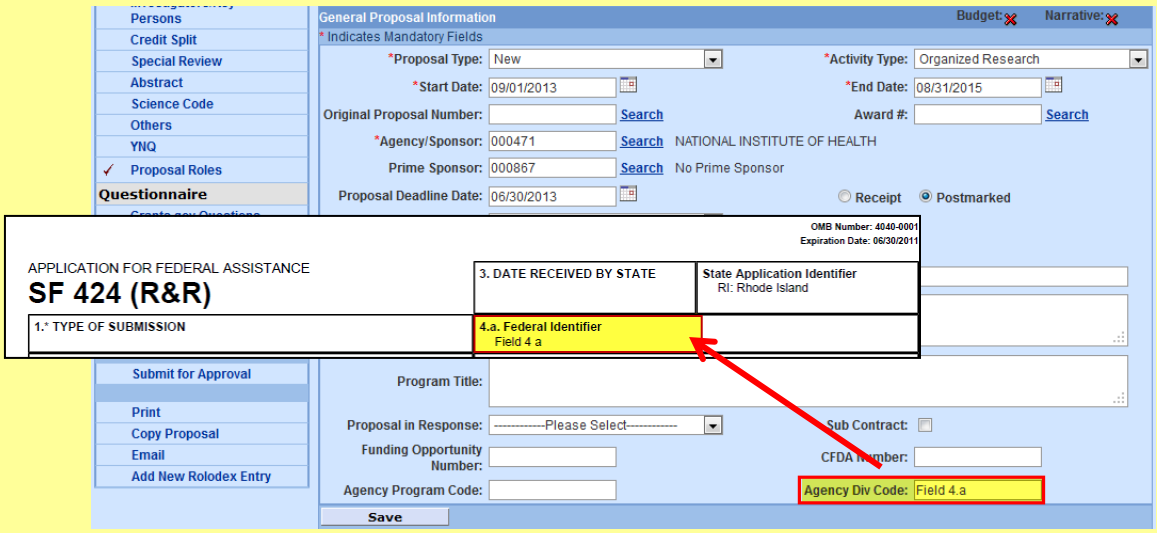
The system has been enhanced to allow the Federal Identifier Field [4.a.] on the SF 424 (R&R) Cover Page to be populated regardless of the proposal submission type.

Now both, the **Sponsor Proposal No** and the **Agency Division Code** fields, map to the Federal Identifier Field on the SF 424 (R&R) Form.

- **Sponsor Proposal No** - Scenarios for when the Sponsor Proposal No. field will map to **Field 4.a. Federal Identifier** on the SF 424 (R&R) Form:
  - **Changed/Corrected Applications**
  - **Proposal Types of Resubmission, Renewal, Revision, and Continuation**
  - New **NSF** submissions that follow a ***Pre-Application***.



- **Agency Division Code** - Scenarios for when the Agency Division Code field will map to **Field 4.a. Federal Identifier** on the SF 424 (R&R) Form:
  - **Proposal Types of New** or **Pre-Proposal** submitted to all agencies **EXCEPT NSF**.



End of Procedure

III. ASSIGNING PROPOSAL ROLES

The **Proposal Creator/Aggregator** for a given proposal automatically has the rights to modify all parts of the proposal by default. In addition, Department Aggregators will have access to modify any proposal created in their department(s). There are times, however, when proposal work needs to be distributed to other users, i.e. Investigators need to be granted access to the proposal in order to certify their proposal.

The aggregator(s) for the proposal may grant access to any other users who may collaborate on the development of the proposal by assigning users to specific roles on the proposal. Any roles assigned to a user apply only to the current proposal they are assigned to, NOT all proposals for the department.

Remember to grant the Investigator(s) either the Aggregator or Brown Certifier role on the proposal so they are able to certify the proposal.

INTRODUCTION

In this topic you learn how to grant/assign individuals view or modify access to your proposal by assigning them to Proposal Development roles.

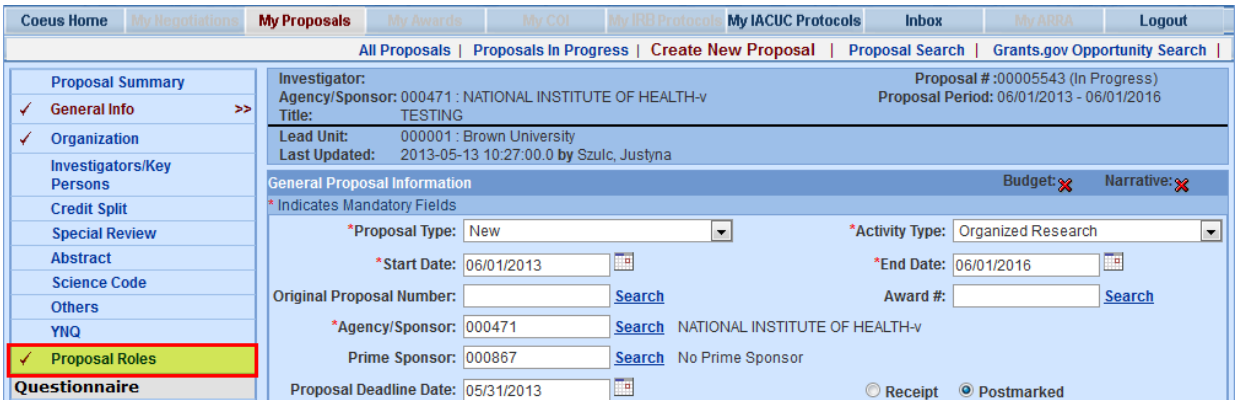
*Roles can be assigned at any point once the Development Proposal shell is created.

PROCEDURE

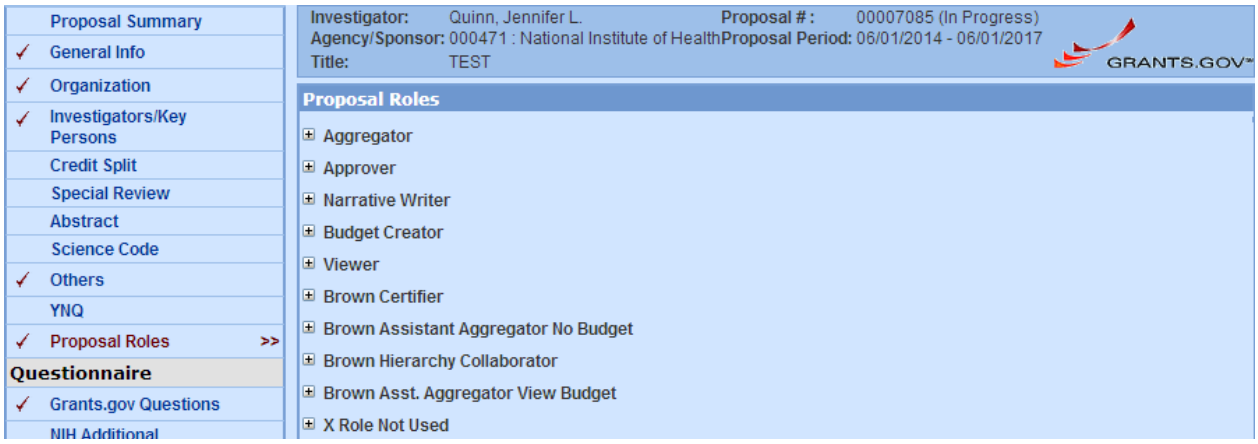
You have the ability to grant individuals view only or modify access to your proposal.

To open the **Proposal Roles Section**:

1. Select the **PROPOSAL ROLES** link in the Navigation Pane on the left side of the screen.



2. The **Proposal Roles Screen** will open.



(Click the ⊞ symbol to expand the role to see all assigned users).

The Proposal Roles are as follows:

- Aggregator
- Approver
- Narrative Writer
- Budget Creator
- Viewer
- Brown Certifier
- Brown Assistant Aggregator No Budget
- Brown Assistant Aggregator View Budget
- Brown Hierarchy Collaborator
- Brown Asst. Aggregator View Budget
- X Role Not Used

*See document available on Coeus Website – **Department Roles & Rights** - for definitions of each role.*

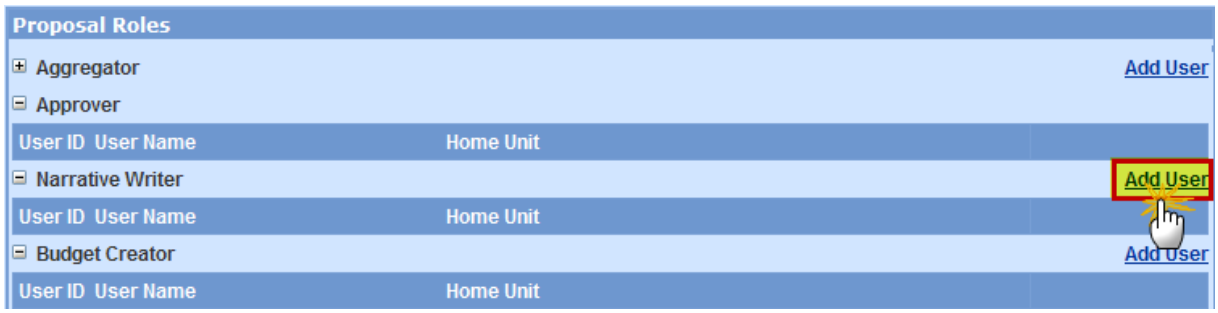
Any roles you assign to a user apply only to the current proposal. If you copy a proposal, access rights do not carry over. Access rights apply only to the specific proposal number in which they are granted.

Department Aggregators' access rights do NOT automatically carry over when a proposal is copied; only the Proposal Creator who copied the proposal is carried to the Proposal.
Users cannot be assigned to the Approver role; Approvers are added during the approval process or default by the approval routing maps.

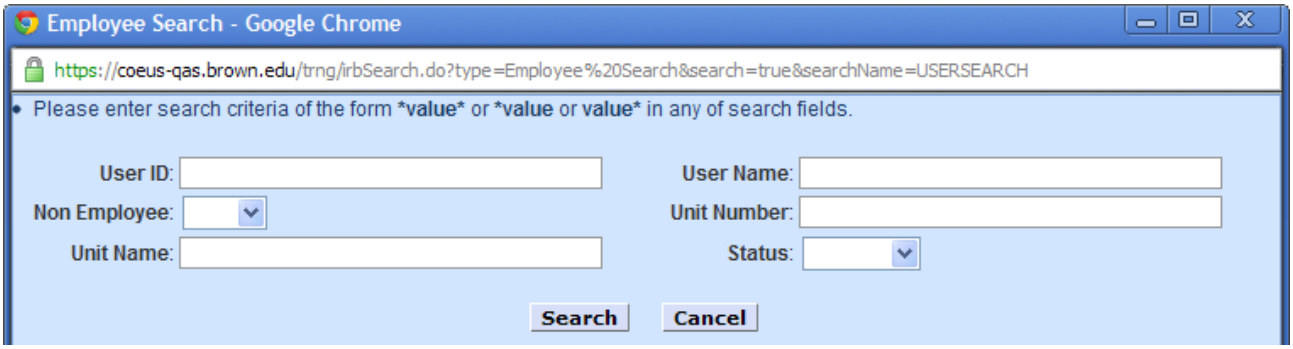
ADDING A USER TO A ROLE

To assign users to proposal roles:

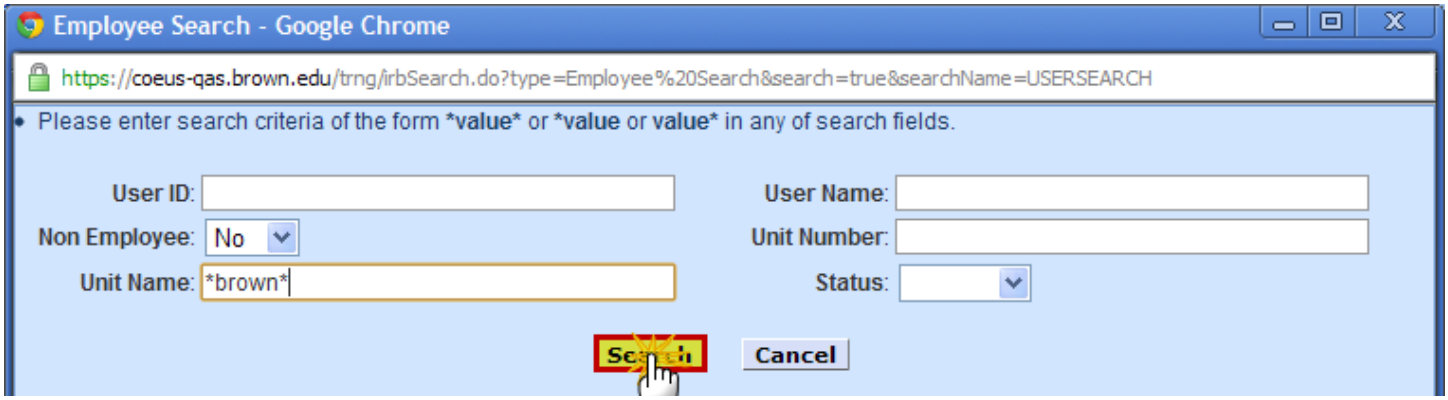
1. Click on the **ADD USER** link located right to each of the available Proposals Roles



The Employee Search Window will open:



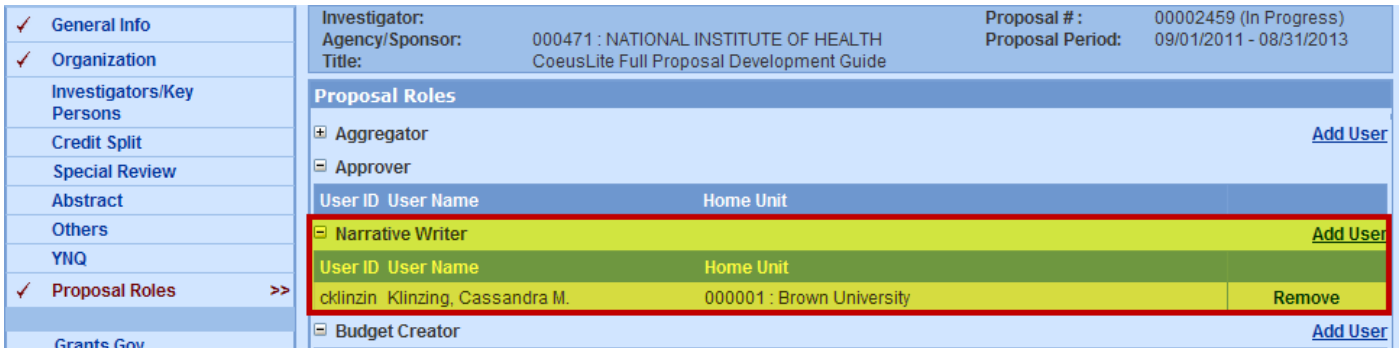
2. Enter the search criteria for the user you want to add in the Employee Search Window and click on the [**SEARCH**] button. You can search by User ID, User Name, Unit Name, etc.



3. The Search Results will be displayed in the User Search Result Window. To add the individual to that particular role, just click on the name.

USER_ID	USER_NAME	FLAGDESC	UNIT_NUMBER	UNIT_NAME	STATUSDESC
ahumolli	Ardiane Humolli	Yes	000001	Brown University	Inactive
alie	Andre Lie	Yes	000001	Brown University	Active
alie2	Andre Lie 2	Yes	000001	Brown University	Active
alie3	Andre Lie Three	Yes	000001	Brown University	Active
aramer	Annabella Ramer	Yes	000001	Brown University	Inactive
asoperjr	Al Soper	Yes	000001	Brown University	Active
awindham	Anne Windham	Yes	000001	Brown University	Inactive
ccutler	Carol Cutler	Yes	000001	Brown University	Active
chmoore	Chris Moore	Yes	000001	Brown University	Active
ckingdon	Charles Kingdon	Yes	000001	Brown University	Inactive
cklinzin	Klinzing, Cassandra M.	No	000001	Brown University	Active
clhicks	Hicks, Cla	No	000001	Brown University	Inactive
cvdavis	Chris Davis	Yes	000001	Brown University	Inactive
dbharris	David B. Harrison	No	000001	Brown University	Active

4. The user you have selected will appear in **the Proposal Roles Screen** under the role you selected the **ADD USER** link for.



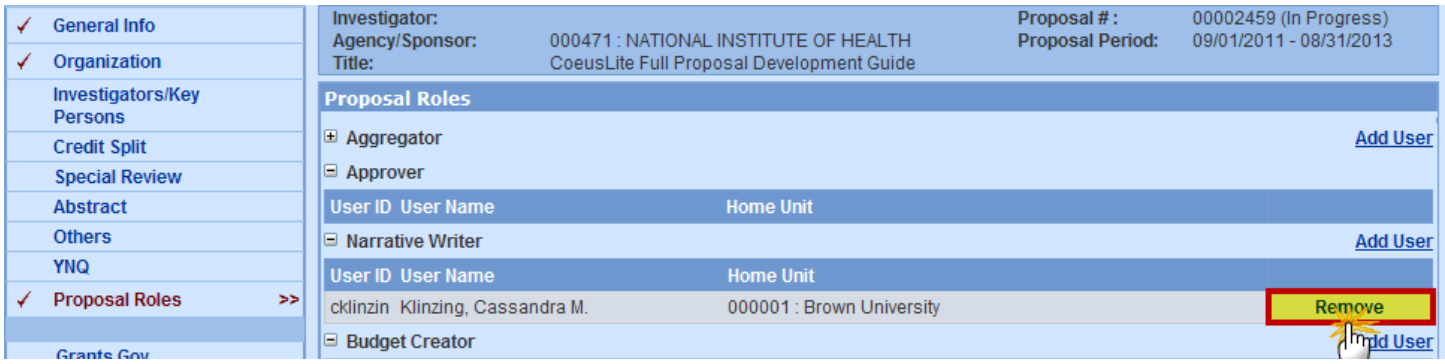
You can add any number of users to a role.

End of Procedure

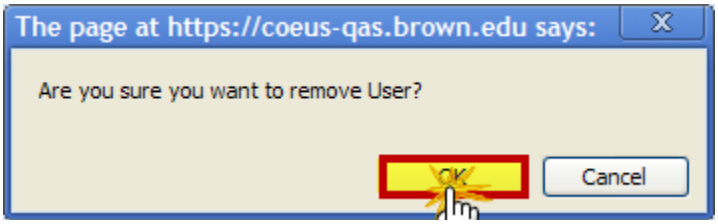
o Removing a User FROM A Role

1. If necessary, click the plus button ⊞ to expand the list of users under the role from which you want to remove a user.

2. Click on the **Remove** link next to the user you want to remove



3. Click on the [**OK**] button when you get the following message:



The selected user will be deleted.

End of Procedure

IV. GRANTS.GOV CONNECTION

This section will explain how to connect to Grants.gov, print Sponsor instructions, check Grants.gov forms, and delete a Grants.gov Opportunity.

INTRODUCTION

Coeus has the ability to submit proposals created in the Proposal Development module directly to Grants.gov, system to system (S2S). Once the opportunity is known, the proposal record can be connected to Grants.gov and the forms and validations are incorporated in the proposal record.

In this topic you learn:

- How to connect your proposal to the Grants.gov electronic submission system and download the notice of opportunity to Coeus.
  - How to print Sponsor Instructions.
  - How to check Grants.gov forms.
- How to delete a Grants.gov opportunity

o CONNECTING TO GRANTS.GOV

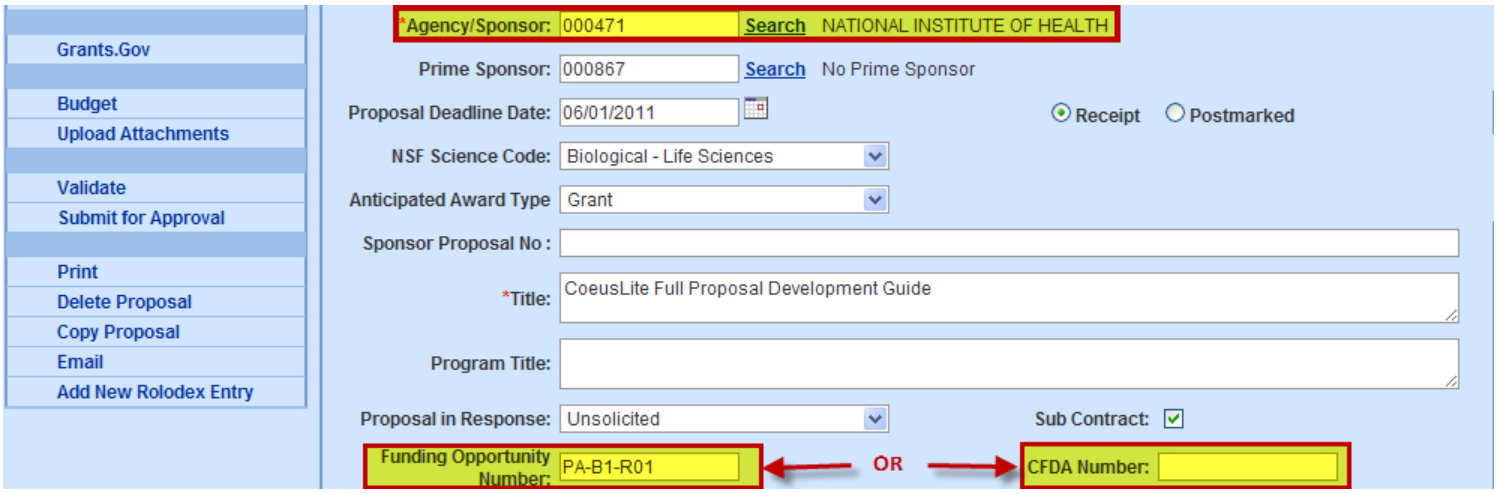
Grants.gov is a central storehouse for information on more than 1,000 grant programs provided by 26 Federal agencies. Coeus is programmed to submit proposals created in Proposal Development directly to Grants.gov (system-to-system or S2S).

The funding opportunity that you are responding to MUST be eligible for S2S submission. If the opportunity you have entered is not eligible for system to system submission, the system will not allow you to connect to Grants.gov.

PROCEDURE

1. In order to connect your proposal to Grants.gov, you need to enter **either** the **Funding Opportunity Number** (Opportunity Id) or **CFDA Number** in the **General Info Section** to link your proposal to the correct opportunity on Grants.gov. (***Do not enter both***).

You must also have a federal Sponsor selected in the General Info Section to connect to Grants.gov.



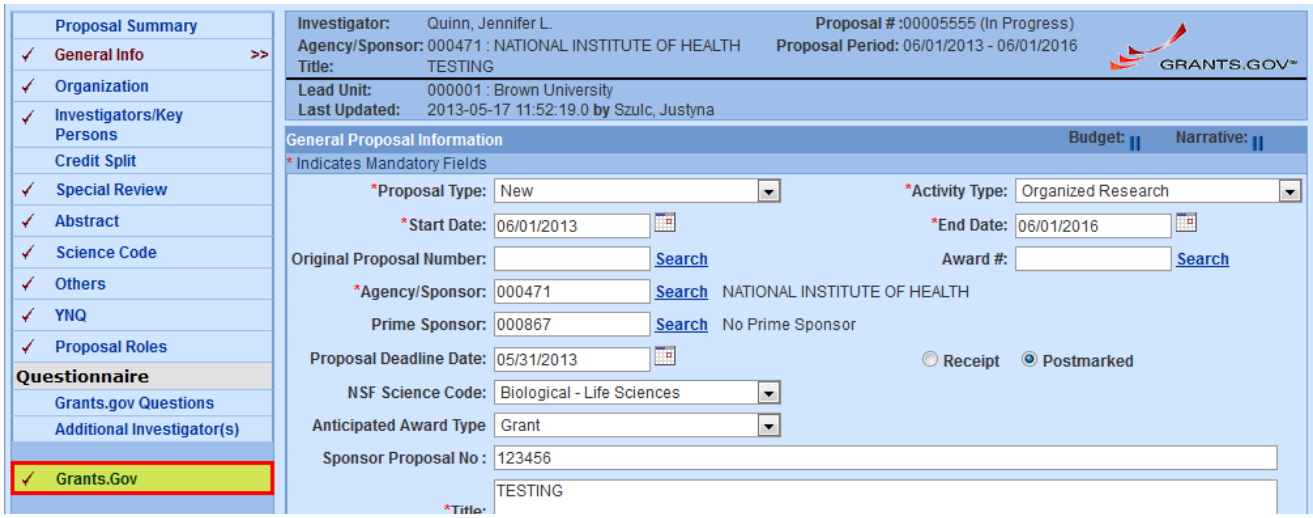
- Enter the **Funding Opportunity Number** - If the program you are applying to has an opportunity number provided by the sponsor enter it as it is listed, i.e. ***PA-07-070***.

  OR

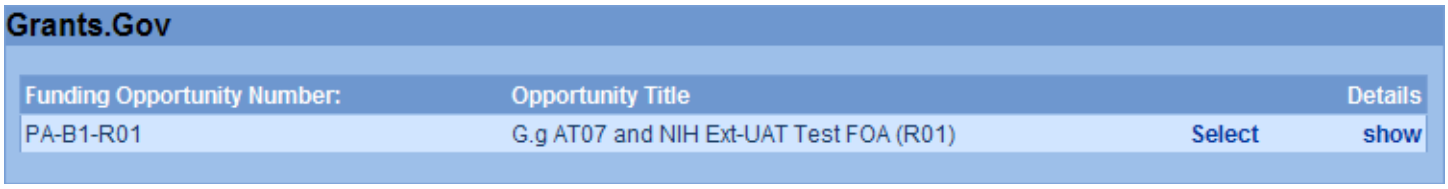
- Enter the **CFDA Number** -The identifying number that a federal program is assigned in the Catalog of Federal Domestic Assistance. When you enter the CFDA No. field, click as far left in the field and enter the number without a decimal point (Coeus enters that for you), i.e. ***93.389***.

Some sponsors (specifically NIH) do not use CFDA numbers to post each opportunity. If your search does not locate an opportunity by the CFDA number, return to Proposal Details and delete the CFDA number, insert the Program number *only*, and then search again.

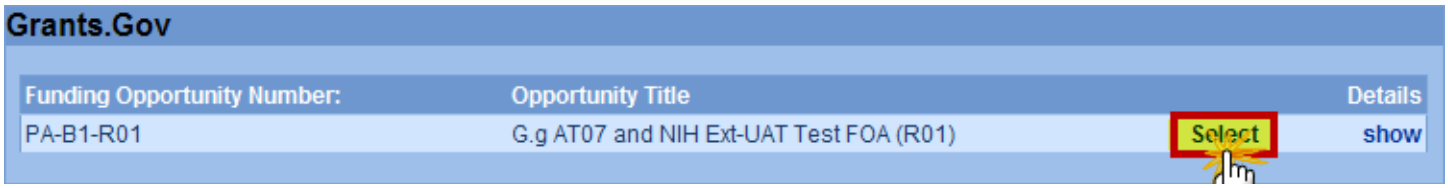
2. Select the **GRANTS.GOV** link in the Navigation Pane on the left side of the screen



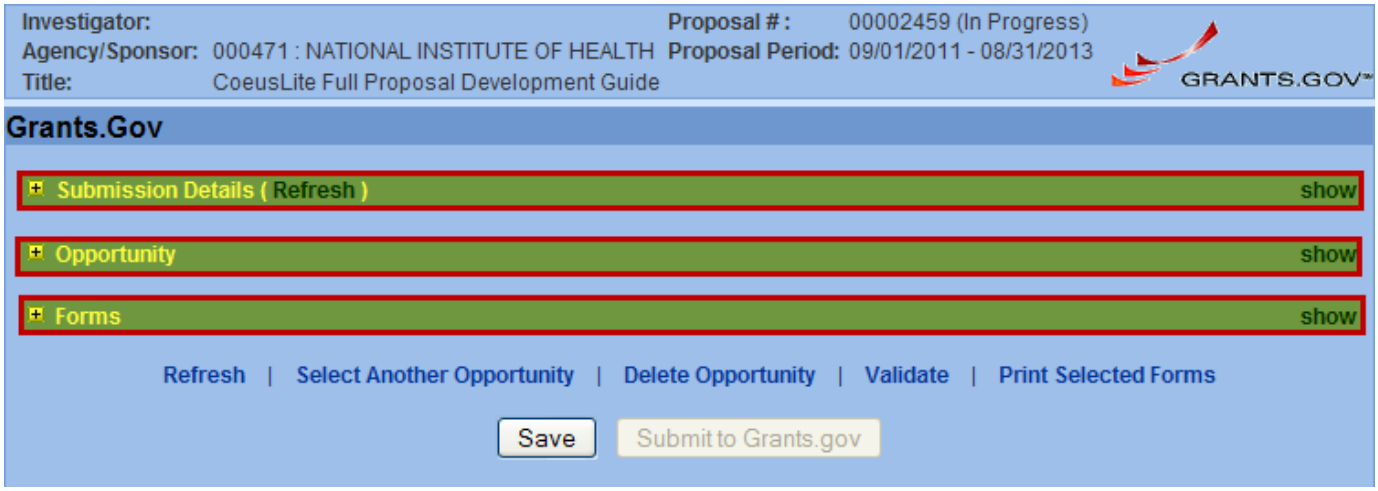
The **Grants.gov Search Results Screen** will open:



3. Select the opportunity from the list by clicking on the **SELECT** link (the relevant Schema and Instruction URLs can be displayed by clicking on the **SHOW** link)



4. The Grants.gov Opportunity details and forms will be displayed:



This window contains 3 sections (that can be minimized and expanded as needed):

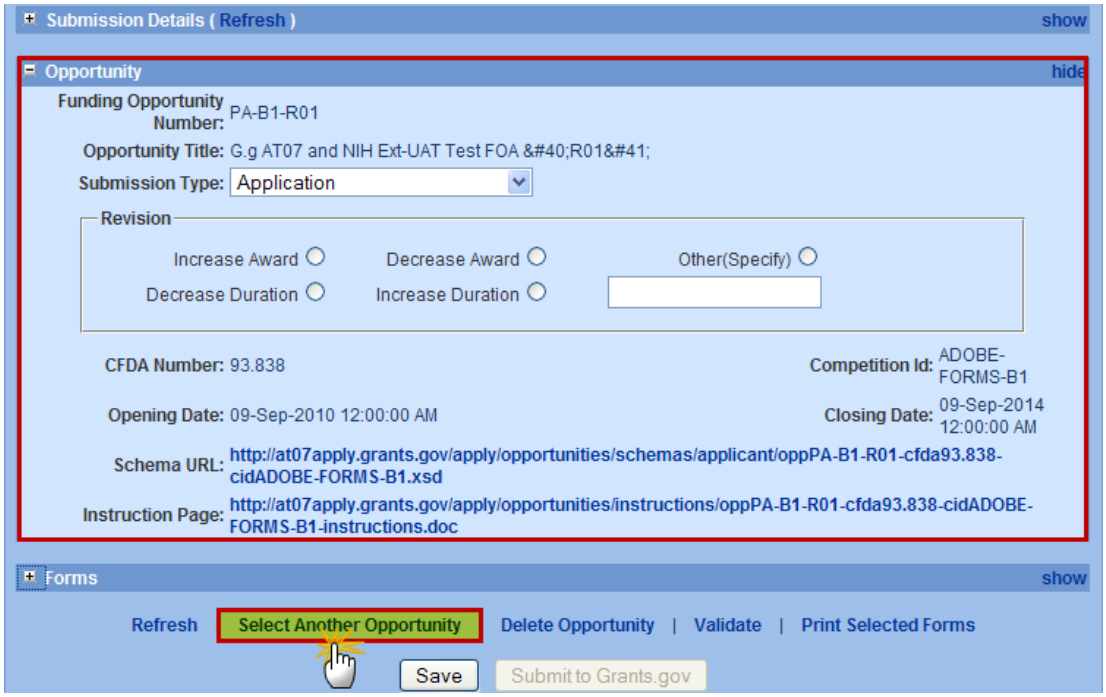
- Submission Details
- Opportunity
- Forms

The **Submission Details Section** is not populated until the proposal is submitted to Grants.gov. When the proposal is submitted to Grants.gov, the time of the submission and the Grants.gov tracking ID will be downloaded into the Coeus Grants.gov **Submission Details Section.**

If the proposal in has not been submitted yet, you will see the following:

The **Opportunity Section** has been filled in with the details of your selection. Review to ensure you have the correct opportunity. If you find that you do not have the correct opportunity, you may choose another one.

To choose another opportunity; Click the **SELECT ANOTHER OPPORTUNITY** link at the bottom of the screen.

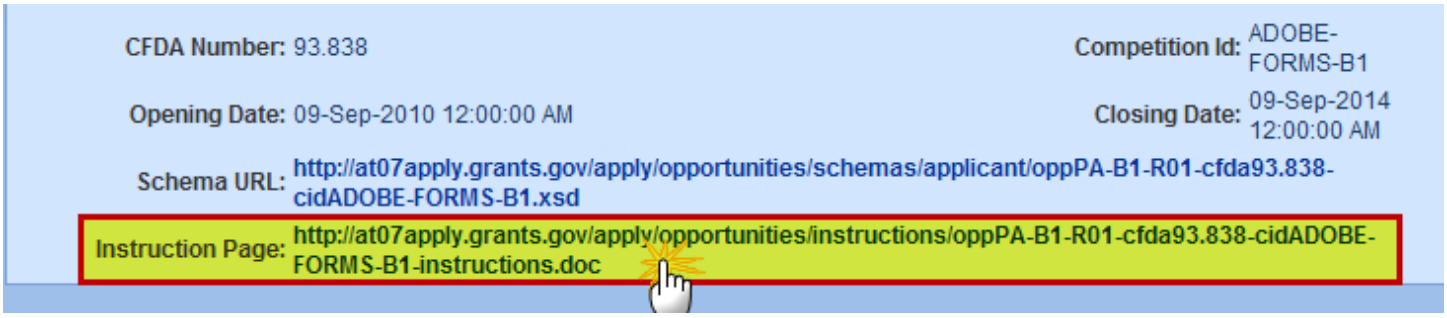


➢ *Printing Sponsor Instructions*

1. When you select a Grants.gov opportunity, **Sponsor Instructions** are included in the opportunity downloaded into Coeus.

   To Print the **Sponsor Instructions**, click on the **INSTRUCTION PAGE** link at the bottom of the screen to display instructions for the opportunity. The instructions will open in PDF or Word file on your desktop.

   Do not click the **Schema URL link** because it is not formatted for the end user.



2. To return to Coeus Lite, click the red [**X**] in the right hand corner of the opened file.

The **Forms Section** contains the Mandatory and Optional forms downloaded from the opportunity that may be required for submission.

If a form is mandatory but not available, the proposal is not eligible for Coeus S2S submission to Grants.gov. An error message at the time of grants.gov connection will let you know that the opportunity is not available for S2S submission through COEUS.

Forms hide

Form Name	Mandatory	Include	Desc	Select to Print: All Included | None
PHS Cover Letter V1-2		☐	Available	☐
RR SF 424 V1-2	✔	✔	Available	☐
RR Other Projects V1-3	✔	✔	Available	☐
RR Key Person Expanded V1-2	✔	✔	Available	☐
RR Budget V1-1		☐	Available	☐
RR SubAward Budget V1.2		☐	Available	☐
PHS398 Cover Page Supplement V1-4	✔	✔	Available	☐
PHS398 Modular Budget V1-1		☐	Available	☐
PHS398 Research Plan V1-3	✔	✔	Available	☐
PHS398 Checklist V1-3	✔	✔	Available	☐
Performance Site V1-4	✔	✔	Available	☐

Refresh | Select Another Opportunity | Delete Opportunity | Validate | Print Selected Forms

Save Submit to Grants.gov

➢ *Reviewing Grants.gov Forms*

1. Check that all forms that are checked off are tagged as **Available**.

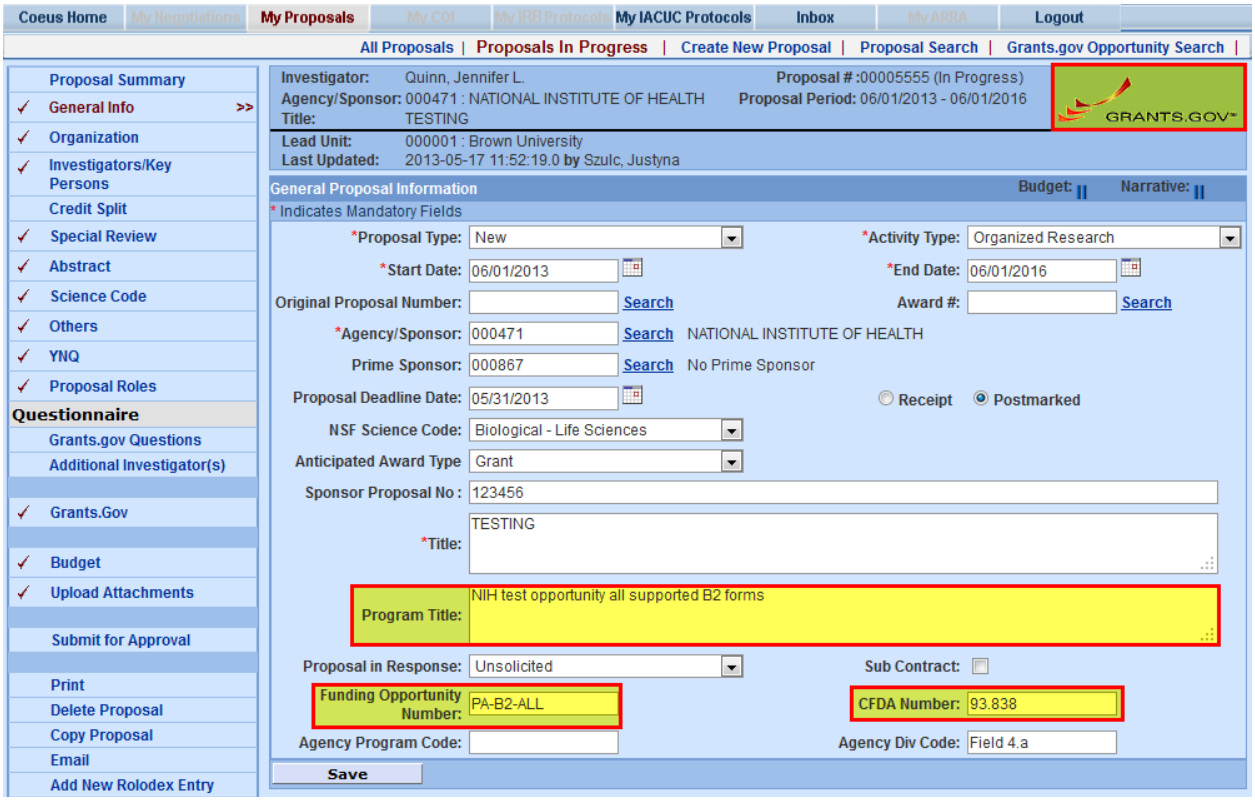
2. Click the box in the Include column circled in above screenshot to add the selected "Optional" form to your application

3. Click the [**SAVE**] button to make sure the "Included) form is part of the package.

If any checked Mandatory forms are listed as *Not Available* then this proposal is not eligible for Coeus system-to-system submission. You should use Coeus to assist with your proposal budget preparation and electronic approval routing, but your full proposal must be submitted to Grants.gov via the Adobe forms.

5. To close out of the Grants.gov section you can just click on of the links in navigation pane to be brought to the next section you want to work on.

The Grants.gov signature logo will appear at the top your proposal screen when the proposal is successfully connected to Grants.gov. In addition, the **Program Title**, and **CFDA and/or Funding Opportunity Number** fields will automatically populate with the appropriate information in the **General Info Screen.**



6. Make sure you click on the [**SAVE**] button at the bottom of your screen.

End of Procedure

O DELETING A GRANTS.GOV OPPORTUNITY

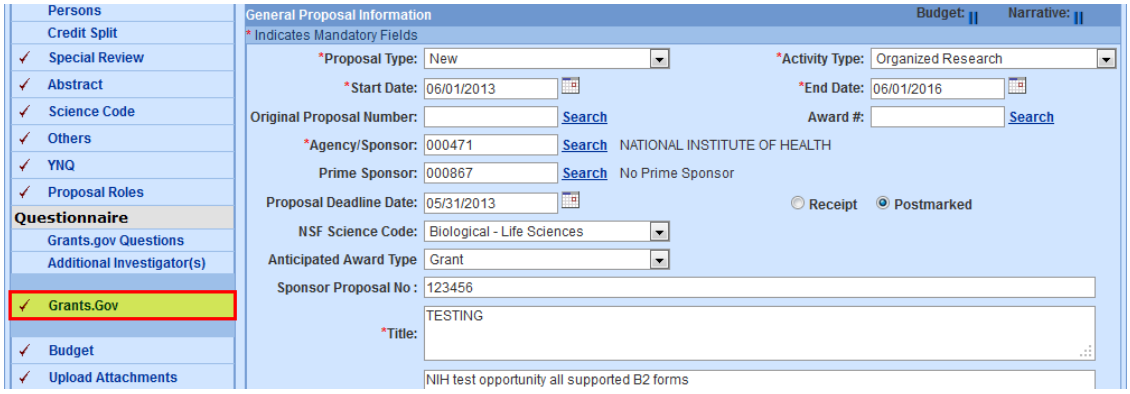
In the event that you need to remove a Grants.gov opportunity from your development proposal record, you can do that through the **Grants.gov Screen**

PROCEDURE

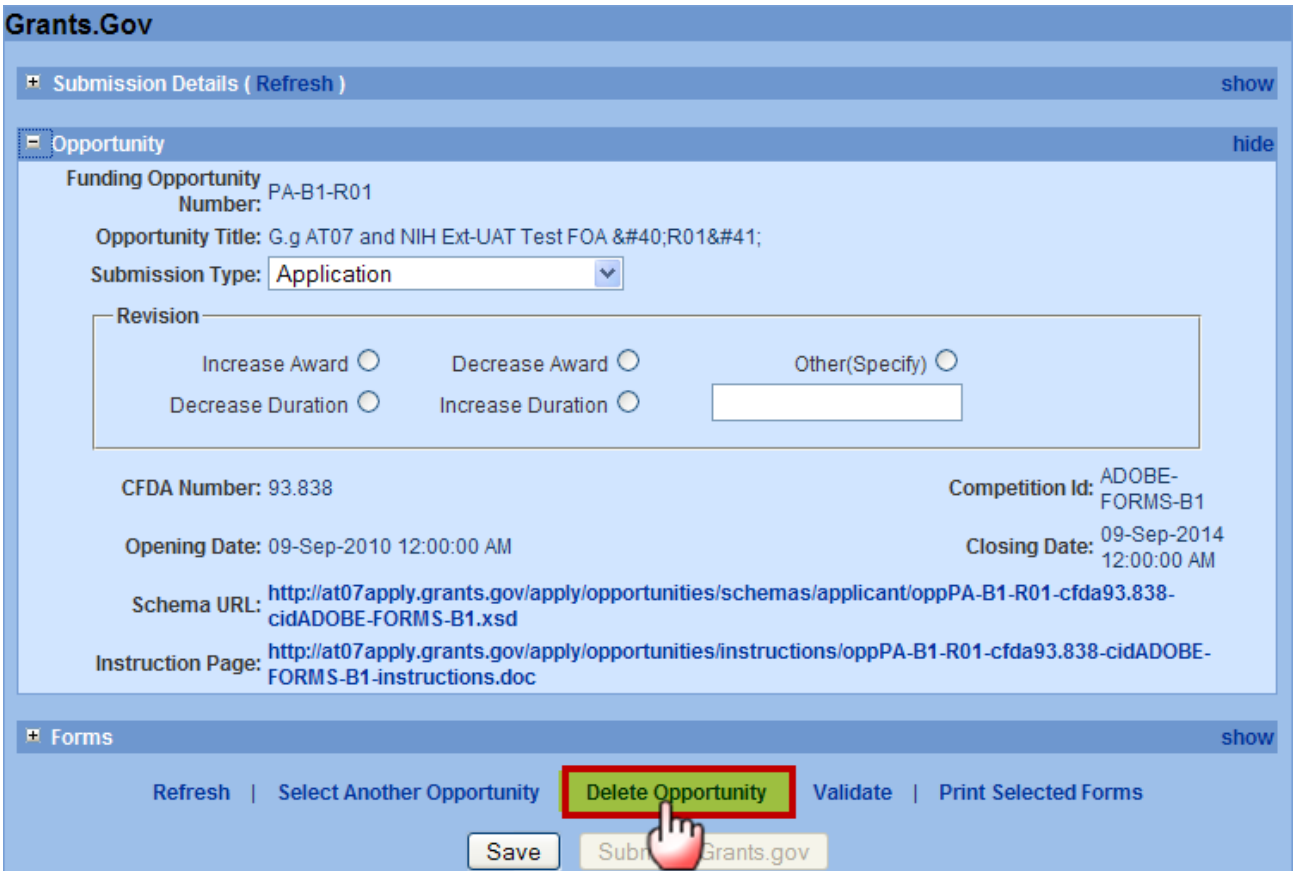
There are occasions where you need to disassociate the Grants.gov opportunity with your proposal record. You may have selected the wrong opportunity or choose to select a different opportunity, or decided that the proposal will not be submitted via Grants.gov.

To disassociate the Grants.gov opportunity with your proposal record:

1. Select the **GRANTS.GOV** link in the Navigation Pane on the left side of the screen.



The **Grants.gov Section** will open:



2. Click on the **DELETE OPPORTUNITY** link at the bottom of the screen to disconnect the Grants.gov opportunity.

3. Your proposal will be disconnected from Grants.gov and brought back to the **General Info Screen** of your proposal.

   The **Grants.gov logo**, **Program Title**, **Funding Opportunity Number**, and **CFDA Number** in the **General Info Section** will be automatically removed from the proposal development record.

End of Procedure

V. COMPLETING THE REMAINING PROPOSAL DETAILS SECTIONS

This section will explain how to complete the remaining **Proposal Details Sections**.

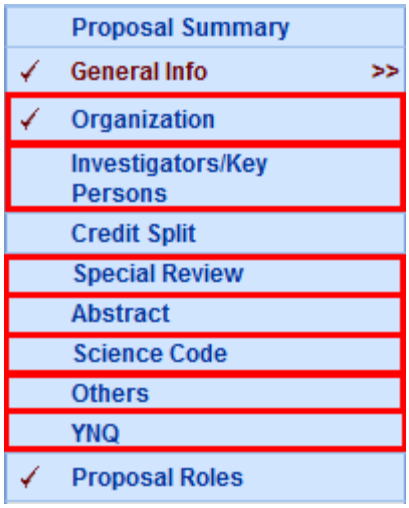
INTRODUCTION

There are several sections within Coeus Lite where information about the proposed project is entered. CoeusLite captures the same data that was previously entered on the PSAF form. The information entered in these sections is used to populate the face pages of the Grants.gov forms necessary for submitting proposals electronically or the Sponsor and Generic forms available for paper submissions.

Once a Proposal record is initiated, the Proposal Roles assigned, and the General Info Section completed; the remaining Sections need to be completed.

These sections are:

1. **General Info -** (Completed in a previous topic)
2. **Organization**
3. **Investigators/Key Persons**
4. **Special Review**
5. **Abstract**
6. **Science Code**
7. **Others**
8. **YNQ**

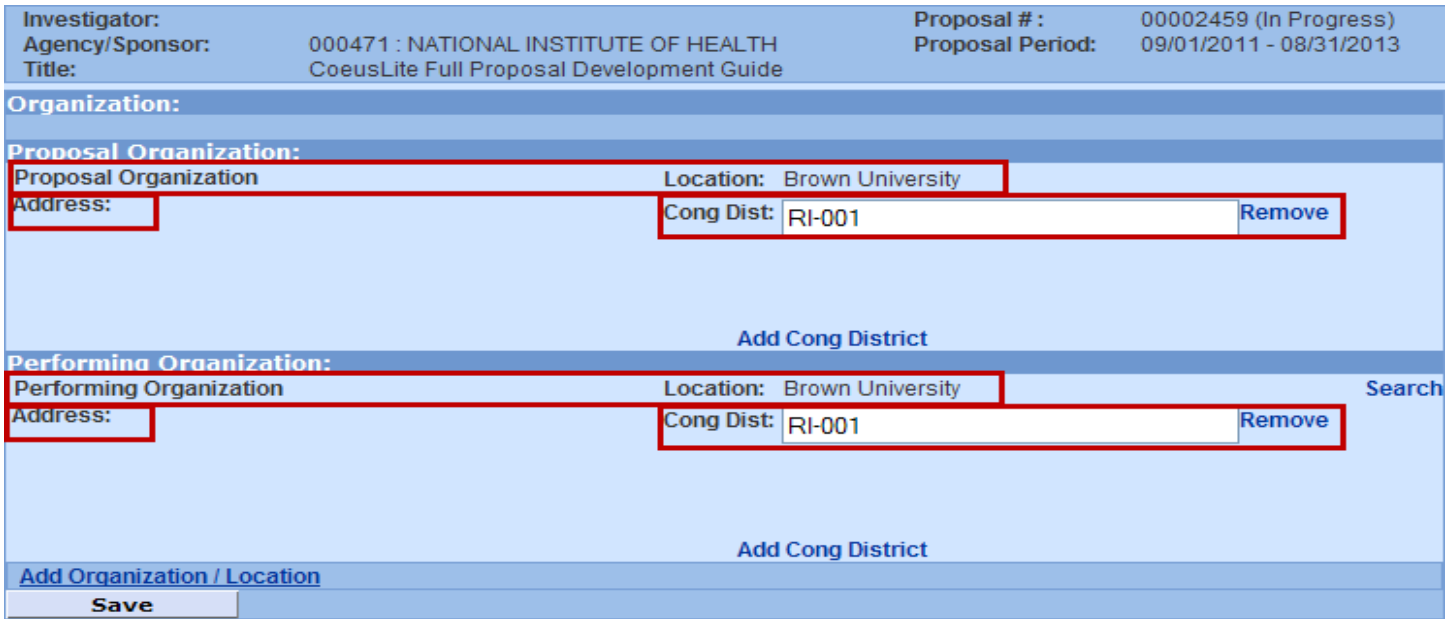


In this topic you will complete the above mentioned sections.

o COMPLETING THE ORGANIZATION SECTION

The **Organization Section** contains the contact information for Brown University, other Organizations and Performing locations/sites for the project.

Each Organization or Performance Site entry is divided into three parts: **Organization/Performance Site Location; Address; and Cong Dist.**



Coeus stores sponsor required data about the University, such as, the Congressional District, DUNS #, Cognizant Auditor, Assurance numbers, etc.

→ Organization/Performance Site Locations – specifies the Proposal and Performing Organizations of the proposal and any additional locations.

Proposal Organization and Performing Organization fields default to Brown University.

The Organization/Location Types are as follows:

Required:

- ***Proposal Organization*** – The legal entity for the proposal, defaults to Brown University - ***Do Not Change**
- ***Performing Organization*** – The organization doing the main portion of the project work, defaults to Brown University

Not Required:

- ***Other Organization*** – If there are additional locations (i.e. the location of subcontracted work), click the **ADD ORGANIZATION/LOCATION** link and select Other Organization.
- ***Performance Site*** – If there is a site location where work is being done that is not an organization (i.e. a volcano, field camp location, click the **ADD ORGANIZATION/LOCATION** link and add the Performance Site.

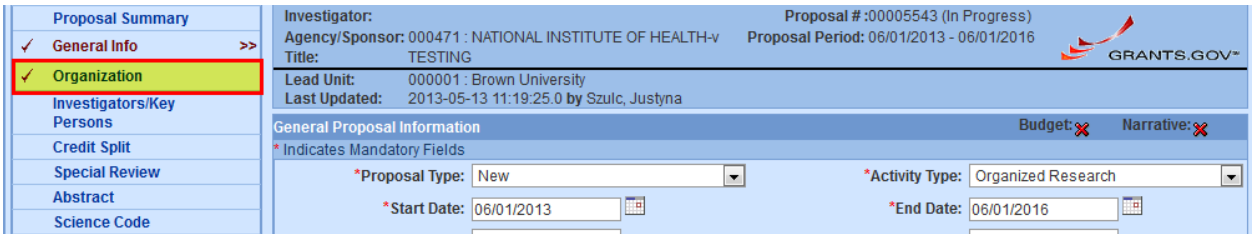
→ Address

The Address Section will default to the official address of the selected Organization entered in Coeus; you cannot modify the address information for the Proposal, Performing, or Other Organization types.

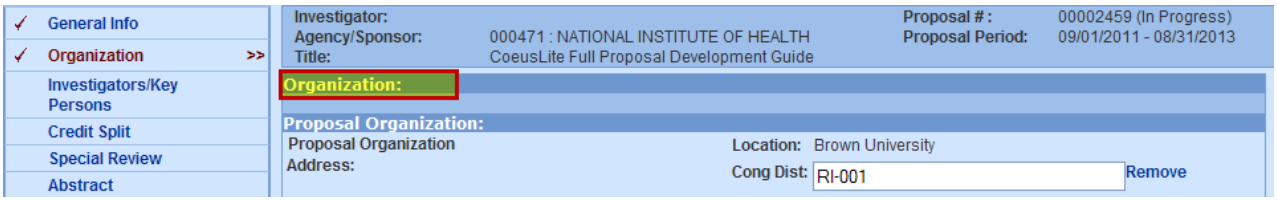
→ Congressional District – contains the Congressional District for the Organizations entered. This is a required field.

PROCEDURE

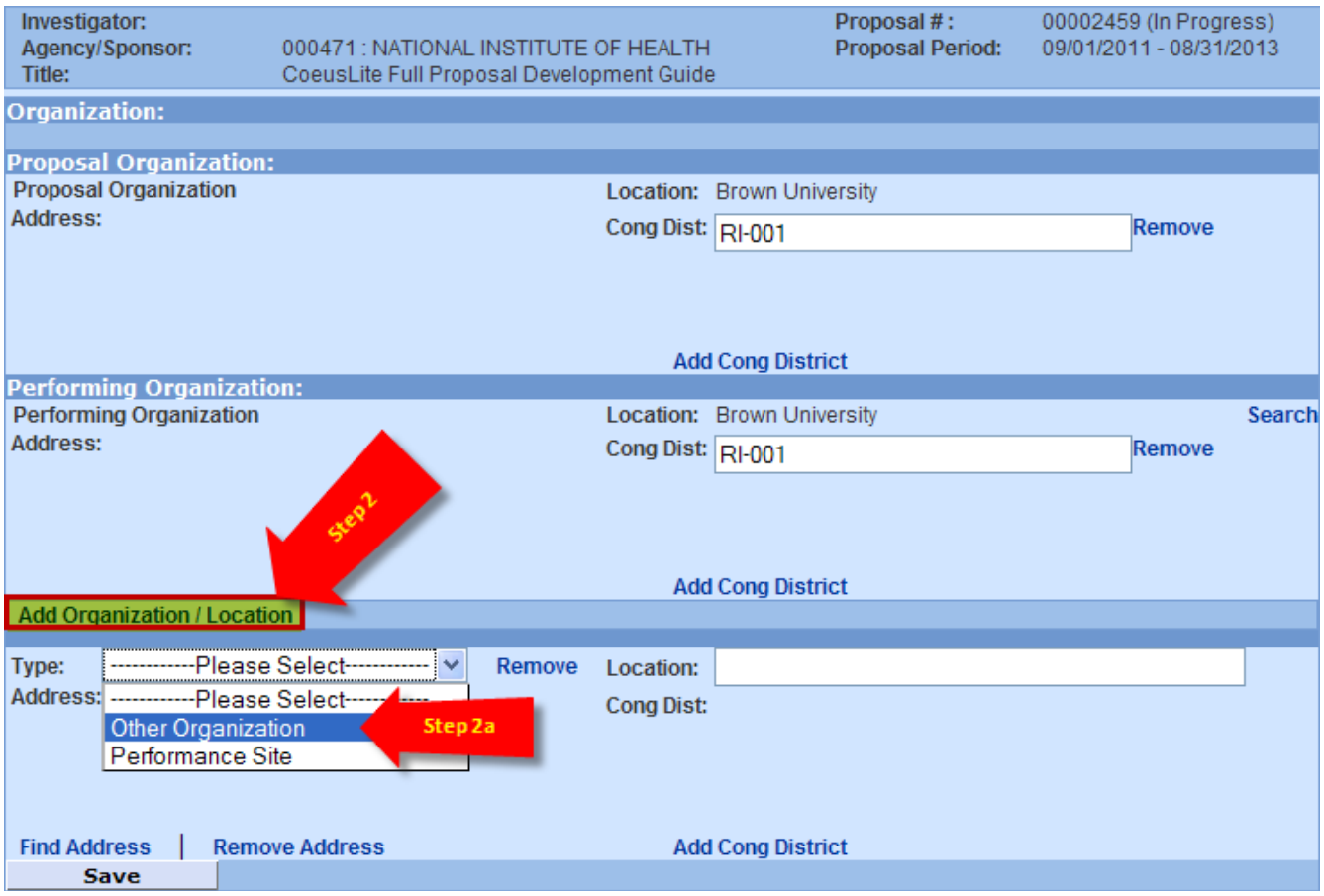
1. To navigate to the **Organization Section** select the **ORGANIZATION** link in the Navigation Pane on the left side of the screen.



The **Organization Section** will open:

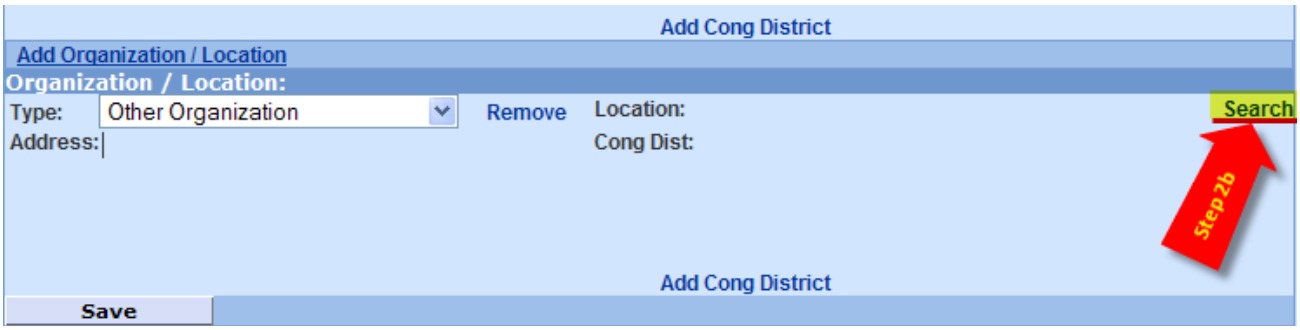


2. To enter **Other Organization** in the **Organization Screen**, click on the **ADD ORGANIZATION/LOCATION** link located at the bottom of the screen. A new **Organization/Location** panel will be created beneath the default Organization data.



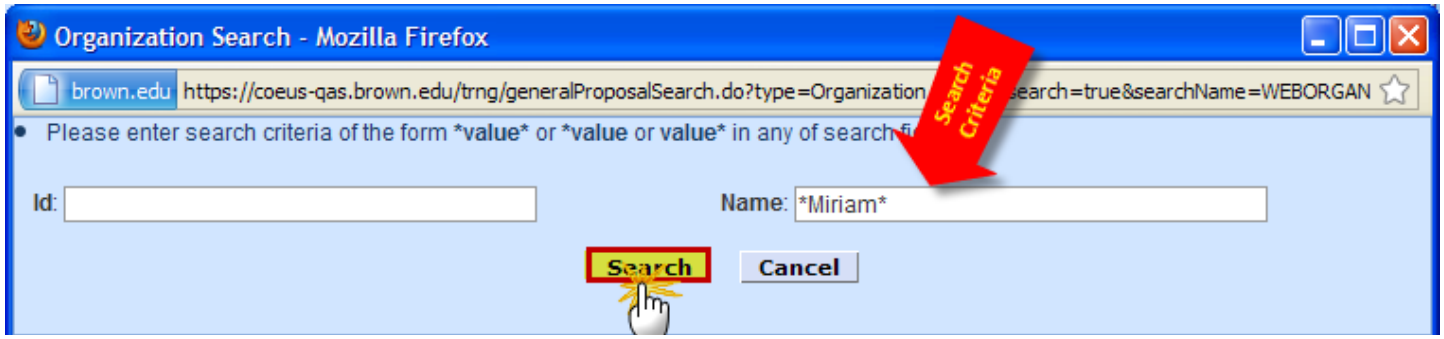
a. Select the following Type from the drop-down list: "**Other Organization**".

Upon selecting "**Other Organization**" as the type, a **SEARCH** link appears on the right side of the screen. The ***Other Organization type is connected to the Coeus Organization table*** which contains all organizations that we subcontract work to.

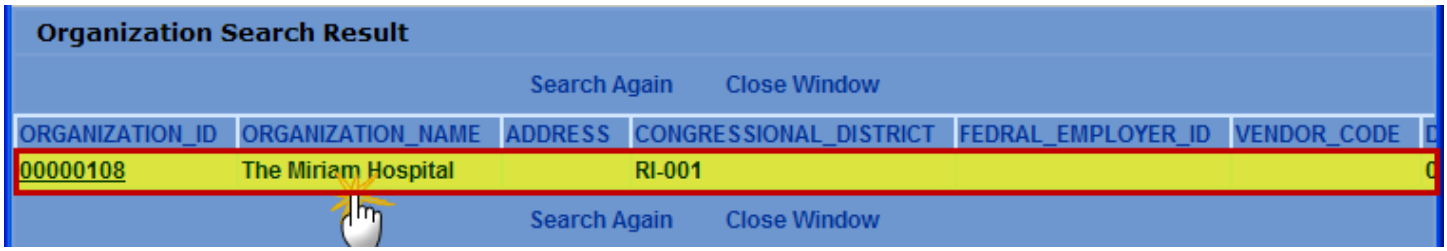


b. Click the **SEARCH** link to open the Organization Search Window to find the other the organization in Coeus. Type in your search criteria and click on the [**SEARCH**] button.

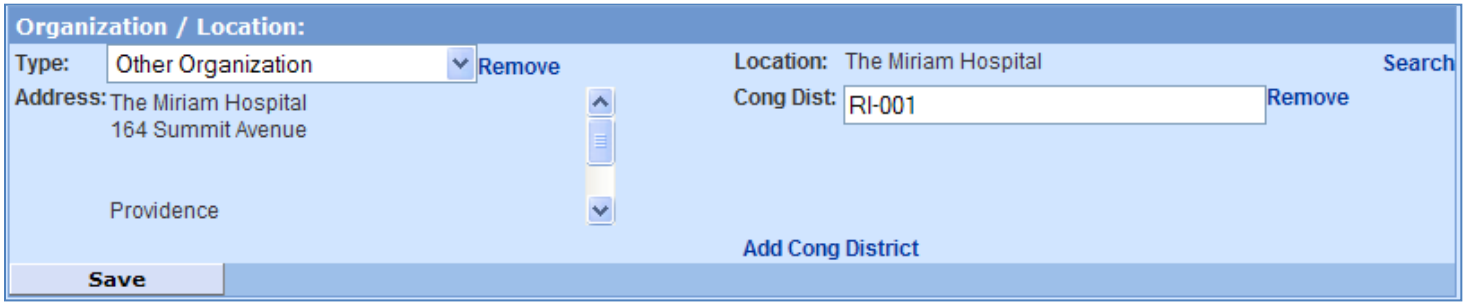
If you cannot find the location, contact Coeus_Help@Brown.edu to have the organization added to Coeus.



c. Your results will be displayed in the Organization Search Result Window. Select and click on the Organization you want to add.

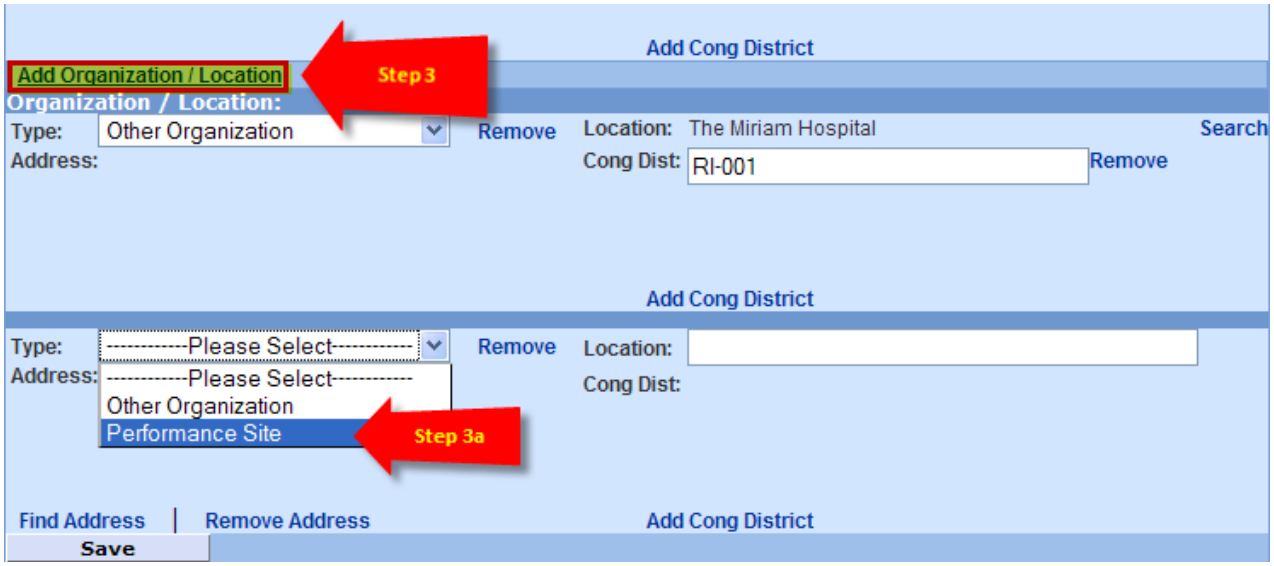


When you select the organization from the Organization Table, the default address of the organization will populate the required forms.



You may need to modify or update the Address/Contact or Congressional District for the Organization that was added. **If modifications need to be made you will need to use Coeus Premium in order to make the changes. Currently, CoeusLite does not have the capabilities to make any updates to this information.**

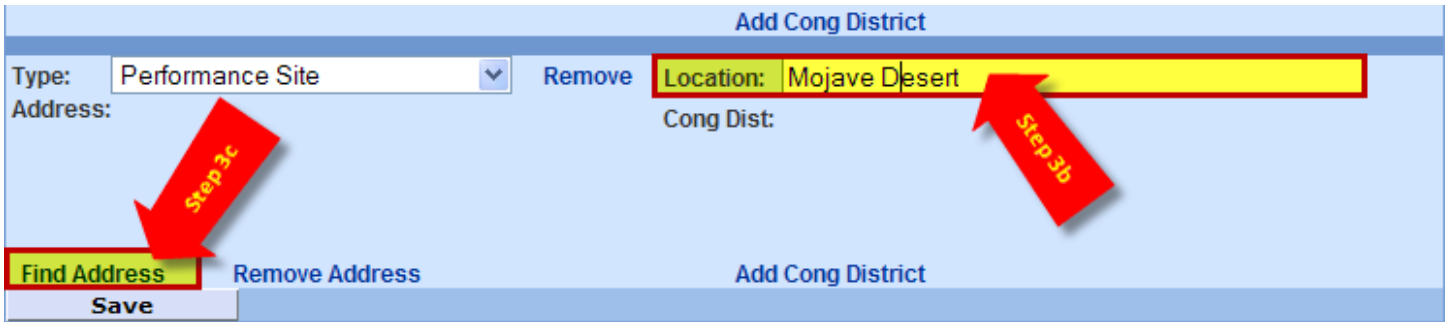
3. To enter **Performance Site** in the **Organization Section** click on the **ADD ORGANIZATION/LOCATION** link located at the bottom of the screen. A new **Organization/Location** panel will be created beneath the Organization data already present. (Performance Site is only used for Field Sites)



a. Select the following **Type** from the drop-down list: "**Performance Site"**. This "Type" is used to add field sites that are not organizations, i.e. geological sites.

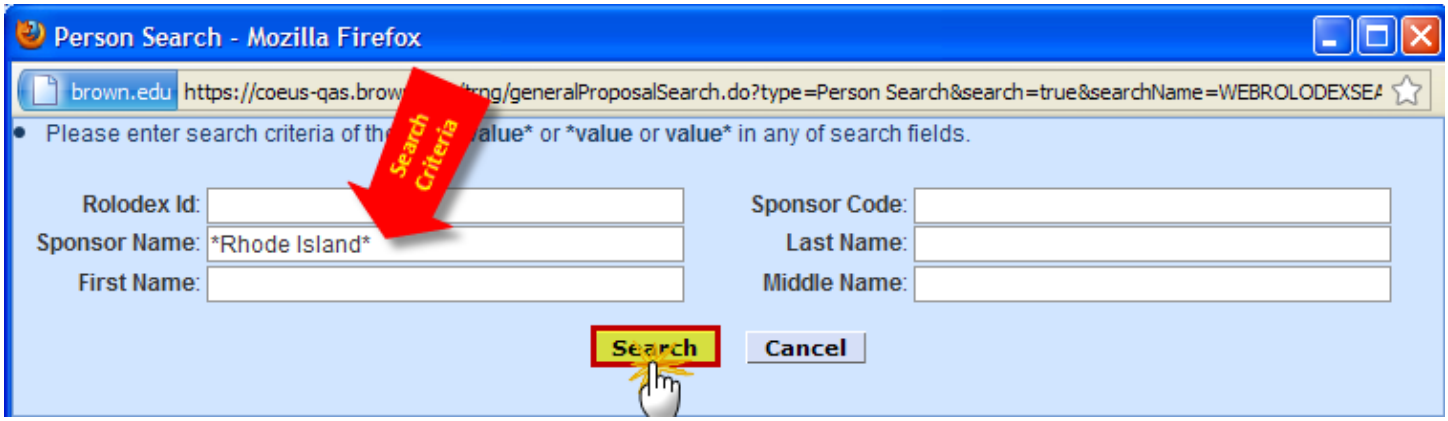
Upon selecting "**Performance Site**" as the type, a FREE TEXT field appears on the right side of the screen.

b. In the FREE TEXT field; type a contact or Location name in the blank **Location** field.



You have to add an Address when adding a "Performance Site" Organization Type.

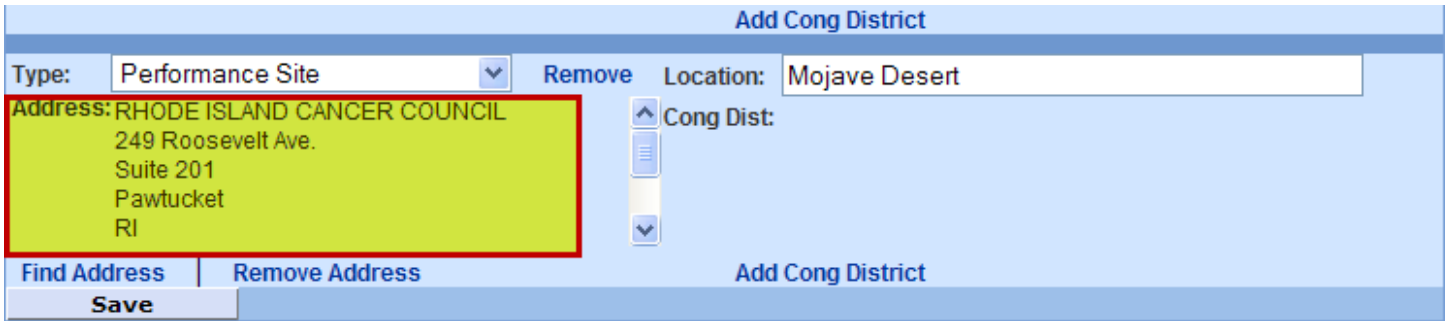
c. To add the address, click the **FIND ADDRESS** link located at the bottom of the screen – the Rolodex Search Window will open. Type in your search criteria and click on the [**SEARCH**] button.



If the Performance Site address is not listed in the Rolodex you can contact Coeus_Help@Brown.edu to have it added to Coeus.

d. Your results will be displayed in the Organization Search Result Window. Select and click on the Organization you want to add.

The selected address of the selected organization will appear under the Performance Site added.

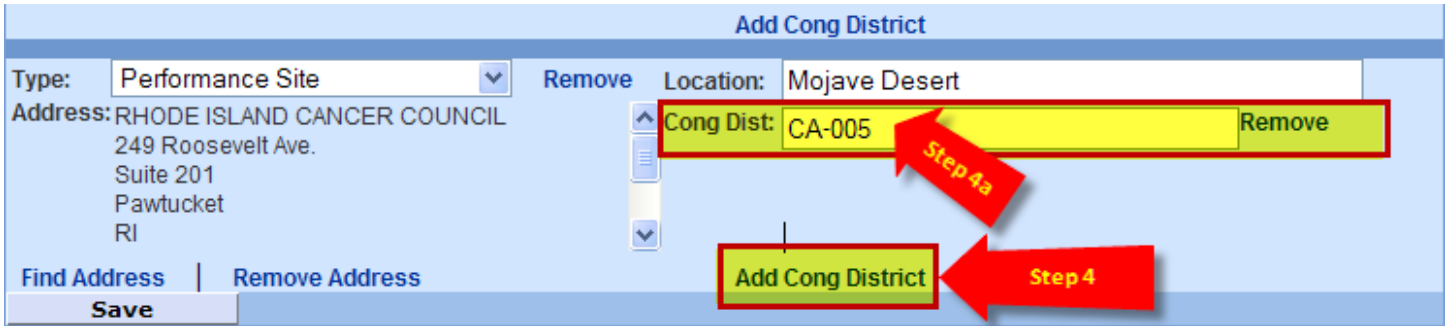


Address information is needed for all Organization / Locations in order to pass Grants.gov validations.

4. If needed, add the **Congressional District** for the additional organizations and locations added to the proposal by clicking on the **ADD CONG DISTRICT** link located at the bottom of each **Organization/Location** panel. (Brown University's Congressional District is programmed into Coeus)

Free text field will appear below the **Location** field. Enter the appropriate Conrgessional District in that field.

a. Enter the Congressional District in the format: 2 character State Abbreviation – 3 character District Number. Example **CA-005**.



If all districts in a state are affected, enter "all" for the district number. Example: **MD-all** for all congressional districts in Maryland.

If nationwide (all districts in al states), enter **US-all**.

If the program/project is outside the US, enter **00-000**.

For state and U.S. territories with only a single congressional distric enter "001" for the district code. For jurisdictions with no representative, enter "099". For jurisdictions with nonvoting delegate, enter "098" for the distric number. Example: DC-098, PR-098.

To locate your congressional distric, visit the Grants.gov website. Note it is likely this field will be identical to the "Conrgessional District of Applicant" field provided elsewhere in the application.

Use the **REMOVE** link located to the right of the **Cong Dist** field to remove the entry.

Congressional District is a new data requirement for the updated R&R Performance Site form. It is a required field

5. Click on the [**SAVE**] button at the bottom of your screen to save all/any changes/updates you have made.

End of Procedure

o COMPLETING THE INVESTIGATORS/KEY PERSONS SECTION

The **Investigators/Key Persons Section** identifies the Principal Investigator (PI), Multiple Investigators, Co-Investigators, and Key Personnel of the project. Effort over the entire project period is entered for each Individual and Investigator Certifications are completed for those who require it.

Individuals **included** in the **Investigators/Key Persons Section**:

- Principal Investigators (PI), Co-Principal Investigators (Co-PI), Co-Investigator (Co-I). All investigators in a Multi-PI proposal submission (Multi-PI) are considered "Investigators" that are entered in this Section.
- Key Personnel, Name Contributors

Investigator Definition for Proposal Development Purposes Only:
There are other Investigator definitions that are used for human research policies, conflict of interest polices, etc.)

> *An "Investigator" means the principal investigator and any other person who is responsible for the design, conduct, or reporting of research.*

Key Person Definition for Proposal Development Purposes Only:

There are other Key Personnel definitions that are used for human research policies, conflict of interest polices, etc.

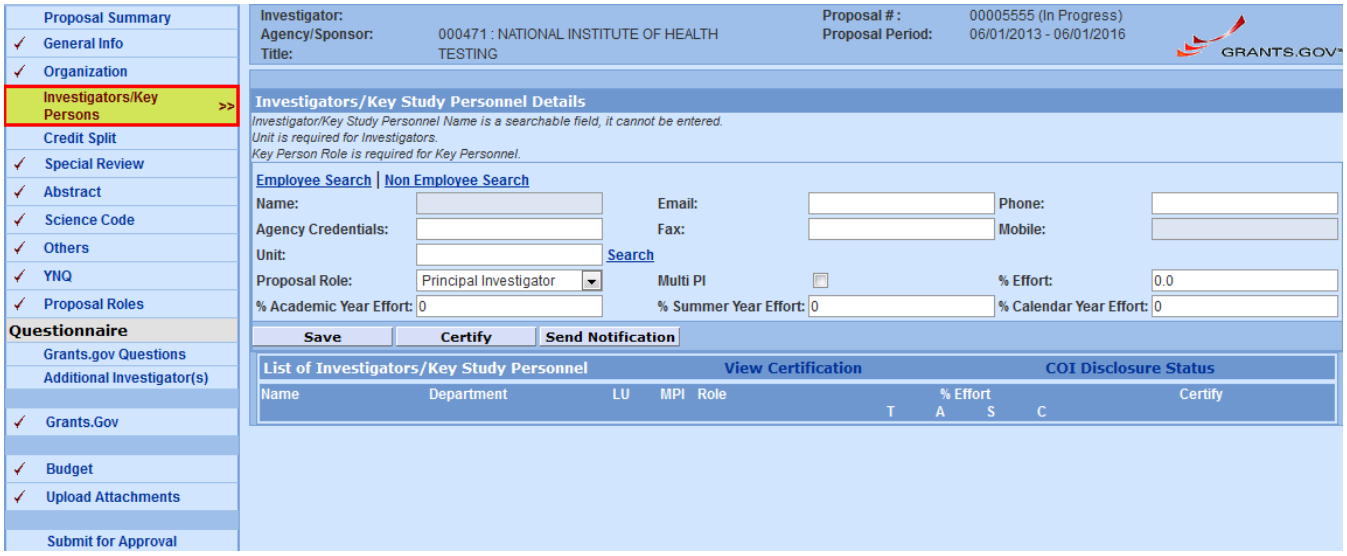
> *Key Personnel are other individuals who are integral to the research **and may or may not be** responsible for the design, conduct, or reporting of the research activities.*

See document – ***Investigator & Key Persons for Proposal Development Purposes*** located on the Coeus Webpage for details on how individuals entered in this tab are populated on the Grants.gov forms.

In this topic you will enter all Investigators and Key Personnel.

PROCEDURE

1. To navigate to the **Investigators/Key Persons Section**, select the **INVESTIGATORS/KEY PERSONS** link in the Navigation Pane on the left side of the screen.



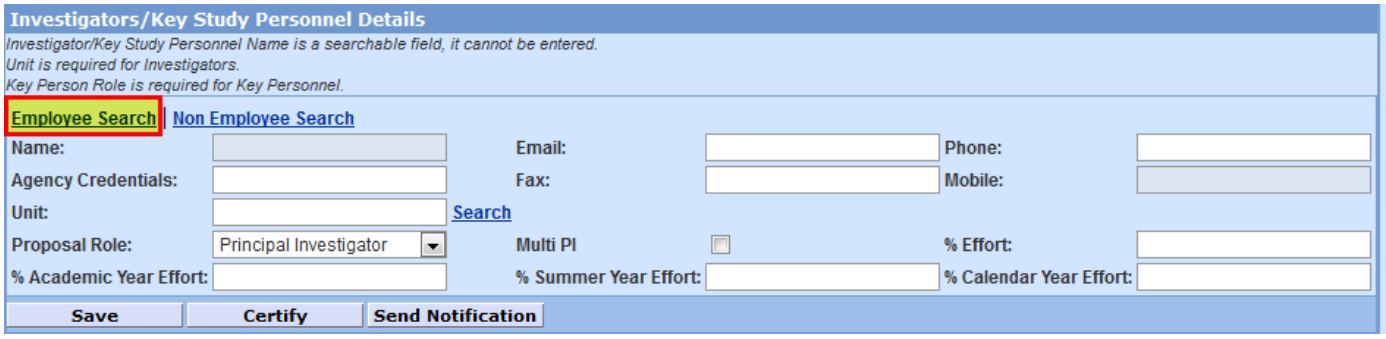
The **Investigators/Key Persons Screen** has two database tables that can be searched to add Investigators to the Investigator tab.

- The **Person Table** – **EMPLOYEE SEARCH** link – Searches All Brown employees - populated with info from Brown's Human Resources Database.

- The **Rolodex Table** – **NON EMPLOYEE SEARCH** link – Searches All **Non**-Brown employees - manually entered in the Rolodex.
  (New faculty may be located in the Rolodex until they have an official record in the Human Resources database.)

2. To enter the **Principal Investigator**, **Co-Investigators, and Key Personnel** who are Brown employees, click the **EMPLOYEE SEARCH** link to search for them.

(The PI is the individual responsible for all scientific or technical aspects of the project and for the overall day-today management of the project or program.)



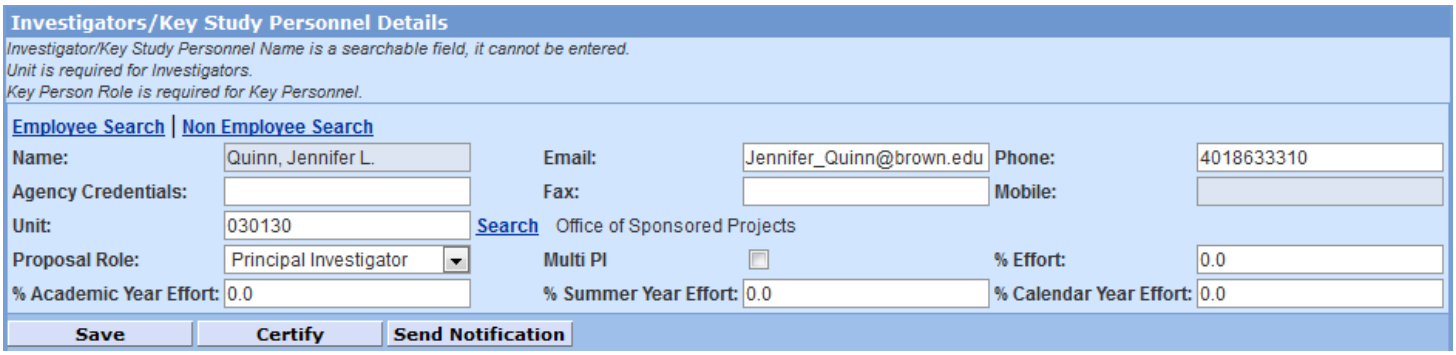
The Person Search Window will open.

a. You can search by Last Name, First Name, and Full Name, or by User Name.
   It is recommended to search the **Last Name** field and to use the asterisks (*****) before and after all or part of the last name. For example, enter "***lastname***". (You can narrow your search by entering *firstname* of the individual in the first name field when searching.)

b. Click the [**SEARCH**] button to conduct your search.

A listing of all individuals that meet the search criteria will display in the Person Search Result Window. Select and click on the individual you want to add.

c. The information for the individual selected will be displayed in the **Investigator/Key Study Personnel Details Section.**



d. Complete or if needed Modify the information in the above screen (the fields that are editable are displayed in white; the non-editable fields are grayed out).

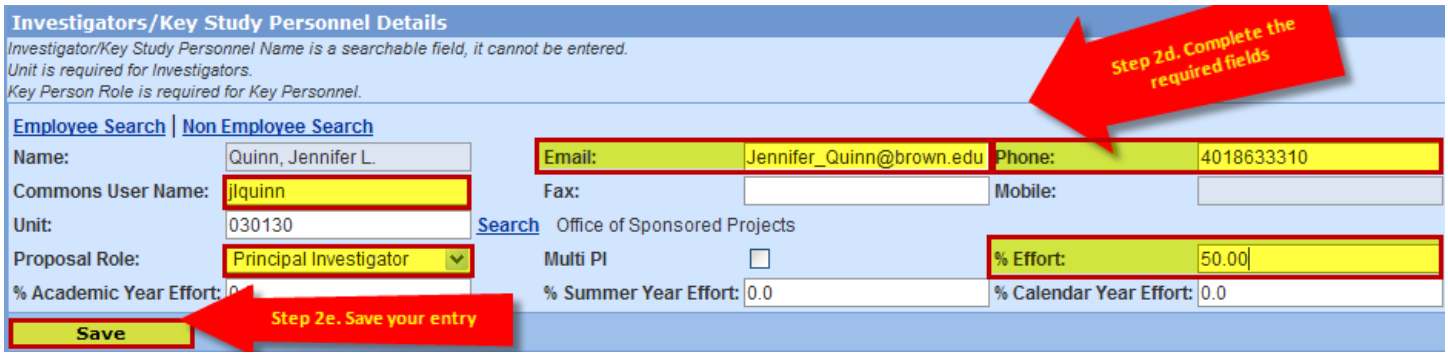
Email	E-mail address for the individual. Required field for Grants.gov submissions
Phone	Phone number for the individual. Required field for Grants.gov submissions
Agency Credentials	Required field for Grants.gov submissions for all PIs
Fax	Fax number for the individual
Unit	Individual's department.
Proposal Role	Required for all proposals. Please select the individual's role on the project (Principal Investigator, Co-Investigator or Key Study Person). Make sure enter the correct Role in the Role field when selecting "Key Study Person" from the drop down menu.
Multi-PI Checkbox	Select the **Multi PI** checkbox for all Investigators considered Multiple PI
%Effort	Enter the % Effort for each individual who is a Brown employee in the **Effort %** field. The percent effort entered in that field should be the total average of percentage of effort based on a 12 Month Salary and averaged over the number of years of the proposal.

Use the **Multi PI** checkbox to designate Investigators as Multiple PI. At this time, NIH is the only sponsor that utilizes Multi PI; please review your NIH opportunity for more eligibility and submission requirements. The Principal Investigator selected will be recognized as the Contact PI by NIH.

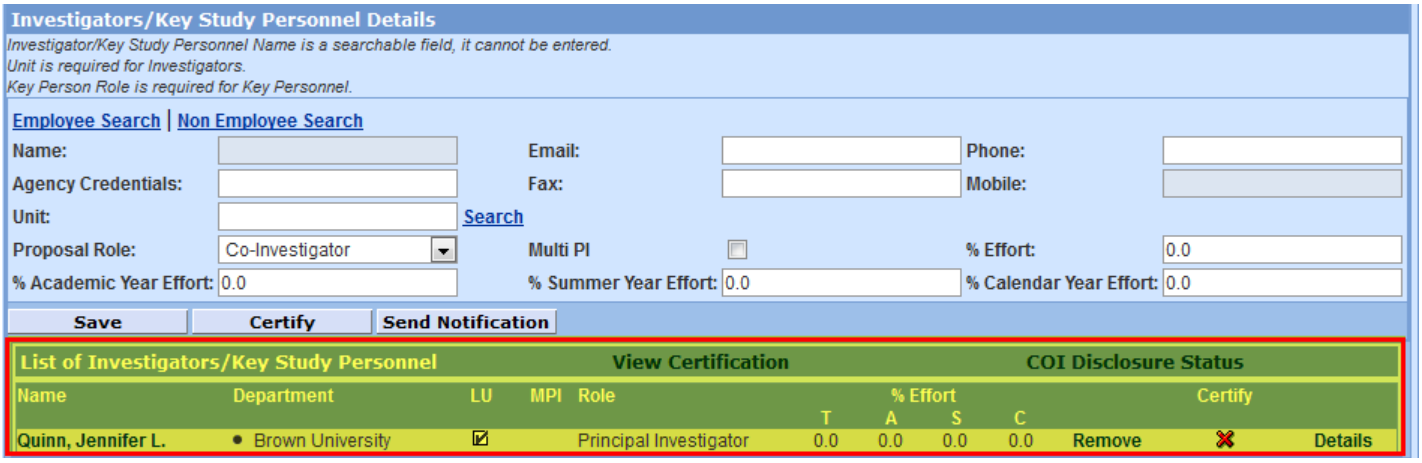
***ONLY the* Effort % field is required. Do NOT enter anything in the Academic, Summer, Calendar Year Effort fields**! Leave those fields at .00. The **% Effort** entered does **NOT** populate the Grants.gov budget forms. The information that populates the Grants.gov forms comes from the % effort defined in the budget.

NEW The **Commons User Name** field is now labeled **Agency Credentials**.

e. Click on the [**SAVE**] button to save your entry.

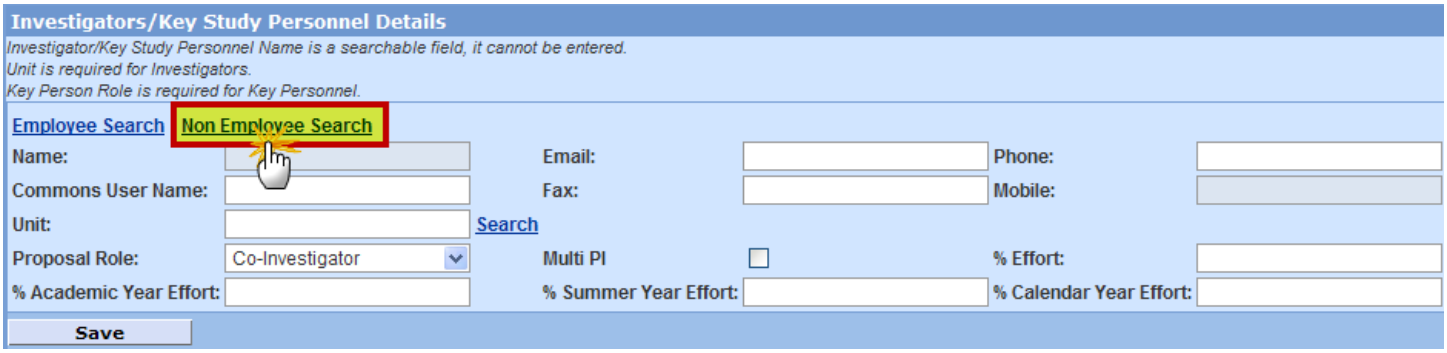


f. Upon clicking the [**SAVE**] button; the Individual will appear in the List of **Investigators/Key Study Personnel Section** at the bottom portion of the screen.



3. To enter the **Principal Investigator**, **Co-Investigators, and Key Personnel** who are non-Brown employees, click the **NON EMPLOYEE SEARCH** link to search for them.

A PI could be a Non-Brown employee if he/she is coming to Brown, but has not yet been added to the HR system. It can also be an employee of another institution who is a Multi-PI on a proposal.



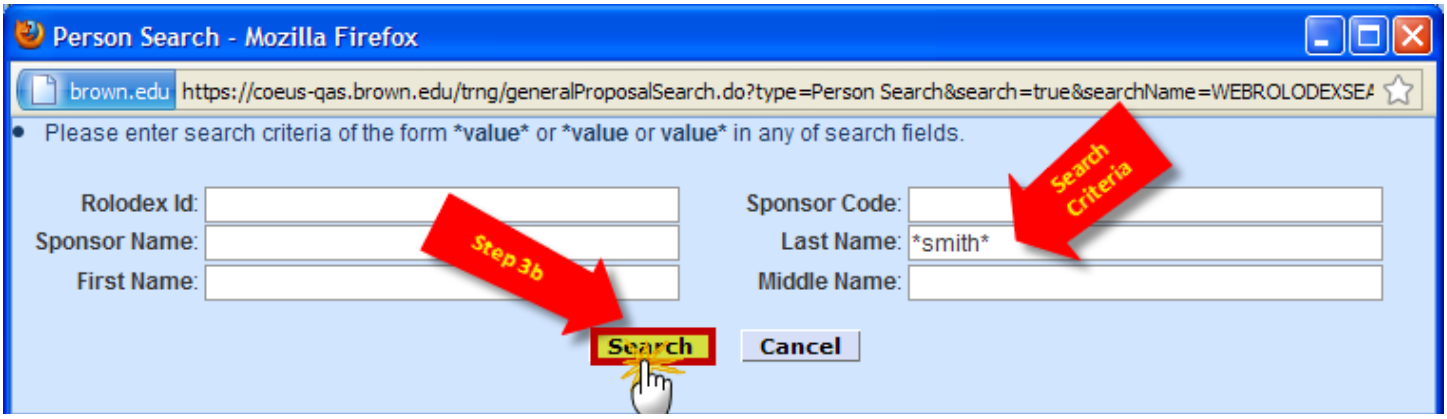
The Person Search Window - Rolodex will open.

a. You can search by Rolodex Id, Sponsor Code, Sponsor Name, Last Name, First Name, and Middle Name. It is recommended to search the **Last Name** field and to use the asterisks (*****) before and after all or part of the last name. For example, enter "***lastname***". (You can narrow your search by entering *firstname* of the individual in the first name field when searching.)

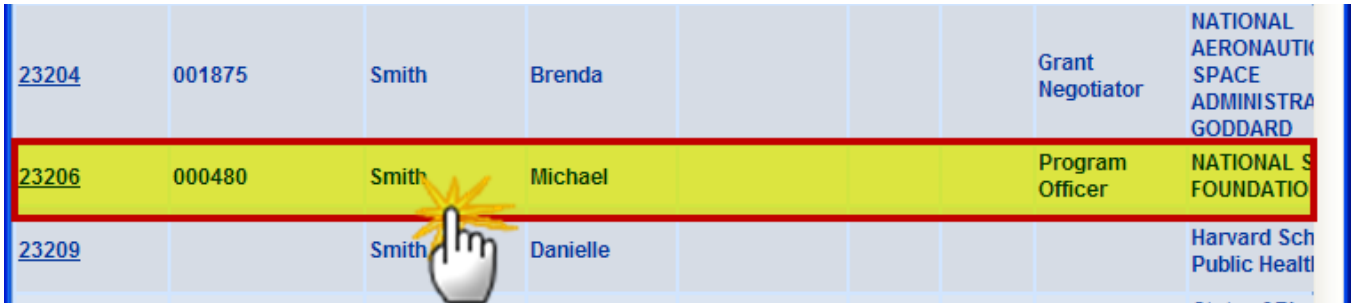
If you do NOT find the person in the **Rolodex**, you can enter the individual in the Rolodex. For detailed instructions on how to do that please visit our Coeus Website and download the Rolodex Guide.
Be sure to include the *name*, complete *address*, *phone number*, and *email* of the contact. (This information is needed for the Grants.gov forms).

If the proposal you are working on is a Multi-PI submission that includes Principal Investigators that have Brown University appointments, however for this particual proposal are not being considered as Brown employees, you need to add them to this section using the Non-Employee search option. You CANNOT add these individuals using the Employee search option even though their information is loacted in the Person Table.

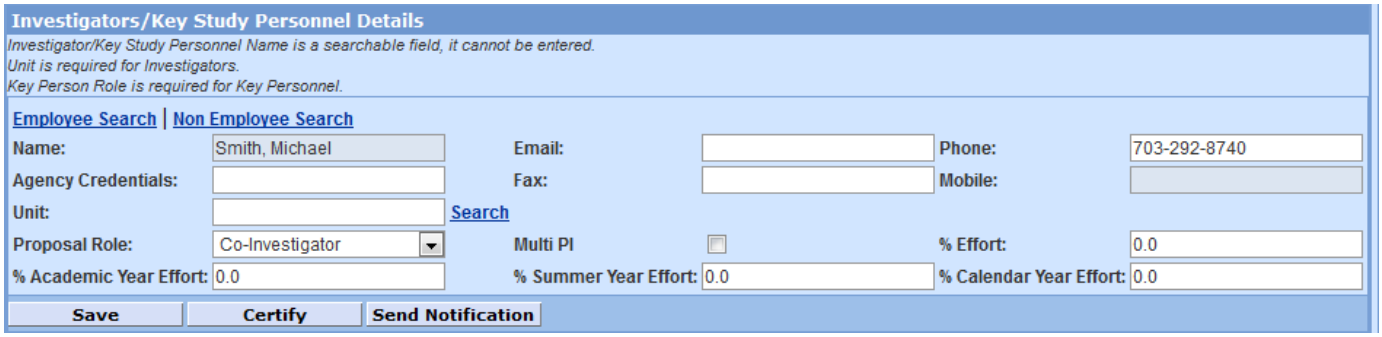
b. Click the [**SEARCH**] button to conduct your search.



A listing of all individuals that meet the search criteria will display in the Person Search Result Window. Select and click on the individual you want to add.



c. The information for the individual selected will be displayed in the **Investigator/Key Study Personnel Details Screen.**



d. Complete or if needed Modify the information in the above screen (the fields that are editable are displayed in white; the non-editable fields are grayed out).

Email	E-mail address for the individual. Required field for Grants.gov submissions
Phone	Phone number for the individual. Required field for Grants.gov submissions
Agency Credentials	Required field for Grants.gov submissions for all PIs
Fax	Fax number for the individual
Unit	Individual's department.
Proposal Role	Required for all proposals. Please select the individual's role on the project (Principal Investigator, Co-Investigator or Key Study Person). Make sure enter the correct Role in the Role field when selecting "Key Study Person" from the drop down menu.
Multi-PI Checkbox	Select the **Multi PI** checkbox for all Investigators considered Multiple PI
%Effort	Enter the % Effort for each individual who is a Brown employee (or will be a Brown employee) in the **Effort %** field. The percent effort entered in that field should be the total average of percentage of effort based on a 12 Month Salary and averaged over the number of years of the proposal.

Use the **Multi PI** checkbox to designate Investigators as Multiple PI. At this time, NIH is the only sponsor that utilizes Multi PI; please review your NIH opportunity for more eligibility and submission requirements. The Principal Investigator selected will be recognized as the Contact PI by NIH.

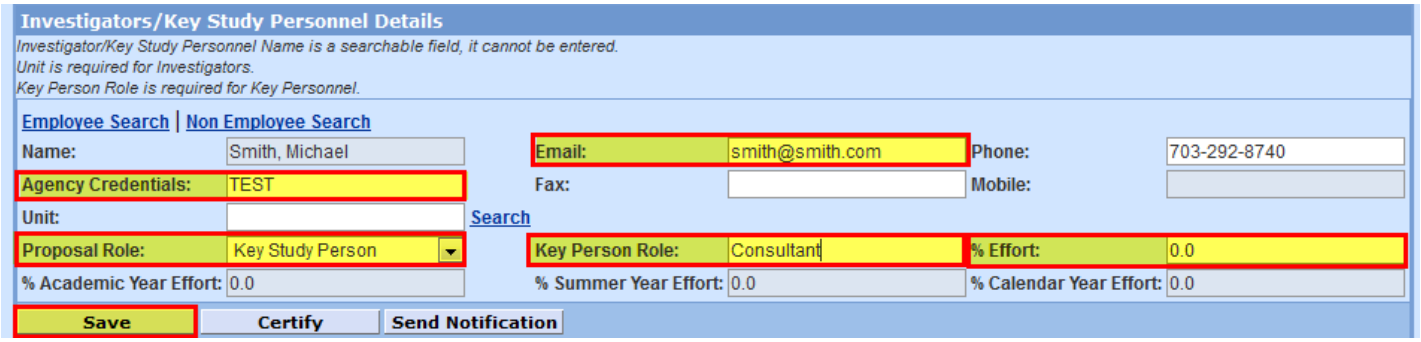
***ONLY the* Effort % field is Required. Do NOT enter anything in the Academic, Summer, Calendar Year Effort fields**! Leave those fields at .00. The **% Effort** entered does **NOT** populate the Grants.gov budget forms. The information that populates the Grants.gov forms comes from the % effort defined in the budget.

NEW The **Commons User Name** field is now labeled **Agency Credentials**.

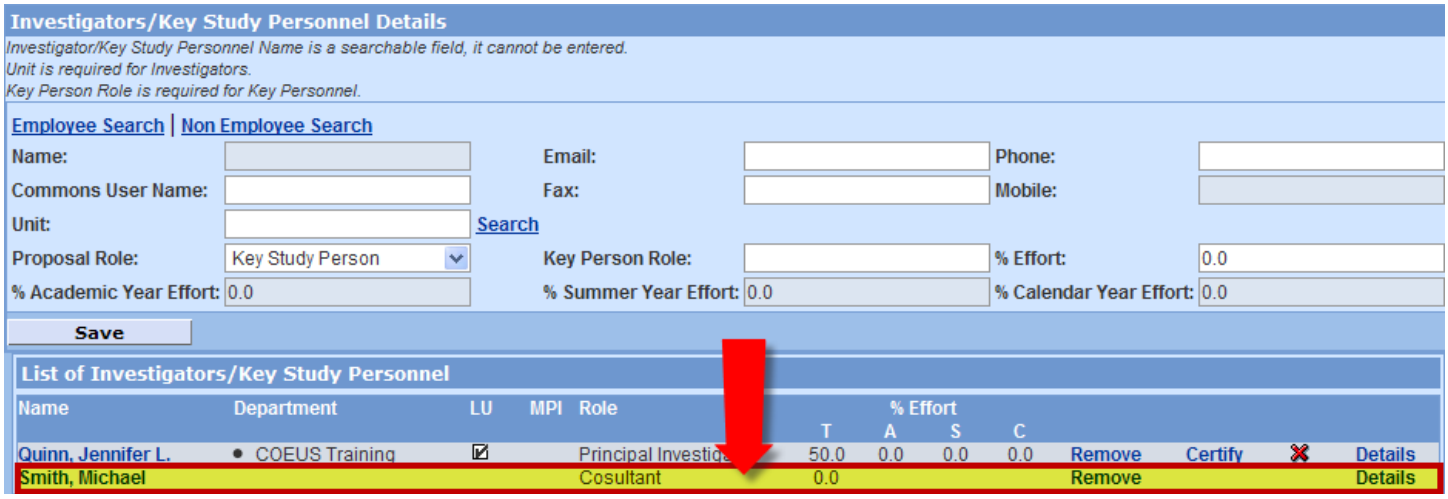
The Role field is important for populating the Grants.gov Senior Key Persons form.

When adding a Brown employee as **Key Study Person**, their ***Directory Title*** will populate the ***Role*** field. This should be changed to reflect the role the individual will have on the proposal.

e. Click on the [**SAVE**] button to save your entry.



f. Upon clicking the [**SAVE**] button; the Individual will appear in the List of **Investigators/Key Study Personnel** at the bottom portion of the screen



4. Repeat the above steps to add additional investigators and key personnel.

End of Procedure

o Completing the Special Review Section

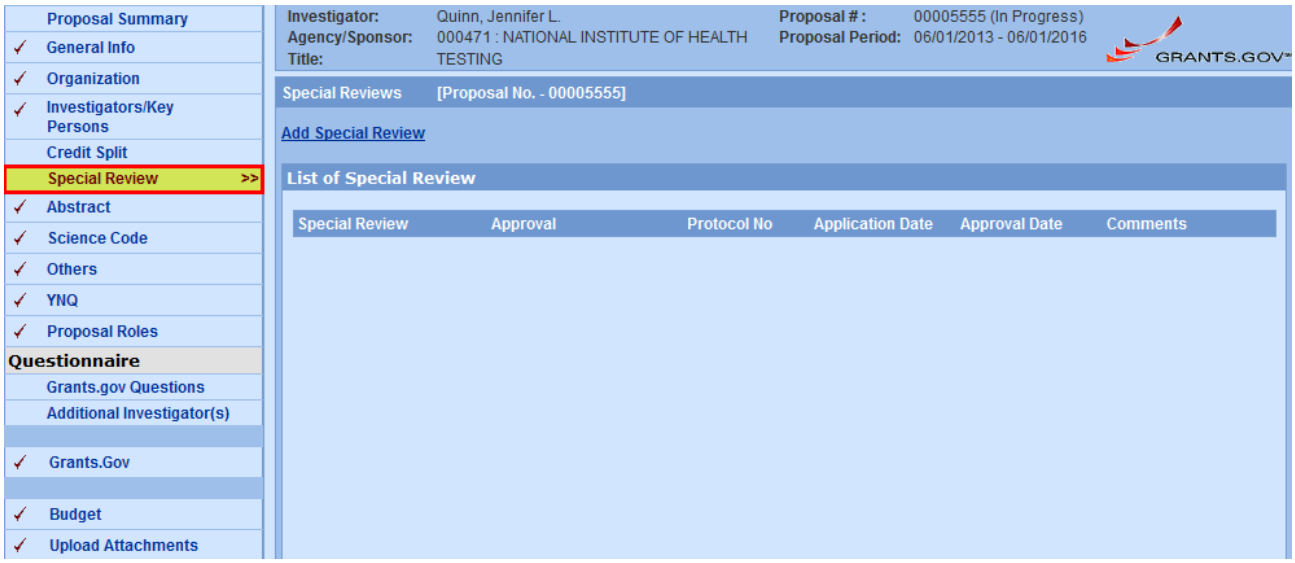
Information about Human Research Participants and Animal Laboratory Care is entered in the Special Review Section. These are the only two Institutional Issues that should be entered in this Section.

The remaining reviews will be populated by completing the **Yes/No Questions** section.

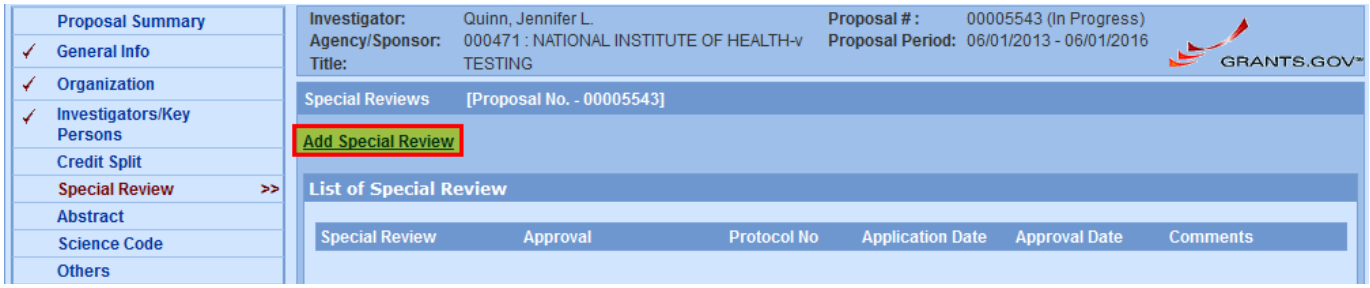
Procedure

In this topic you will complete the information about Human Research Participants and Laboratory Animal Care. You should only complete this information if Human Research Participants and/or laboratory Animals are being used in the proposal. If none of these are present in the proposal, then omit this section.

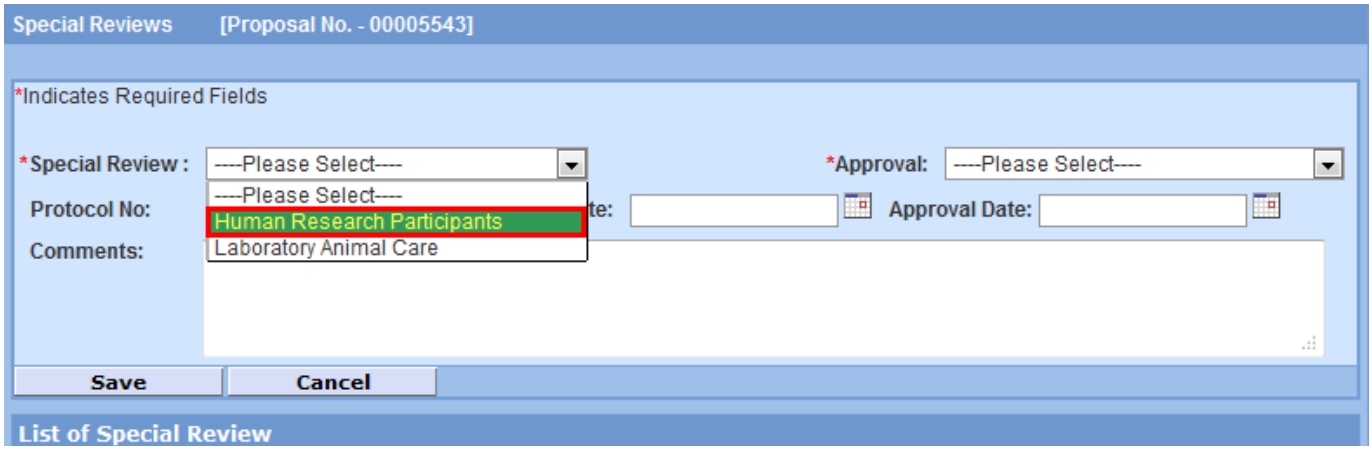
1. To navigate to the **Special Review Section**, select the **Special Review** link in the Navigation Panel on the left side of the screen.



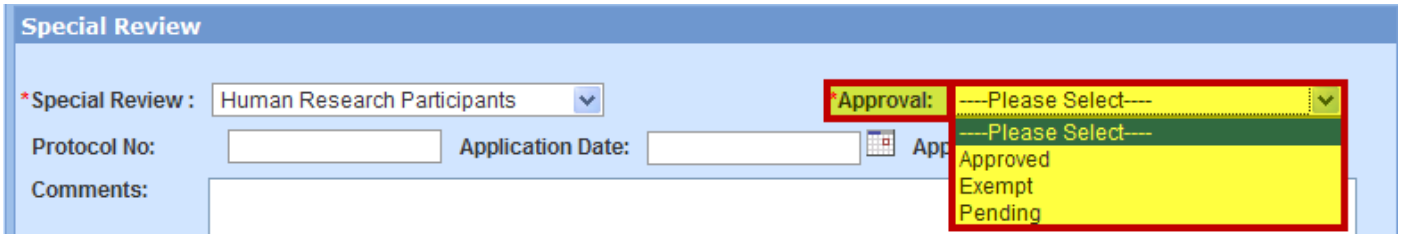
2. Click the **Add Special Review** link



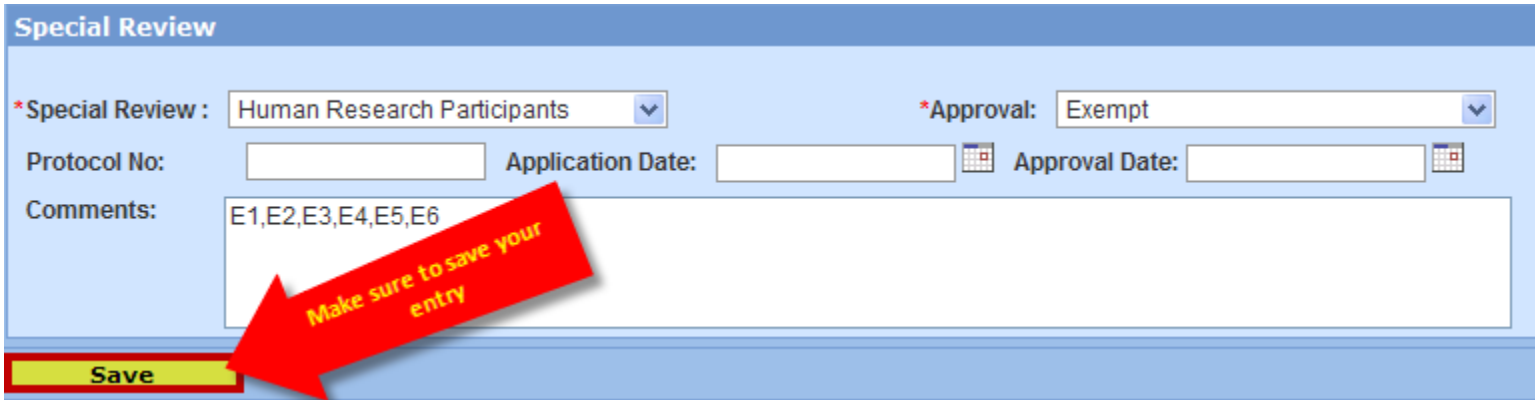
3. To indicate that there are **Human Research Participants** in the proposal, in the Special Review drop-down select "**Human Research Participants**"



a. Click the drop-down box in the field labeled **Approval** and select a status appropriate to the review.

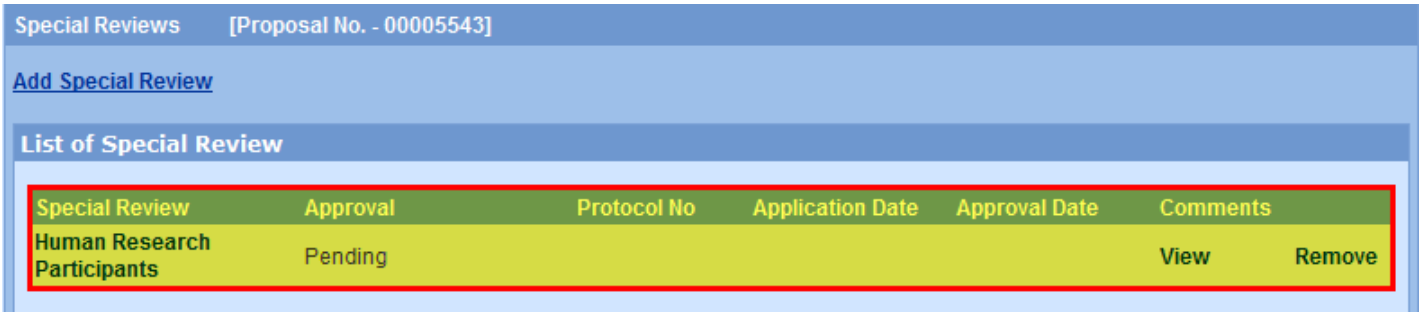


- If you select **"Pending"** status, then all required information has been entered. (Leave approval date blank if pending)
- If you select **"Approved"** status, then enter a date into the **Approval Date** field.
- If you select **"Exempt"** status, the exempt code must be entered in the **Comments** field. Valid exemption codes are: E1, E2, E3, E4, E5, and E6. If multiple exempt codes are required, entries should be separated by a comma only, not spaces (i.e. E1,E4).



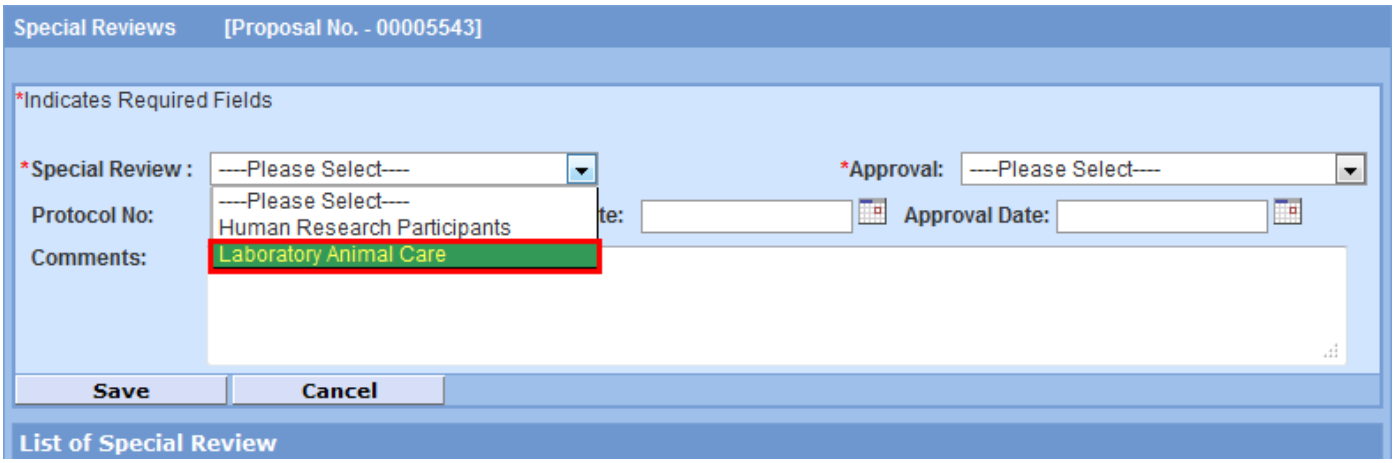
b. Click on the [SAVE] button to save your entry.

c. Upon clicking the [SAVE] button; the Special review will appear in the **List of Special Review Section** at the bottom portion of the screen

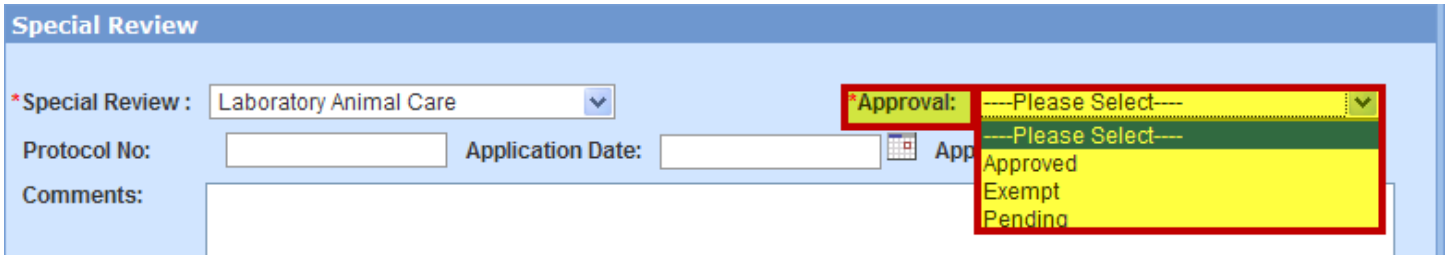


If there are Human Research Participants, you should select the "**Yes**" radio button for YNQ 0B01 in the **Yes/No Questions** section.

4. To indicate that there are **Laboratory Animals** in the proposal, in the **Special Review** drop-down select "**Laboratory Animal Care"**



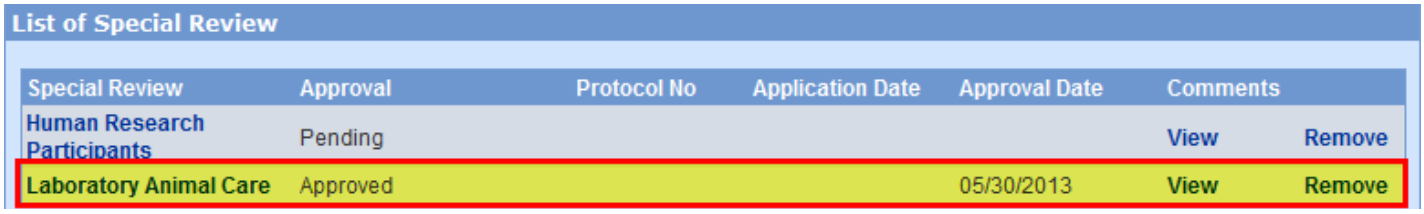
a. Click the drop-down box in the field labeled **Approval** and select a status appropriate to the review.



- If you select **"Pending"** status, then all required information has been entered. (Leave approval date blank if pending)
- If you select **"Approved"** status, then enter a date into the **Approval Date** field.

b. Click on the [**SAVE**] button to save your entry.

c. Upon clicking the [**SAVE**] button; the Special review will appear in the **List of Special Review's** at the bottom portion of the screen.



List of Special Review

Special Review	Approval	Protocol No	Application Date	Approval Date	Comments	
Human Research Participants	Pending				View	Remove
Laboratory Animal Care	Approved			05/30/2013	View	Remove

If there is Laboratory Animal Care, you should select the "**Yes**" radio button for YNQ 0B02 in the **Yes/No Questions** section.

End of Procedure

o Completing the Abstract Section

This section of Coeus is mainly used to add Brown's proposal abstract to the proposal record – Layman Abstract

It is also used to add the following information for NSF Grants.gov submissions:

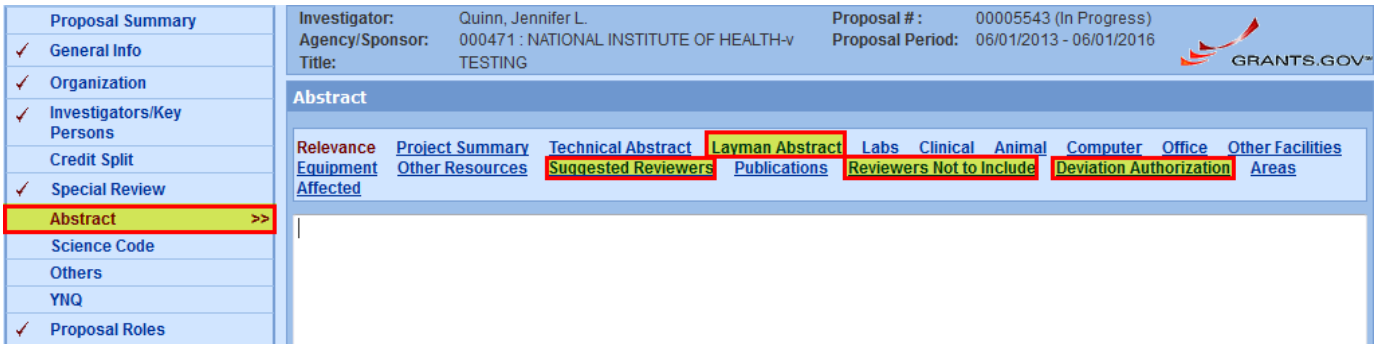
- Suggested Reviewers
- Reviewers Not to Include
- Deviation Authorization

There are various abstract sections that are named with titles that relate to some of the Grants.gov categories. The Abstract section is NOT used to populate the Grants.gov forms with the exception of NSF Grants.gov submissions (tabs mentioned above).

For details on how to complete the sections needed for the NSF/Grants.gov submission, please refer to the ***NSF Agency Specific Instructions*** located on the Coeus Webpage.

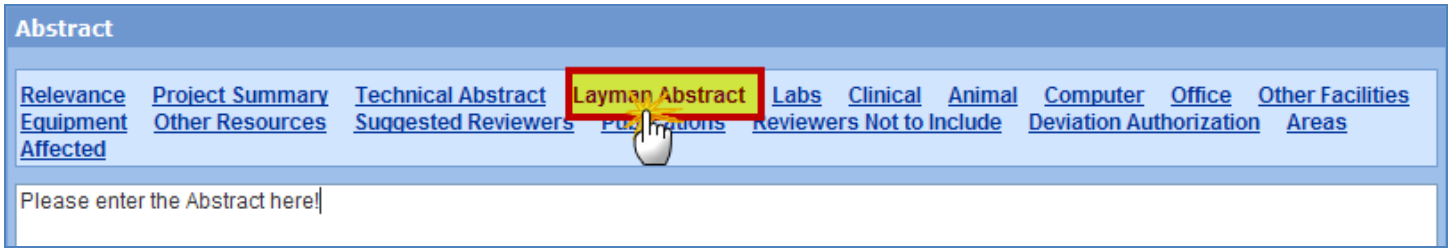
Procedure

1. To navigate to the Abstract Section, select the **Abstract** link in the Navigation Pane on the left side of the screen.



2. Click on the **Layman Abstract** link to enter Brown University's required Proposal Abstract.

3. In the **Layman Abstract** field enter your text. You can copy and paste the abstract from a Word program/email.



The right-hand click of your mouse does not work in Coeus; if you need to copy and paste, use your <**Ctrl**> key plus C for copying or V for pasting.

4. Click on the [**SAVE**] button to save your entry.

5. Upon clicking the [**SAVE**] button; a check mark will appear next to the **LAYMAN ABSTRACT** Link.

6. Repeat the above steps to add **Suggested Reviewers, Reviewers Not to Include and/or Deviation Authorization** is applicable.

End of Procedure

o COMPLETING THE SCIENCE CODE SECTION NEW

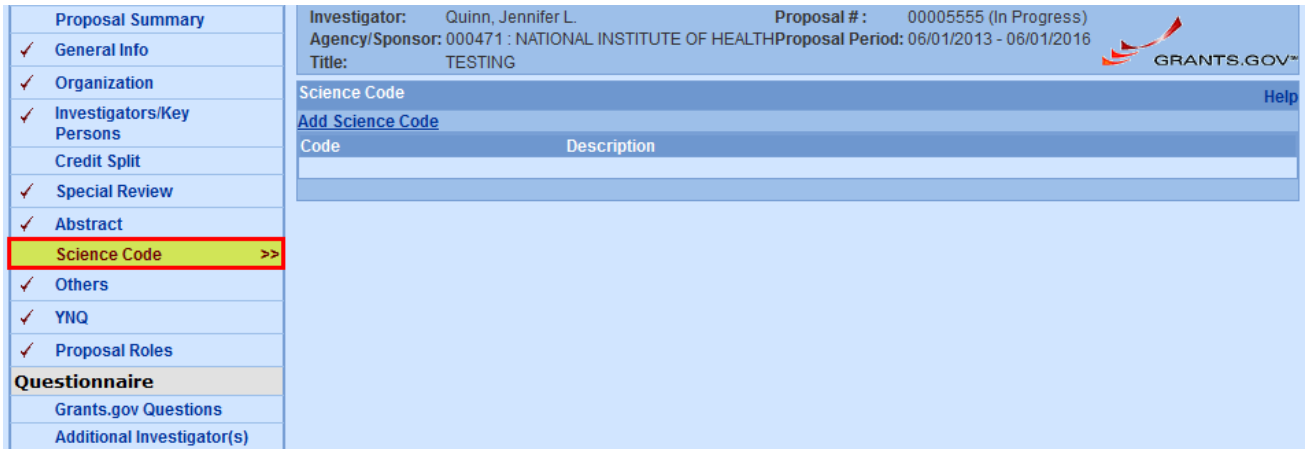
The **Science Code Section** tracks projects by keywords designated by Bio-Med or other Science Departments.

PROCEDURE

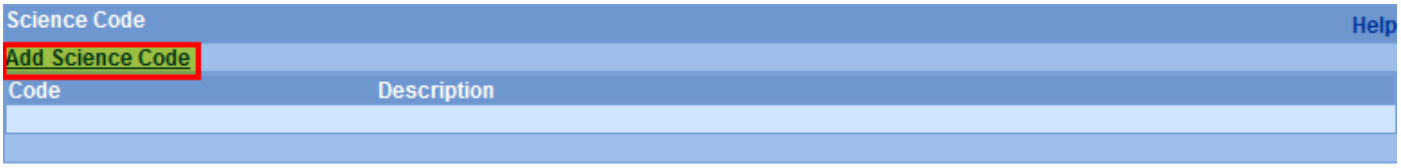
In this topic you will identify the defined keywords that categorize the proposal. **This section is required for BIO-MED proposals or departments that have defined keywords. Up to 4 keywords can be associated with a proposal.**

Bio-Med has a detailed listing of keywords: http://research.brown.edu/pdf/SPINkey17.pdf

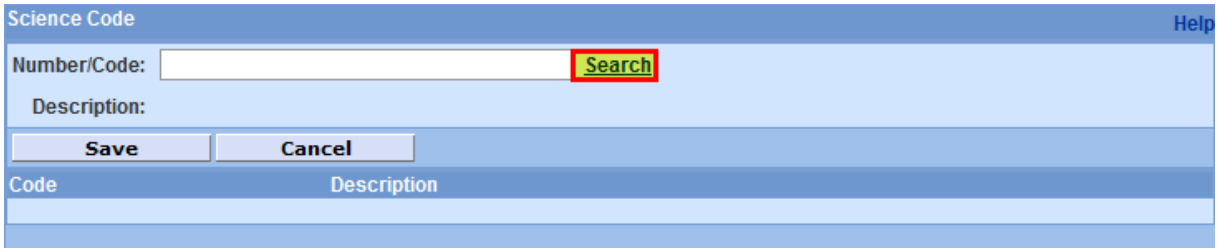
1. To navigate to the **Science Code Section**, select the Science Code link in the Navigation Pane on the left side of the screen.



2. Click the **ADD SCIENCE CODE** link.

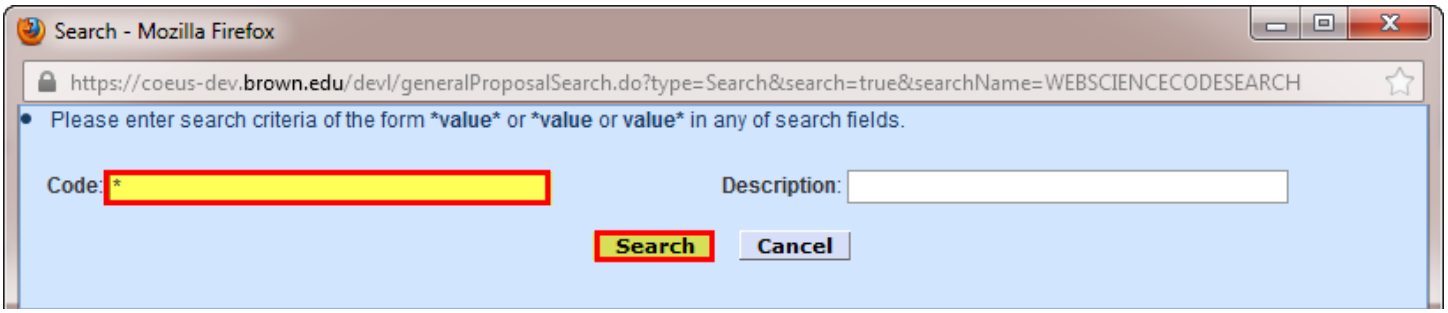


3. Click the **SEARCH** link to the right of the **Number/Code** field.



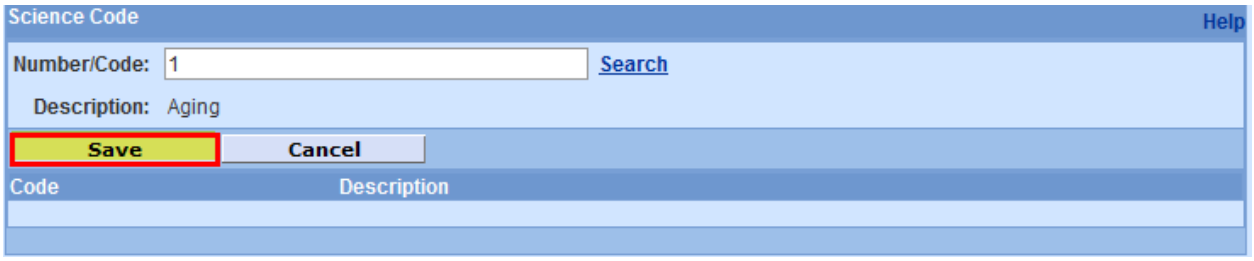
4. A Search Window will open. In the **Code** field enter an asterisks "*" to generate the list of keywords.

5. Click the [**SEARCH**] button to conduct your search.



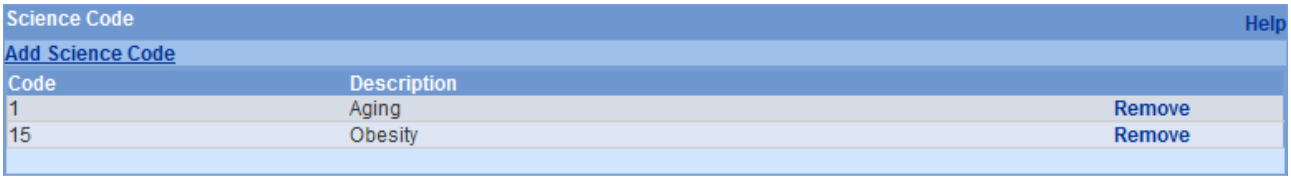
6. Select the Science Code that categorizes the proposal.

7. Click on the [**SAVE**] button to save your entry.

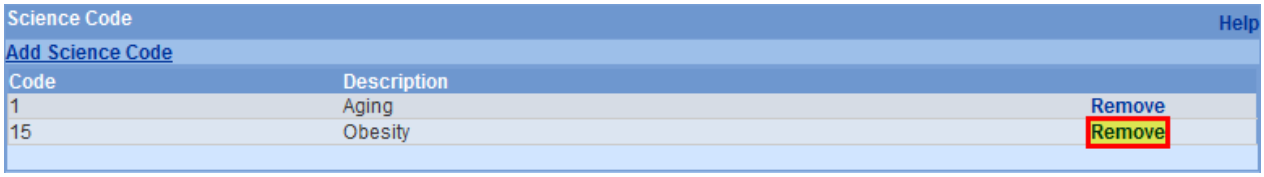


8. Repeat the steps for each additional Science Code that needs to be added.

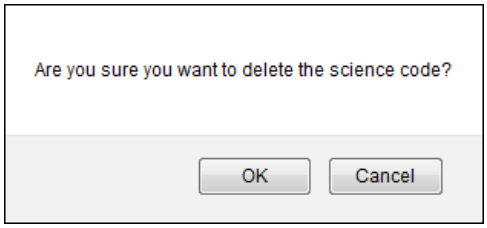
All Science Codes added will display in the **Science Code section**.



To **remove** a Science Code, click the [**REMOVE**] button next to the Code you would like to delete.



A confirmation message will appear click the [**OK**] button.



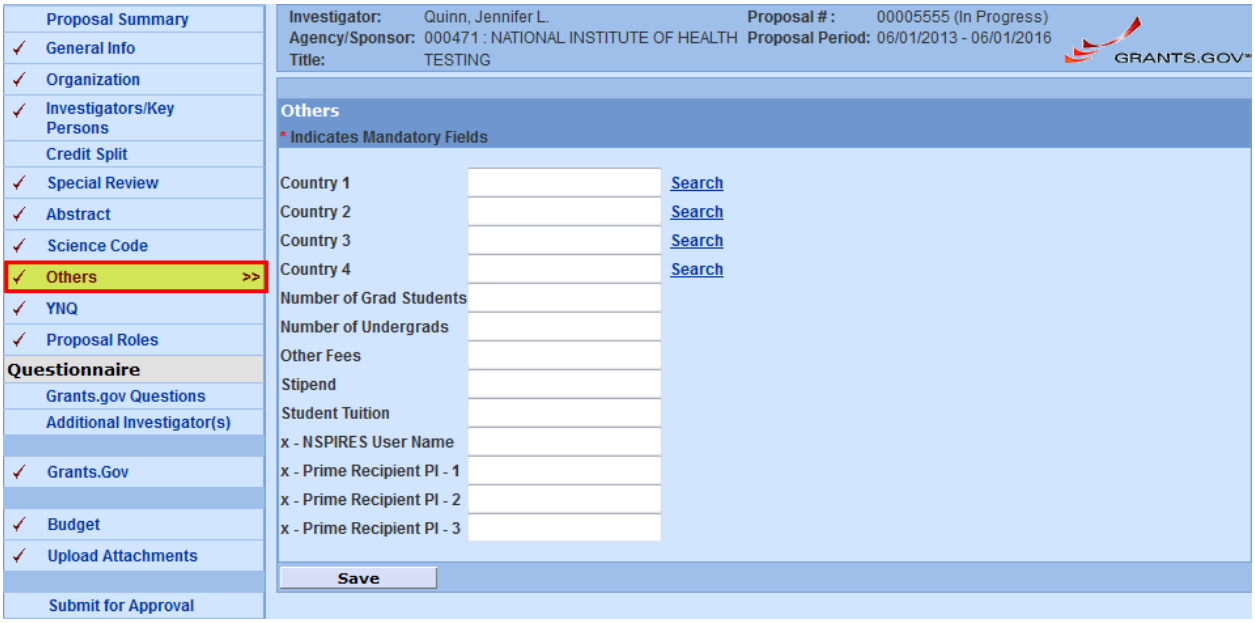
End of Procedure

o COMPLETING THE OTHERS INFORMATION

The **Others Section** captures data needed for Brown University's reporting requirements.

PROCEDURE

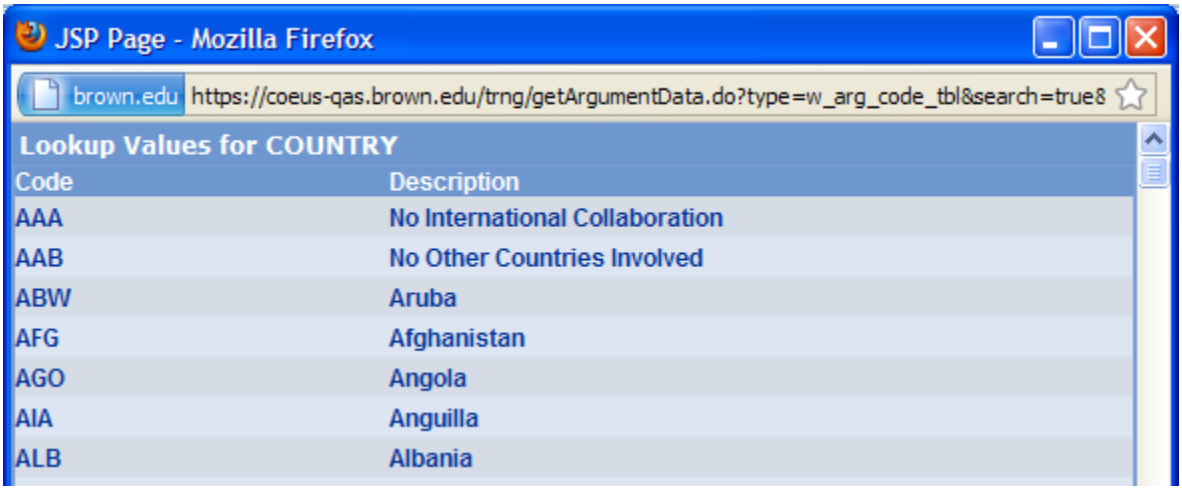
1. To navigate to the **Others Section**, select the **OTHERS** link in the Navigation Pane on the left side of the screen.



2. Complete the required fields

a. The Country Fields 1 – 4 ONLY need to be completed if this project involves activities outside the U.S. or partnership with International Collaborators.

Enter the country or countries in the **Country 1** thru **Country 4** fields by clicking on the **SEARCH** link to the right of the field to search the **Country Look-up** Table for the appropriate response.



If you have less than 4 countries, please select "***No Other Countries Involved***" after the last Country indicated.

If there is NO International Collaboration proposed; leave the Country 1 thru Country 4 fields blank.

b. Enter the Student Information in the following fields: **Number of Grad Students, Number of Undergrads, Other Fees, Stipend, Student Tuition.**

Student, Stipend, Fees, and Tuition fields in this section are not connected to the budget. These fields are for OSP reporting purposes only. When you build your budget, you will enter the specifics of students, etc.

If there are no students and/or tuition, enter "0" or N/A in each field.

Each of these fields must be completed.

3. Complete the *OPTIONAL* remaining fields

a. Enter the **x- NSPIRES User Name**

This field should only be filled for NASA submissions. If your proposal is a NASA submission enter the NASA User Name of Brown's AOR who submits the proposal. Contact your Contract Administrator for this information if applicable. (This field will populate the Grants.gov forms).

Otherwise, this field can be left blank.

b. Enter the **x-Prime Recipient PI 1-3**

If the proposal is a subcontract being issued to Brown, you should enter the Prime Recipient PI(s) in these fields. (Last name, First name format).

Otherwise, these fields can be left blank.

4. Click on the [**SAVE**] button to save your entry.

End of Procedure

o COMPLETING THE YNQ SECTION

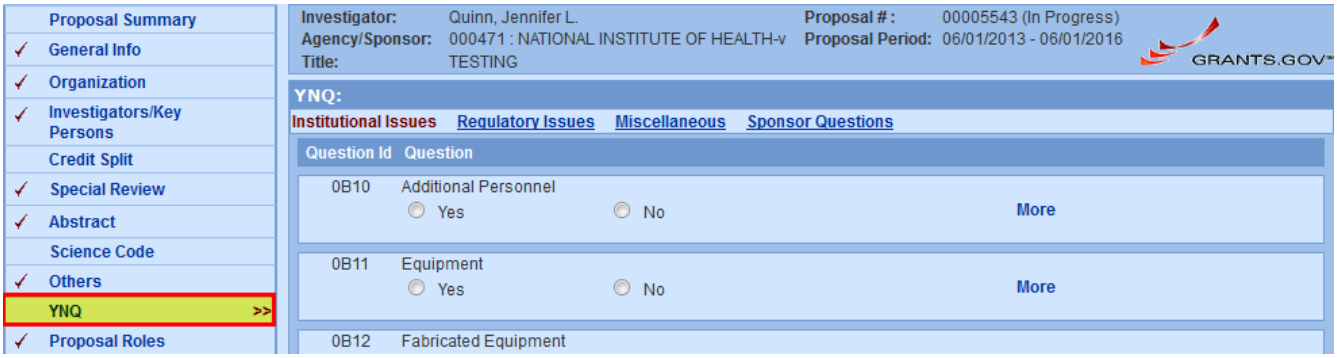
Coeus has a series of compliance questions that need to be answered in the **Yes/No Questions Section** of the Proposal Development record. These are a series of Brown compliance questions.

Sponsor Specific YNQs have been moved to the **Questionnaire Section** → **Grants.gov Questions**. Only Brown University's Institutional and Regulatory Questions will appear in the **Yes No Questions Section** of the Proposal (*0B Questions only*). Non-Federal/Non-Grants.gov Proposals will no longer require Sponsor Specific Grants.gov questions to be answered. NEW

Be sure to review the questions with the PI before answering, or give the PI the aggregator role so he or she can answer the questions.

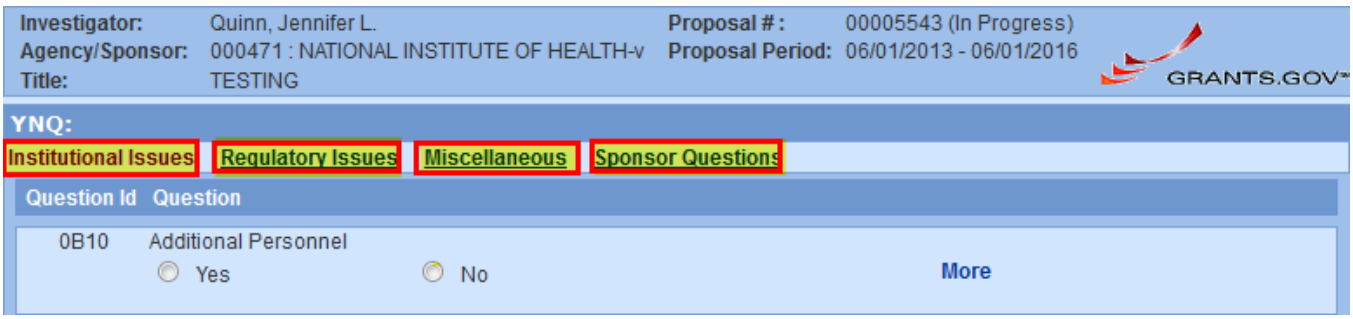
PROCEDURE

1. To navigate to the **Yes/No Question Section**, select the **YNQ** link in the Navigation Pane on the left side of the screen.



The YNQ Section contains 4 groups of Questions that address compliance issues for the Sponsor and Brown University:

- Institutional Issues (Brown Required)
- Regulatory Issues (Brown Required)
- Miscellaneous (Currently Not Used)
- Sponsor Questions



Click on question group links on top of the screen to navigate between the different question groups. Each question ***MUST*** be answered. Additionally, an explanation may be required for certain questions, depending upon the answer given.

You can save partial entries in this section, although all questions will NEED to be answered before a proposal can be submitted for approval.

All of the questions that begin with **0B** are Brown specific questions that address **regulatory and institutional issues** for the University.

With the exception of 0B01 (Human Research Participants) and 0B02 (Laboratory Animal Care), the 0B series of questions populate the **Special Review Section** based on how they are answered to document the institutional and regulatory issues for the proposal.

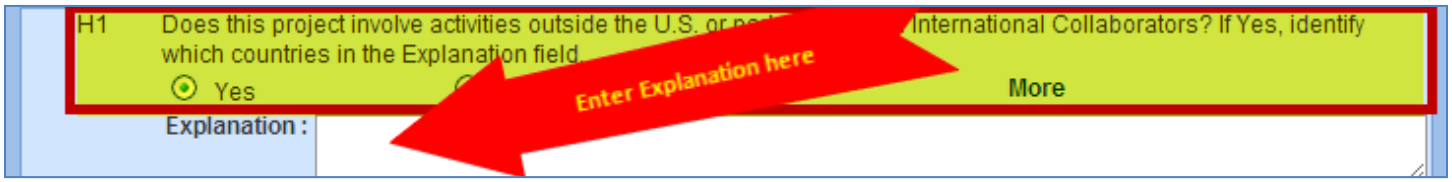
This automatic population of the **Special Review Section** does not occur until the proposal has been submitted for routing.

If you answer Yes to 0B01 (Human Research Participants) or 0B02 (Laboratory Animal Care) in the Yes No Question section, you also must manually add these to the Special Review tab.

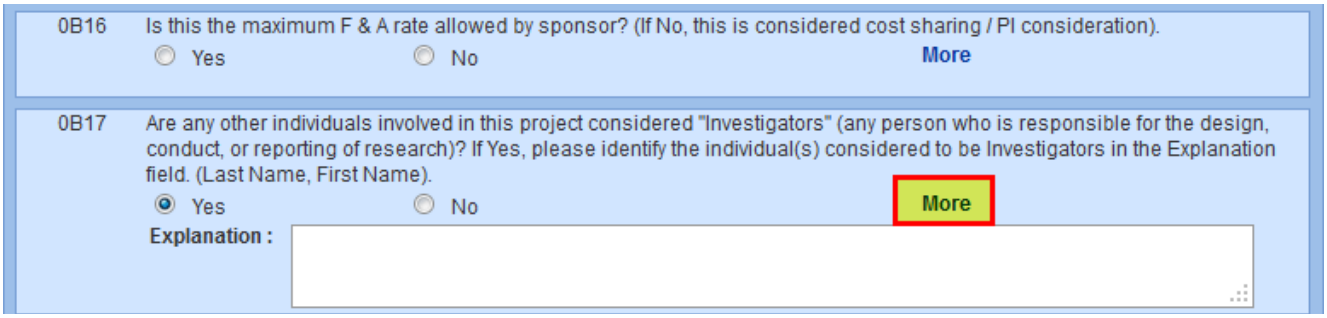
2. Select the appropriate answer for each question.

- Some Questions require an Explanation to be entered in addition to answering the question. The Explanation is required depending on how you answered a particular question. If after answering a question an explanation box appears beneath the question, you must enter an explanation.

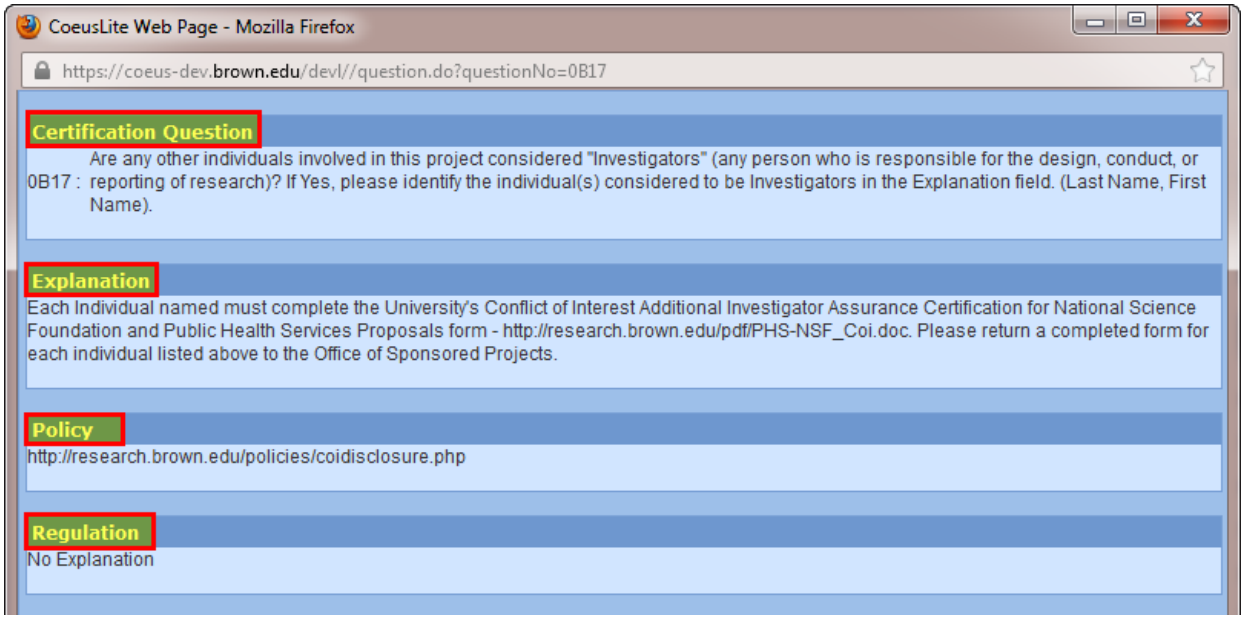
→ **Question H1** is an example of a question that requires an explanation if you select ***Yes*** to this question.



- If you are unsure how to answer a particular question, you can view an explanation of the question as well as the current policies (if applicable) to help decide on the appropriate response. This information is located in the **More** link next to each question. Click on the **More** link next to the question you need more information about.



A new window will open containing 4 panels of information relevant to the particular question:



- The Certification Question Panel displays the whole question if it is cut off in the **YNQ Section**.
- The Explanation Panel provides details and instruction on how to answer the question.
- The Policy Panel references Brown specific policy that is related to the question.
- The Regulation Panel references the Federal regulation that is related to the question.

Some questions may not have policy or regulation information if it is not applicable to that question.

- Click the **CLOSE** link at the bottom of the new window to close out of that window.
- Since the list of compliance questions is longer than the window can show, you will need to scroll down to answer the remaining questions.

3. When you have completed answering all the questions, click on the [**SAVE**] button to save your entry.

You must answer every Yes/No question! If the question is not applicable to the proposal, answer **NO** or **N/A** depending on the available options.

See document –***Sponsor Related Yes No Questions*** – available on our Coeus Website for more information.

If you accidentally miss a question, Coeus will notify you with a pop-up window to ask you to complete the question when you attempt to submit your proposal for approval. If you have failed to enter an explanation to a question when one is required, Coeus will alert you and it will not allow you to leave the Yes/No Question section until all required questions and explanations are complete.

End of Procedure

VI. UPDATING PROPOSAL PERSONNEL INFORMATION

Coeus maintains a database, the **Person Table**, of personnel information which is connected to Brown's Human Resources system. This table stores various pieces of information that is essential to the proposal such as a user's contact information, Agency Credentials or degree type that populate the Grants.gov forms. In some instances Individuals may want to edit that information for a selected proposal or an individual could be missing needed information.

In addition, Principal Investigators that are added to the system from the Rolodex – **NON EMPLOYEE SEARCH** link (i.e. an Investigator who does not have a record in the HR system) will need to edit the **Investigator's Details** to include their Agency Credentials and degree information so that the information can be transferred to the Grants.gov forms.

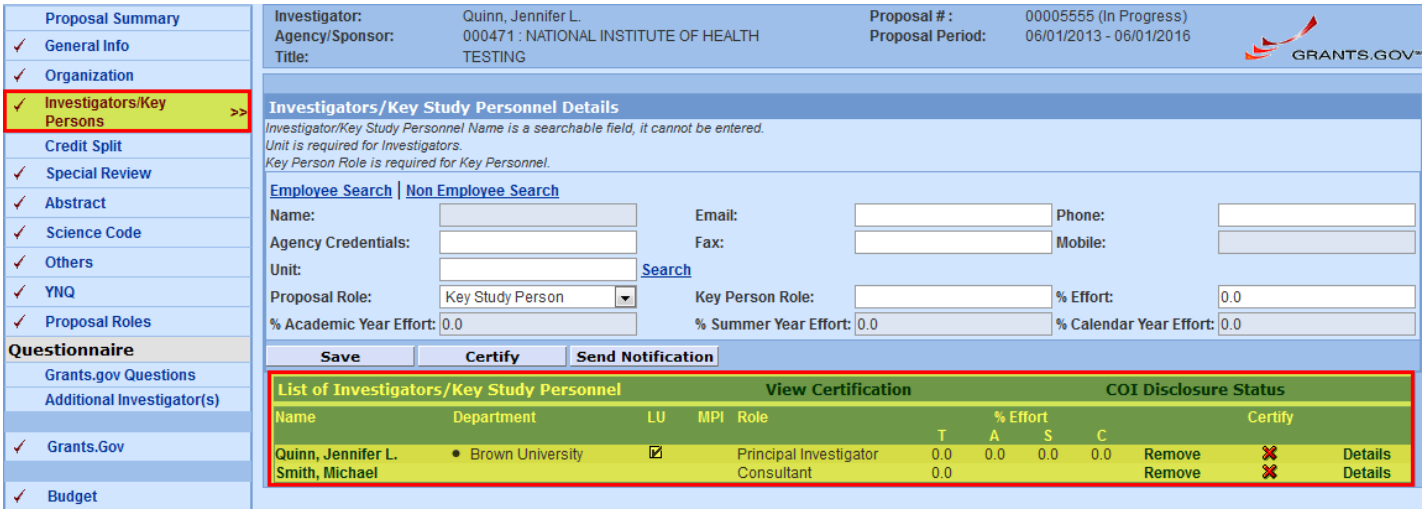
NEW The **eRA Commons User Name** field is now labeled **Agency Credentials**.

All individuals added to the Proposal from the Rolodex must update their Details Information.

o UPDATING CONTACT INFORMATION

PROCEDURE

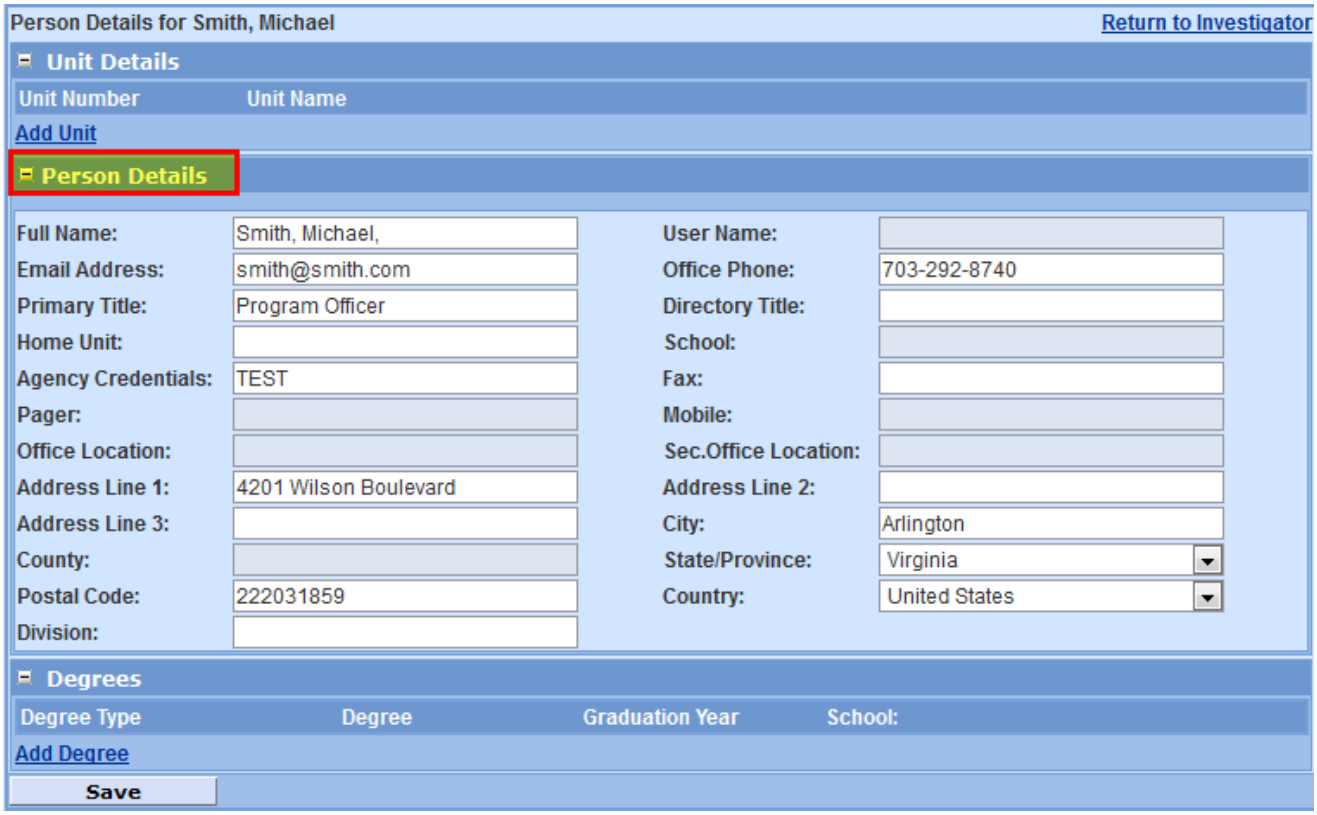
1. Navigate to the **Investigators/Key Persons Section**, by selecting the **INVESTIGATORS/KEY PERSONS** link in the Navigation Pane on the left side of the screen.



The **List of Investigators/Key Study Personnel Panel** at the bottom portion of the screen will include a list the senior and key people named on the proposal thus far.

2. To update Personal information, click on the **DETAILS** link next to the individual you want to modify the information for in the **List of Investigators/Key Study Personnel Panel**.

The **Person Details Section** will open up.



3. Update all the required information.

The fields that are editable are displayed in white. The non-editable fields are grayed out.

The following fields can be modified:

- **Address information**
- **Primary & Directory Title**
- **Email Address**
- **eRA Commons User Name now labeled Agency Credentials** NEW
- **Fax Number**
- **Phone Number**
- **Division** NEW

Grants.gov forms use both the Directory Title and the Primary Title to populate the forms.

- *The **Primary Title** field populates the Title field of the **Key Person Expanded form.***
- *The **Directory Title** field populates the Title field of the **SF424 Cover Page***

→ **If you need to update the proposal person's Title**:

Click in the **Directory Title** and/or **Primary Title** field of the selected individual and modify accordingly.

a. Update the **Agency Credentials** if necessary; Enter the Commons User Name or CMDRP User Name in the **Agency Credentials** field

→ NEW **Agency Credentials field:**

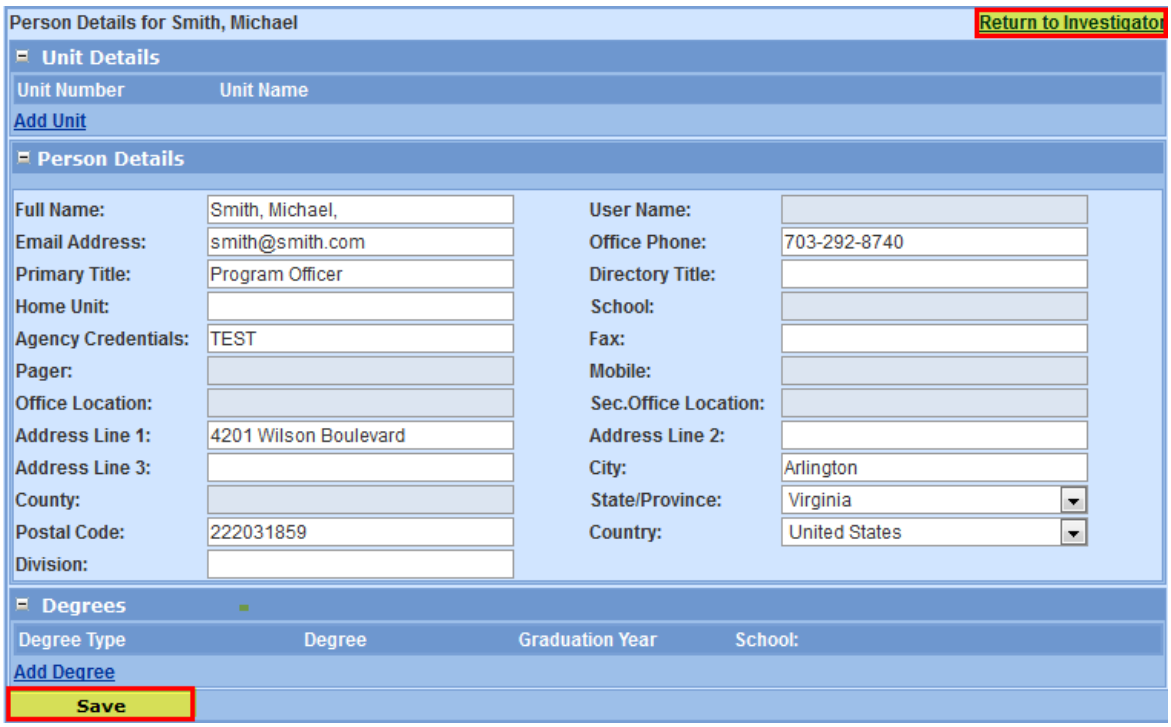
This field tracks the eRA Commons Name for NIH submissions, NSF ID for NSF Submissions, and the CDMRP User Name for DOD submissions. **This is a required field for any NIH or DOD submission.**

For Brown faculty, eRA Commons User Names are loaded into Coeus at the time of set-up into the **Agency Credential** field in the **Person Details Section**. If it needs to be modified for the proposal, change it here. If it is entered incorrectly, please email Coeus_Help@brown.edu.

This will have to be manually entered for any PI added from the Rolodex.

b. Make sure that the address information is complete and that the Postal Code is in the 9-digit format.

5. Click on the [**SAVE**] button to save your entries.



6. Click on the **RETURN TO INVESTIGATOR** link on the top of the screen to return to the **Investigators/Key Persons Section.**

End of Procedure

O UPDATING DEGREE INFORMATION

For Brown faculty, ***Degree***, ***School*** and ***Year Graduated*** information is loaded into Coeus at the time of their department set-up. If it needs to be modified for the proposal, change it here. If it is entered incorrectly, please email Coeus_Help@brown.edu.

If OSP was not informed of the Investigator's Degree, School, and Year Graduated, it will have to be manually entered in the Investigator/Key Person Section if required by the sponsor.

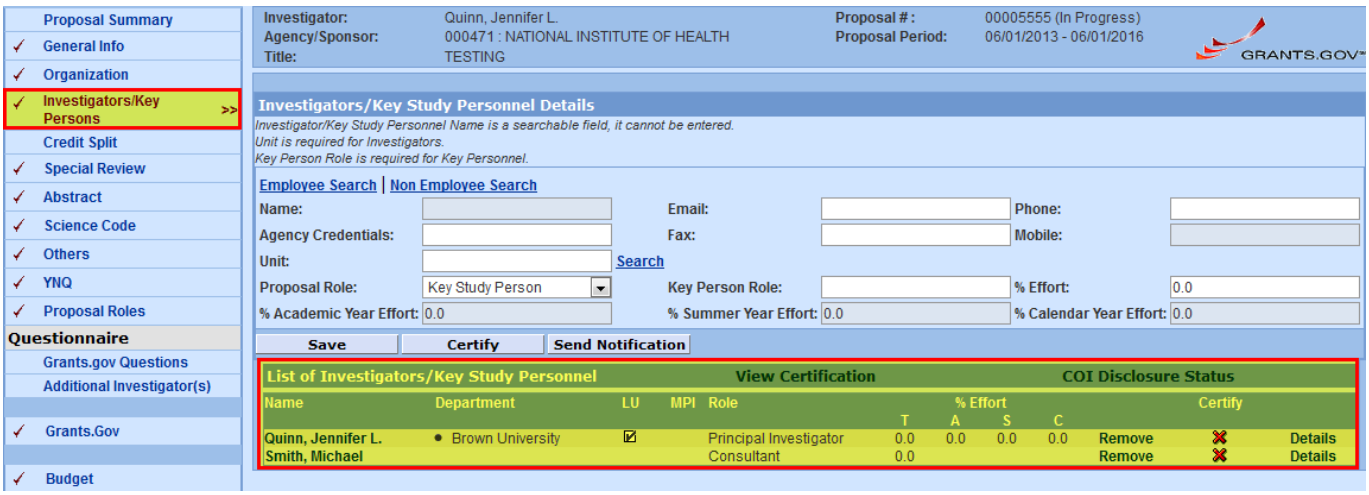
FOR NIH SUBMISSIONS: Degree information for PI's is now collected from the eRA Commons profile, rather than from the **Person Details Section**. Users submitting to NIH should verify that their information is current and correct in the eRA

Commons system, and can leave these fields blank in Coeus.

However, the RR Key Person Expanded form does have a field for Degree Type and Year Graduated. To fill in these fields for this form, users should enter that information in the **Degree Section**.

PROCEDURE

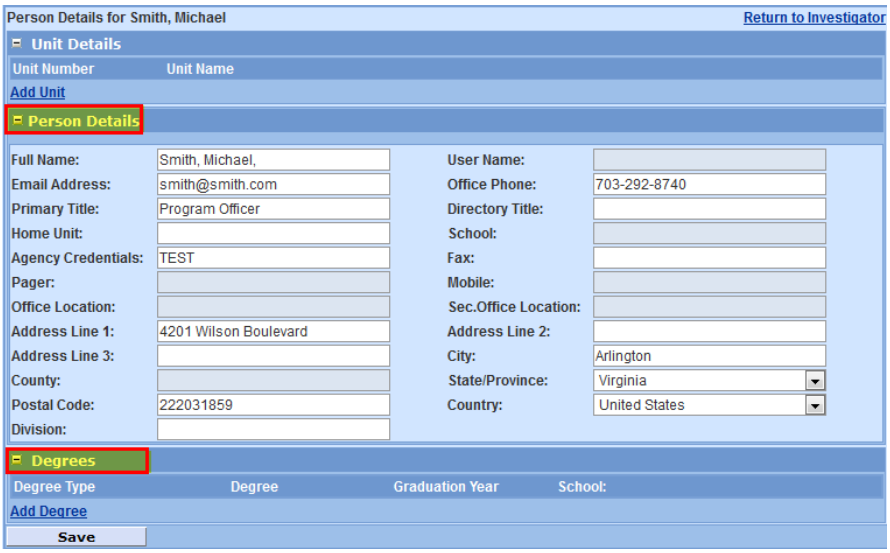
1. To update the degree information for an individual, navigate to the **Investigators/Key Persons Section**, by selecting the **INVESTIGATORS/KEY PERSONS** link in the Navigation Pane on the left side of the screen.



The **List of Investigators/Key Study Personnel Panel** at the bottom portion of the screen will include a list the senior and key people named on the proposal thus far.

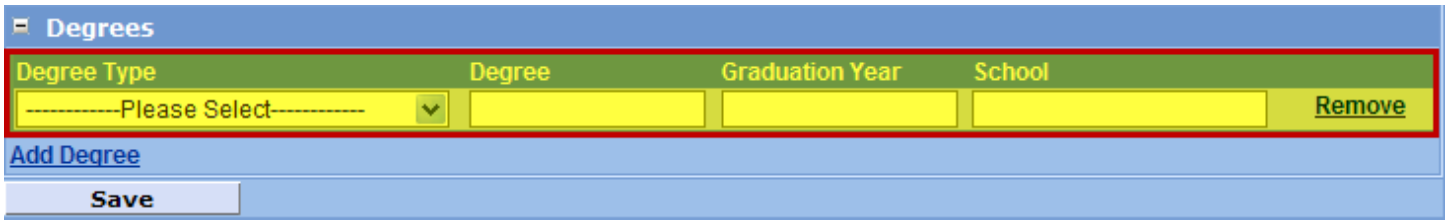
2. To update Degree information, click on the **DETAILS** link next to the individual you want to modify the information for in the **List of Investigators/Key Study Personnel Panel**.

The **Person Details for _____ Section** will open up. This section has two panes: the **Person Details Pane** and the **Degrees Pane.**



3. In the **Degrees Pane** click on the **ADD DEGREE** link

A new section will appear in the **Degrees Pane**:

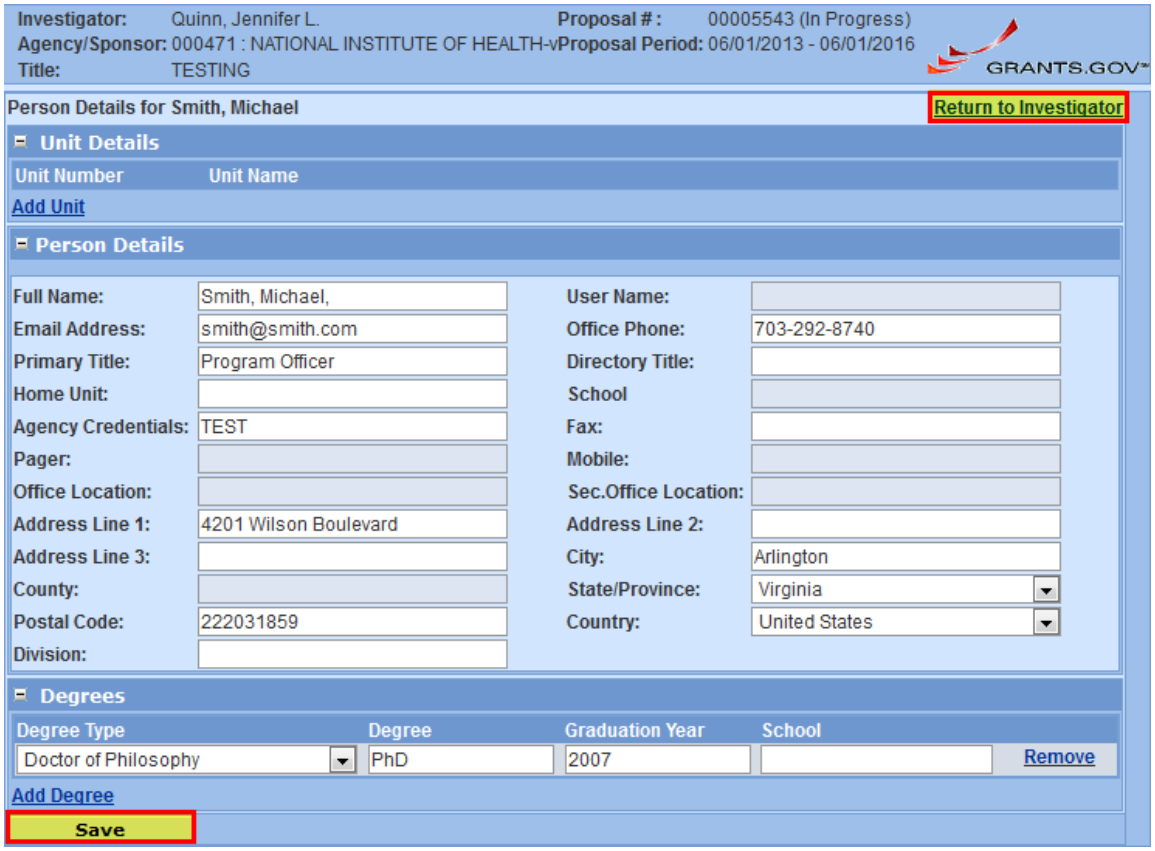


4. Complete the required fields:

   a. Click the Arrow to the right of the **Degree Type** field to select the degree type. The Degree Type drop-down displays a listing; use the scroll bar to find the appropriate Degree Type.
   b. Enter the Degree in the **Degree** field. This field does not populate the Grants.gov forms *For example, click in the **Degree** field and enter "**Ph.D.**"*
   c. Enter the graduation year for the Degree Type selected in the **Graduation Year** field (use the following format: **YYYY)**

School is an Optional field.

5. Click on the [**SAVE**] button to save your entries.



6. Click on the **RETURN TO INVESTIGATOR** link on the top of the screen to return to the **Investigators/Key Persons Section.**

The degree that populates the R&R Senior/Key Person Profile – Expanded form is pulled from the Degree Type field in the Person Degree Details Window, which has the full name of the Degree (e.g. Doctor of Philosophy) instead of the abbreviation (e.g. PhD). This does not cause an error or warning with Grants.gov.

End of Procedure

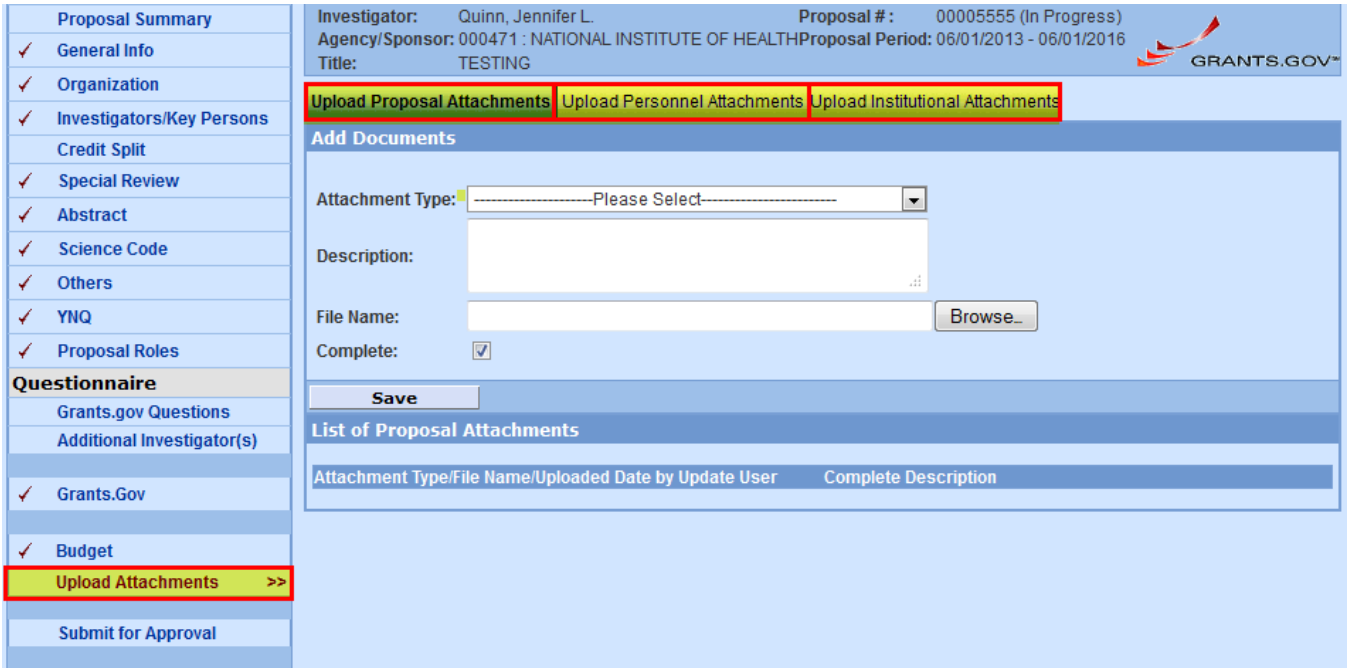
VII. UPLOADING ATTACHMENTS (NARRATIVES)

This section will explain how to include personnel and proposal attachments (narratives). The **UPLOAD ATTACHMENTS** link allows you to upload documents to your proposal from your computer desktop. The Narrative Types currently available in Coeus contain a standard set of narrative types for all proposals; specific Grants.gov narrative types based on downloaded opportunity; and a few Brown specific narrative types to track proposal information that does not need to get sent to the sponsor.

The attachment type drop down list is filtered based on the Grants.gov opportunity selected in the proposal. If not opportunity is selected, a standard setoff narrative types will be listed. If an opportunity is selected, list of narrative types available will be based on the forms included in the opportunity.

The **Upload Attachments Section** is where the proposal related documents are stored in Coeus. There are 3 tabs within this section where the appropriate attachments should be uploaded under.

- **Upload Proposal Attachments** – these documents or files are required as defined by the sponsor opportunity instructions and their general submission guidelines
- **Upload Personnel Attachments** – these are person-specific files (Biosketches, Current and Pending, etc.)
- **Upload Institutional Attachments** – these documents are to be reviewed by Brown only. These files will not be submitted to the sponsor (i.e. Cost sharing approval)



o UPLOADING PROPOSAL NARRATIVES AND ATTACHMENTS

The term NARRATIVE type can be used interchangeably with ATTACHMENT type. **<u>The selection of Narrative (Attachments) in the drop down list is filtered based on the Grants.gov opportunity selected in the proposal.</u>**

If no opportunity is selected, a standard set of narrative types will be listed.

In this topic you will learn how to upload and attach sponsor and/or Brown specific Narratives/Attachments; delete attachments; and modify existing attachments.

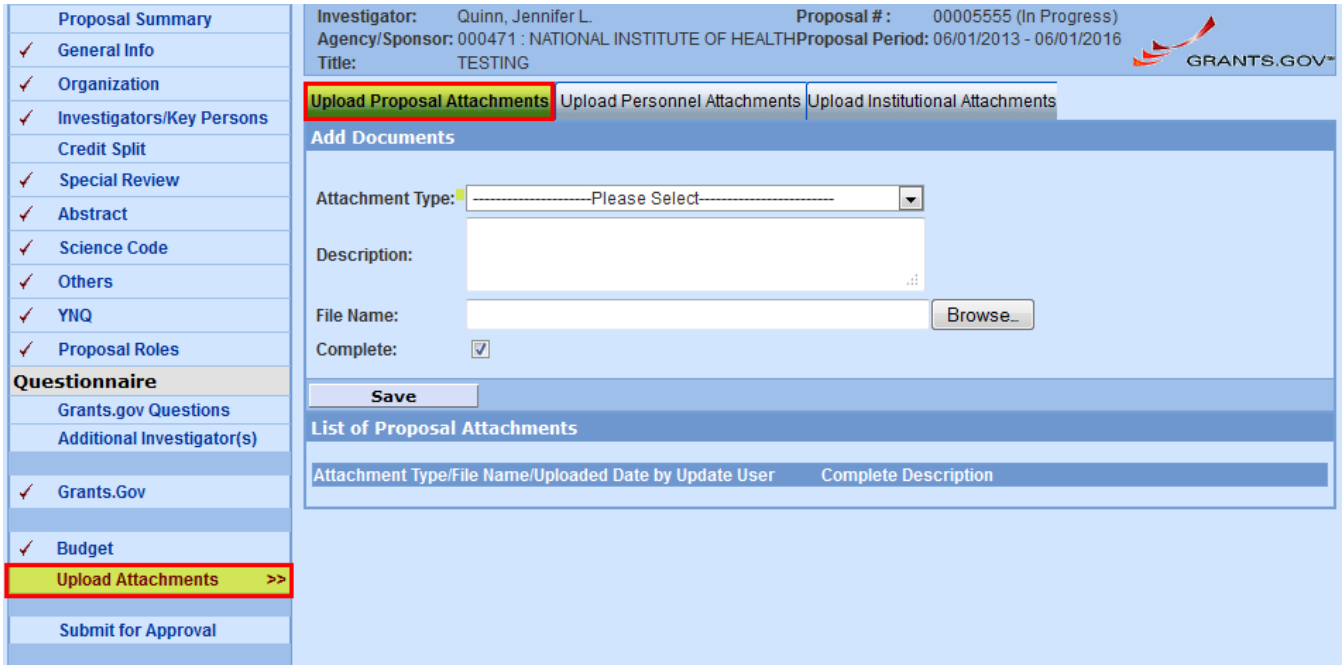
The **Upload Attachments Section** is where the majority of proposal attachments are stored. The **Upload Attachments Section** allows you to upload PDF or Word DOC files to your proposal from your computer desktop; including most of the proposal related documents such as, science, budget justification, equipment, etc.

The Narrative Types currently available in Coeus contain a standard set of narrative types for all proposals; specific Grants.gov narrative types based on downloaded opportunity; and a few Brown specific narrative types to track proposal information that does not need to get sent to the sponsor.

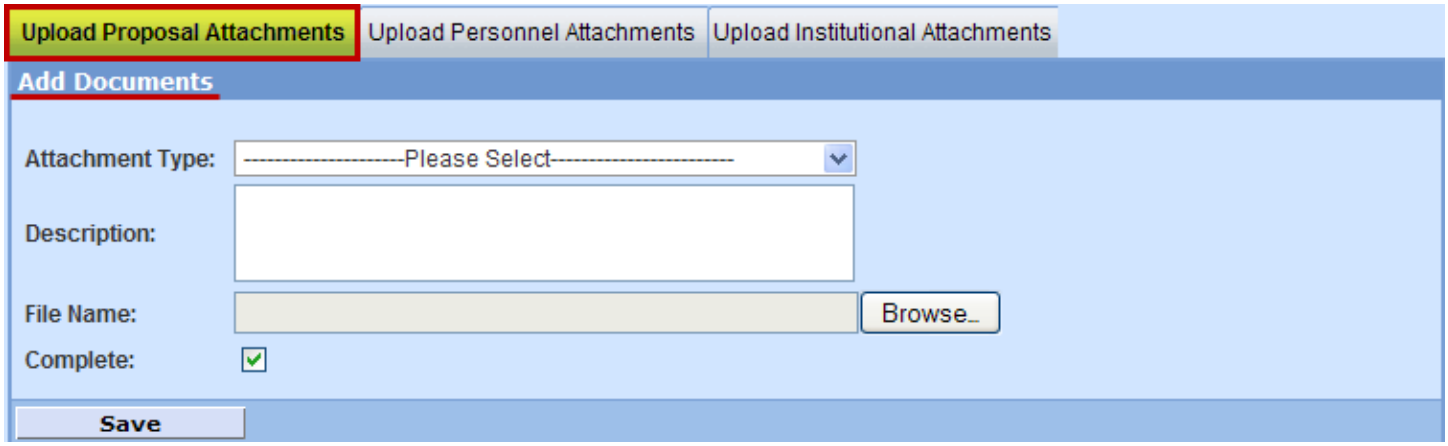
PROCEDURE

1. To navigate to the **Upload Attachments Section** by selecting the **UPLOAD ATTACHMENTS** link in the Navigation Pane on the left side of the screen.

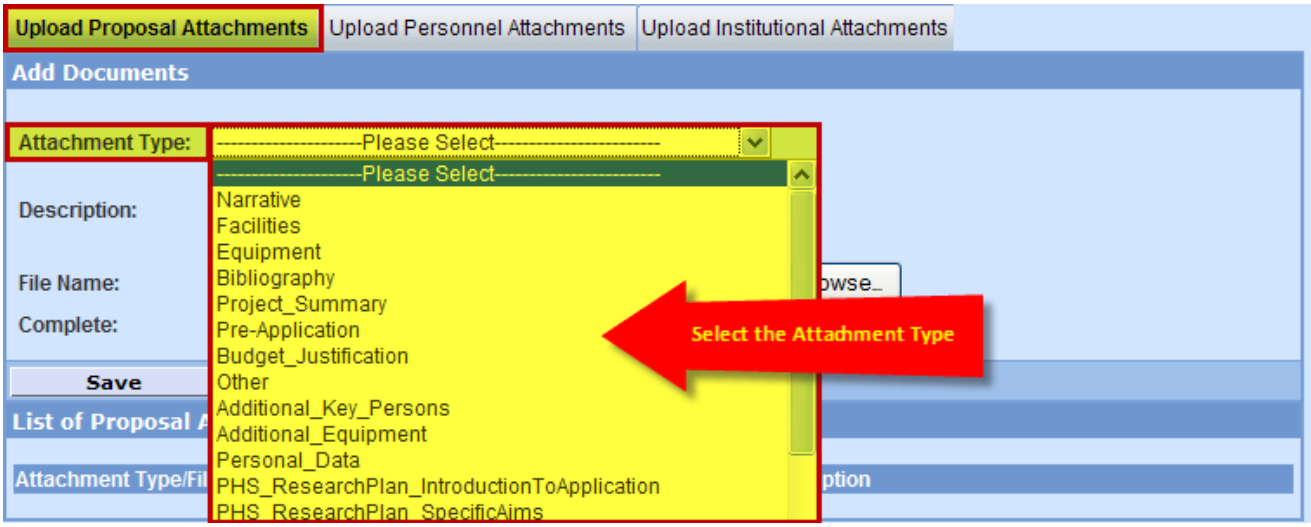
2. In the **Upload Attachments Section**, click on the "**Upload Proposal Attachments" Tab** to start uploading the appropriate documents.



The **Add Documents Screen** will be displayed:



3. From the **Attachment Type** drop-down select the appropriate Narrative Type.



A base list of Narrative Types will always be presented.

For Grants.gov submissions, the types in the drop-down list have been filtered to display the available types to support the forms utilized by the Grants.gov opportunity selected. If a Grants.gov opportunity has NOT been selected, only the default list of Narratives displays.

Use the scroll bar to see the complete listing of Narrative Types.

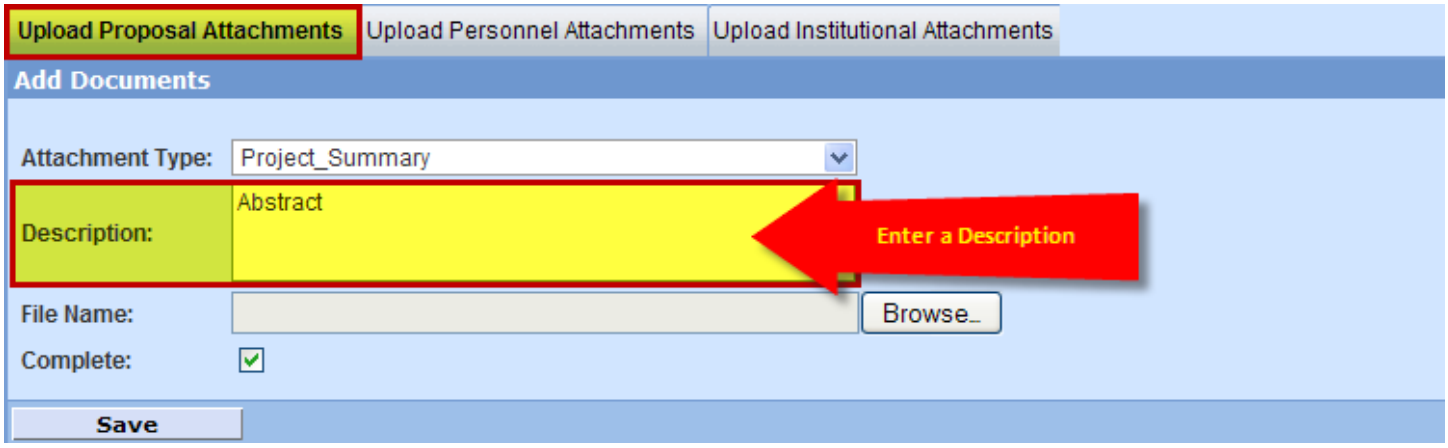
Click the appropriate Narrative Type for the document you have to upload.

Most Narrative Types can be used only once. If you select a Narrative Type that can be used only once and that has already been used, a warning message will appear.

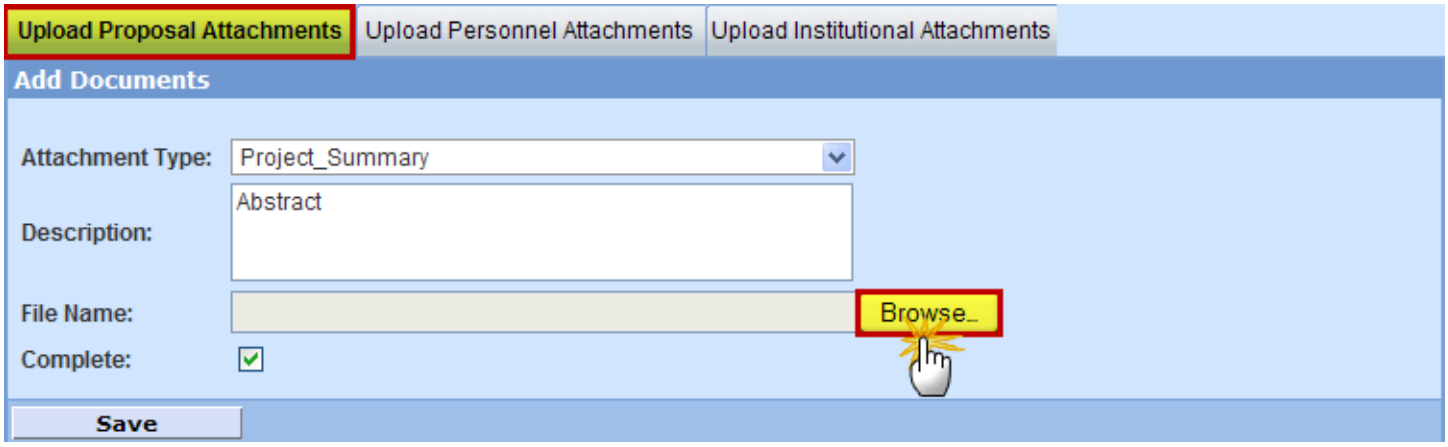
4. Enter a **Description** if needed in the **Description** field.

For a single-use Narrative Type this field is for your reference and is optional. If it is a Grants.gov submission, Coeus will send the Narrative Type name as the file name of the document.

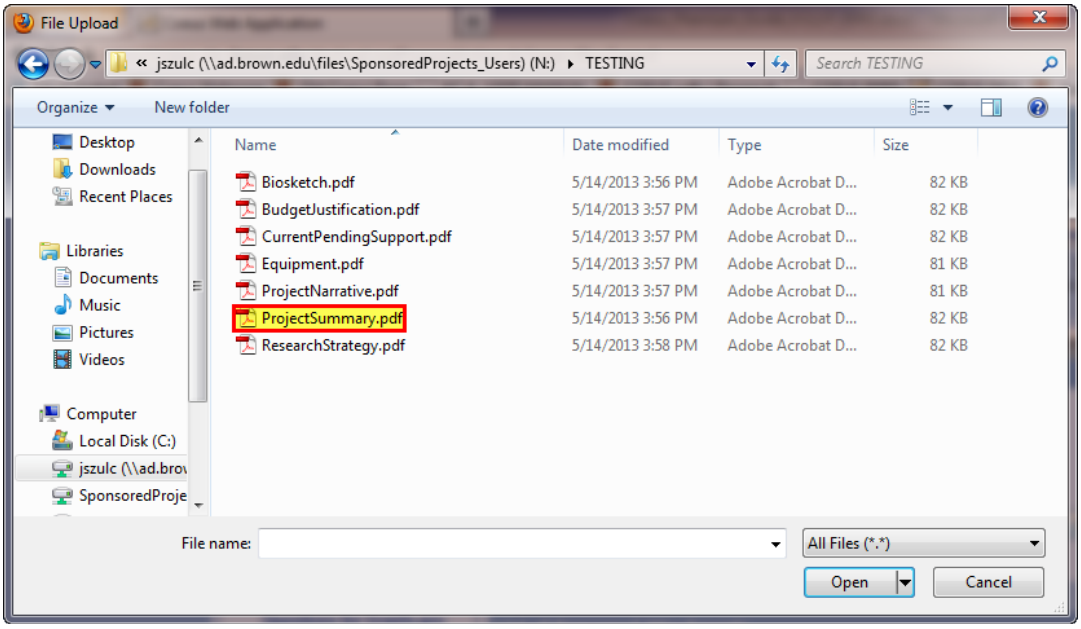
The **Description** field is required, however, if the Narrative Type is one that can be used more than once. When the narrative is one of those types, the entry in the **Description** field is used as the file name. (See the funding opportunity or the sponsor requirements for file naming conventions.) Enter a unique title, and **do not use any spaces or special characters.**



5. Click on the [**Browse**] button to search for the file to be uploaded.

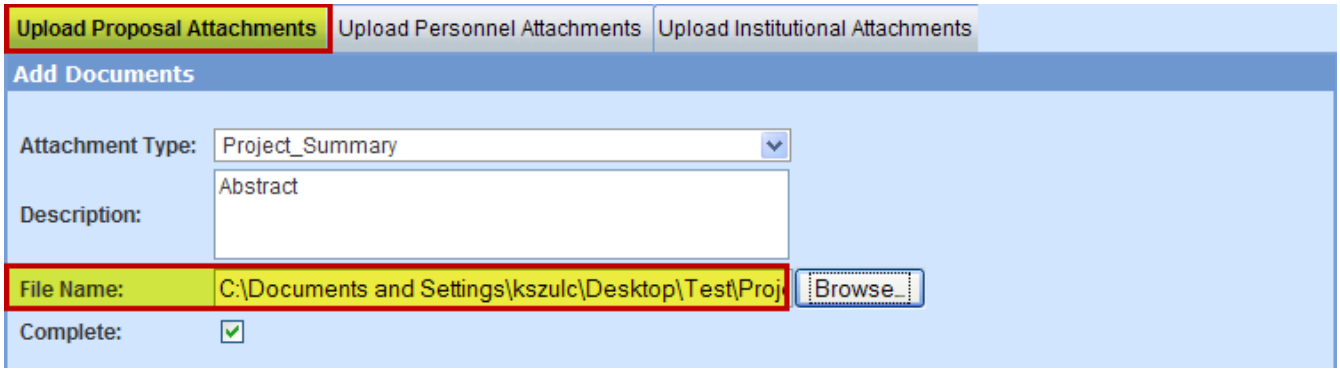


A File Upload Window will appear that allows you to search for the document that you want to upload that is stored on your computer or network. You can upload a PDF (or other type depending on the Sponsor Instructions) document that is stored anywhere on your computer or network.



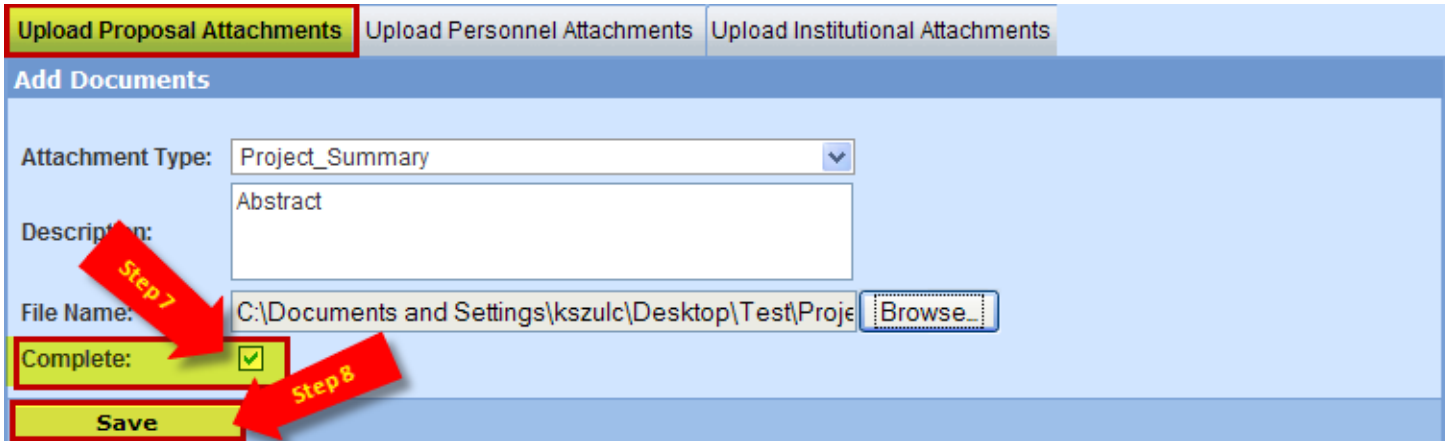
6. Select the file and click the [**OPEN**] button.

The file information will appear in the **File Name** field.



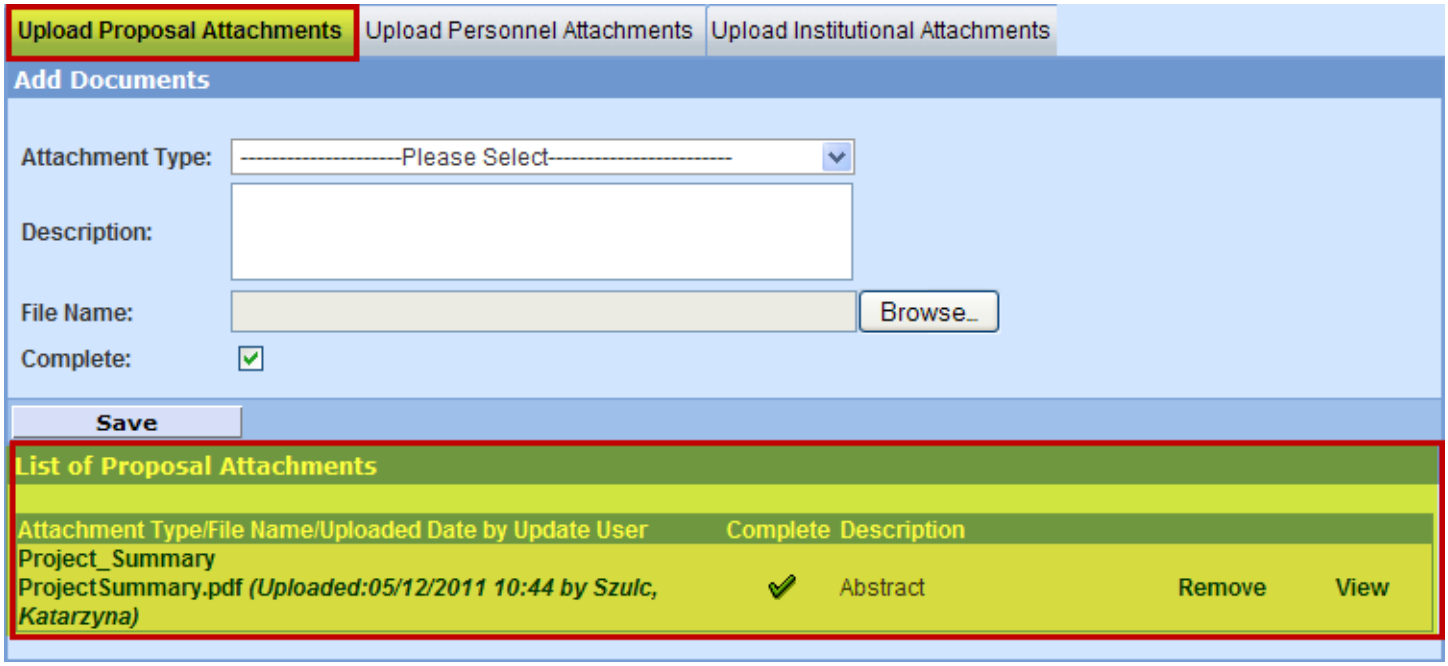
7. Set the Status of your Attachment to either **Complete** by leaving the **Complete checkbox** "checked "or **Incomplete** by "un-checking" the **Complete checkbox**.

8. Click the [**Save**] button to save the information.



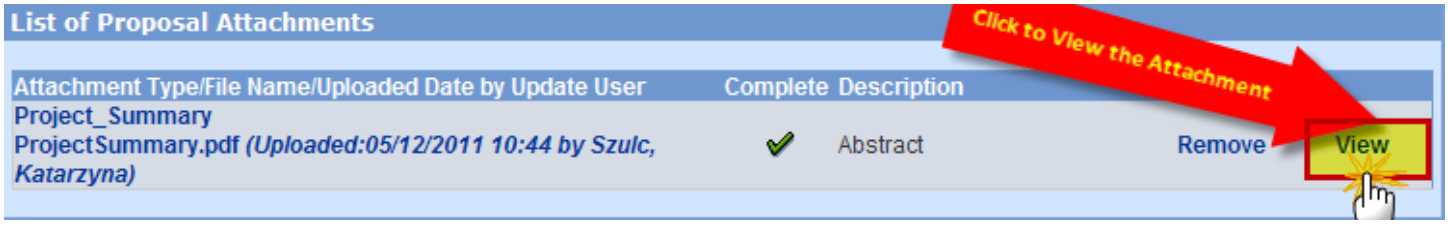
9. Upon clicking the [**SAVE**] button; the entry will appear in the **List of Proposal Attachments Section** at the bottom portion of the screen

   Also, under each attachment uploaded you will also see the following information*: Date and Time Uploaded and by whom. A Green Check March next to the attachment indicates that the file uploaded is "Complete"*



   To view the uploaded document:

   - Click on the **VIEW** Link next to the attachment that you want to see.

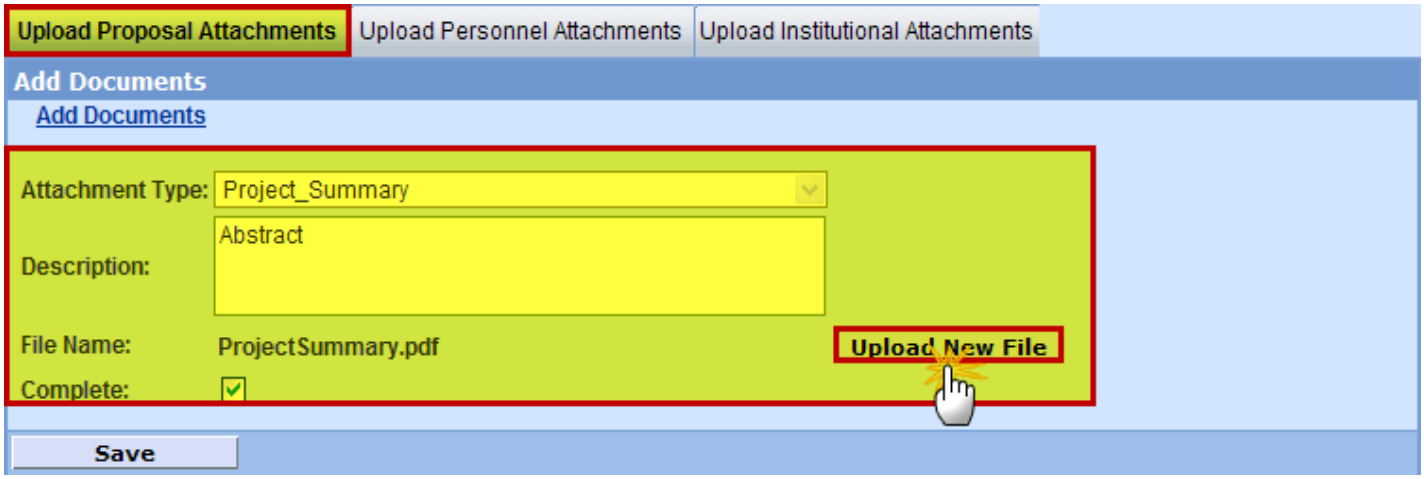


10. Follow the same process to upload the remaining Proposal Attachments.

➢ *Updating Narrative Attachments*

1. To replace a Proposal Attachment, in the List of Proposal Attachments, click on the attachment link you want to replace.

2. Upon clicking on the attachment link, the attachment information will appear in the upper portion of the screen in the **Add Documents Pane.**



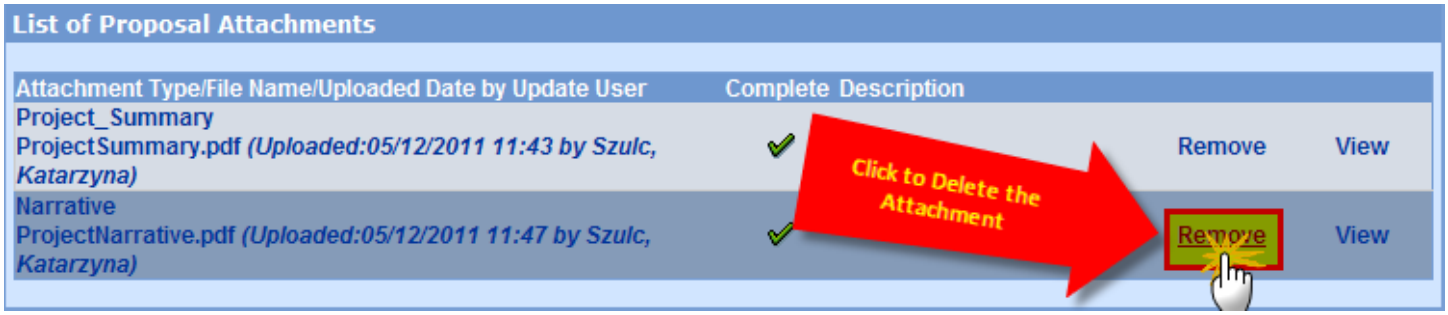
3. Click on the [**UPLOAD NEW FILE**] button.

4. Upon clicking the [**UPLOAD NEW FILE**] button, the [**BROWSE**] button will appear. Search for the updated file and selected it to be uploaded.

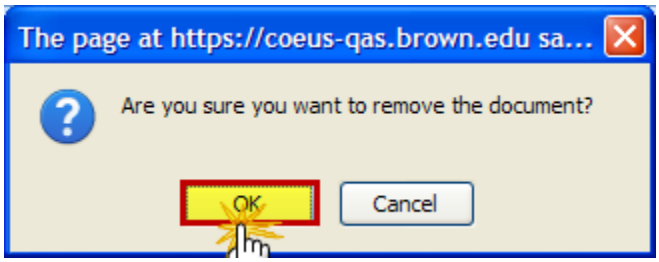
5. Click the [**SAVE**] button to save the information.

➢ *Deleting a Narrative Module*

1. To delete a Proposal Attachment, in the **List of Proposal Attachments**, click on the **REMOVE** link next to the attachment that you want to delete.



2. You will be asked, "Are you sure you want remove the document?"



3. Click the [**OK**] button to delete the attachment.

o UPLOADING PERSONNEL ATTACHMENTS

Personnel attachments may be required for everyone listed in the **Investigators/Key Persons Section**. Refer to the sponsor's requirements for the format, content, and length of the documents to upload.

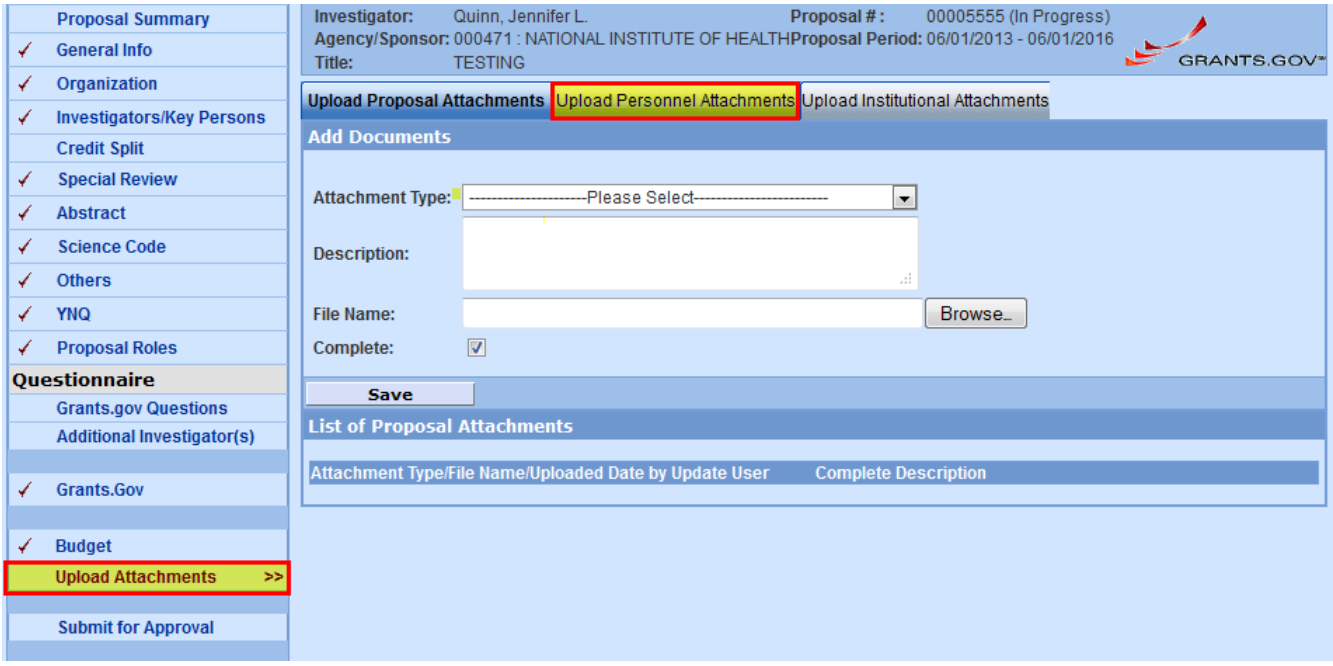
The **Biosketch** (also known as a Curriculum Vita) and the **Current & Pending** documents are often required for all **Investigators** and **Key Persons**, but should be confirmed in your announcement of opportunity.

Since many sponsors require a specific number of pages for the Biosketch and Current & Pending, it is recommended that you save these documents in the PDF format, which will guarantee that the document opens for the sponsor exactly as you prepared it.

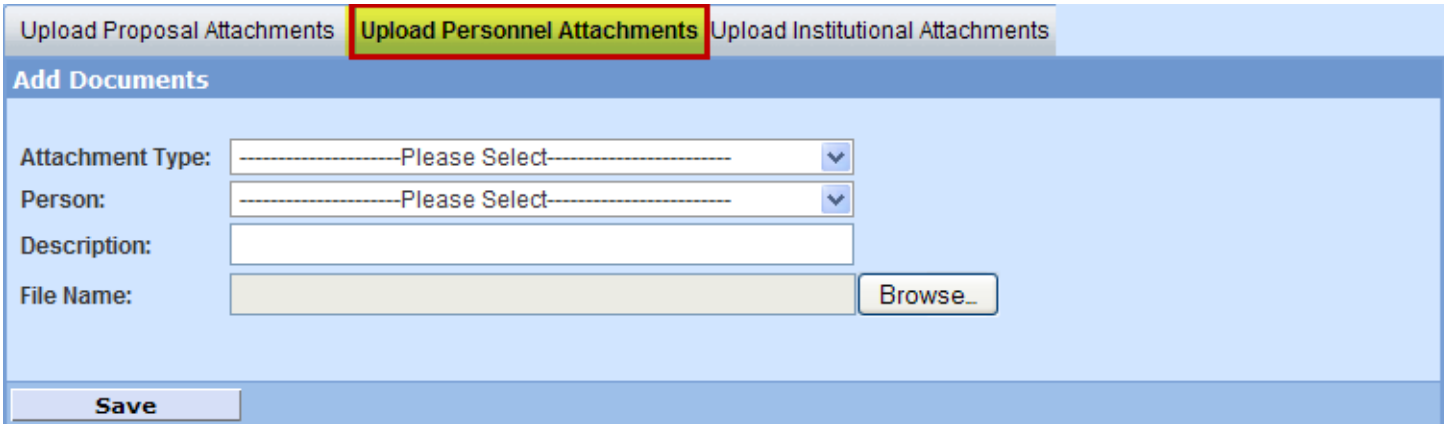
The Biosketch and the Current and Pending documents are stored in the **Upload Attachments Section** in the **"Upload Personnel Attachments" Tab**.

PROCEDURE

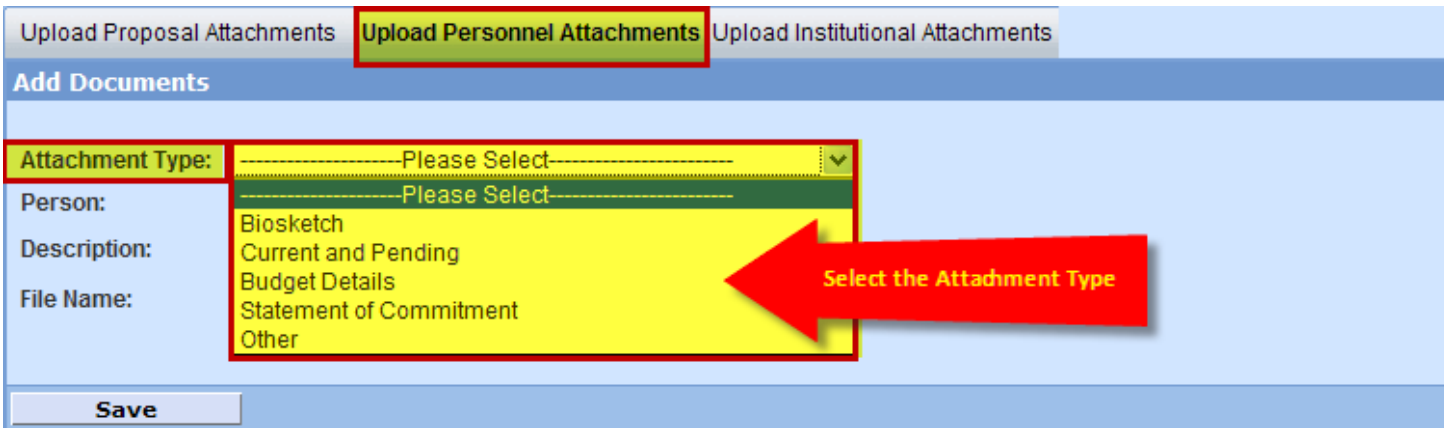
1. To navigate to the **Upload Attachments Section** by selecting the **UPLOAD ATTACHMENTS** link in the Navigation Pane on the left side of the screen.
2. In the **Upload Attachments Section**, click on the "**Upload Personnel Attachments" Tab** to start uploading the appropriate documents.



The **Add Documents Screen** will be displayed:



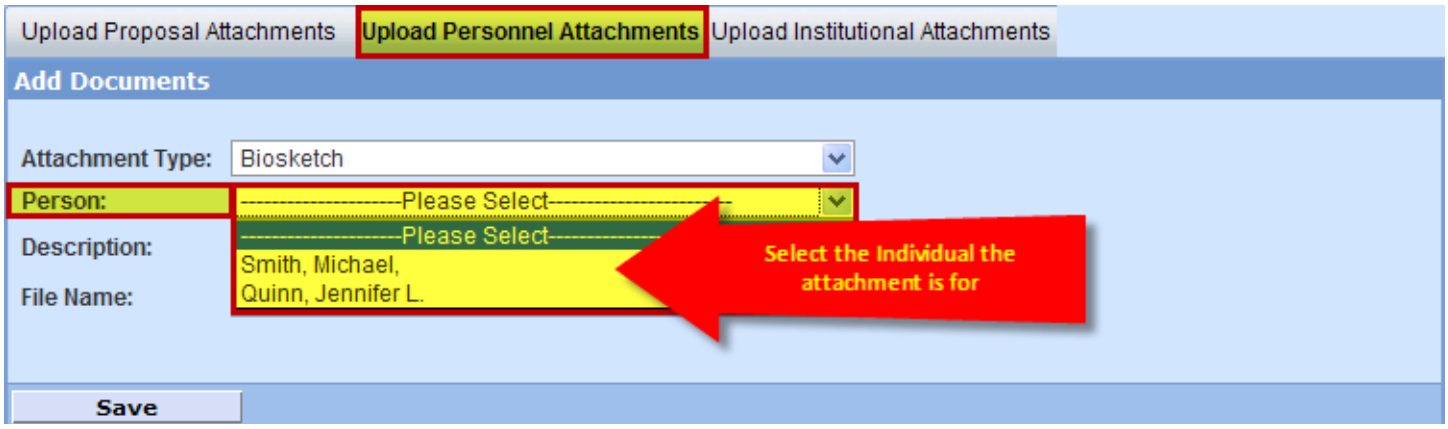
3. From the **Attachment Type** drop-down select the appropriate attachment type (available selections: *Biosketch, Current and Pending, Budget Details, Statement of Commitment*, and *Other*).



The **Attachment Type** selected becomes the filename of the document that is sent to the sponsor, unless you choose *"Other"*

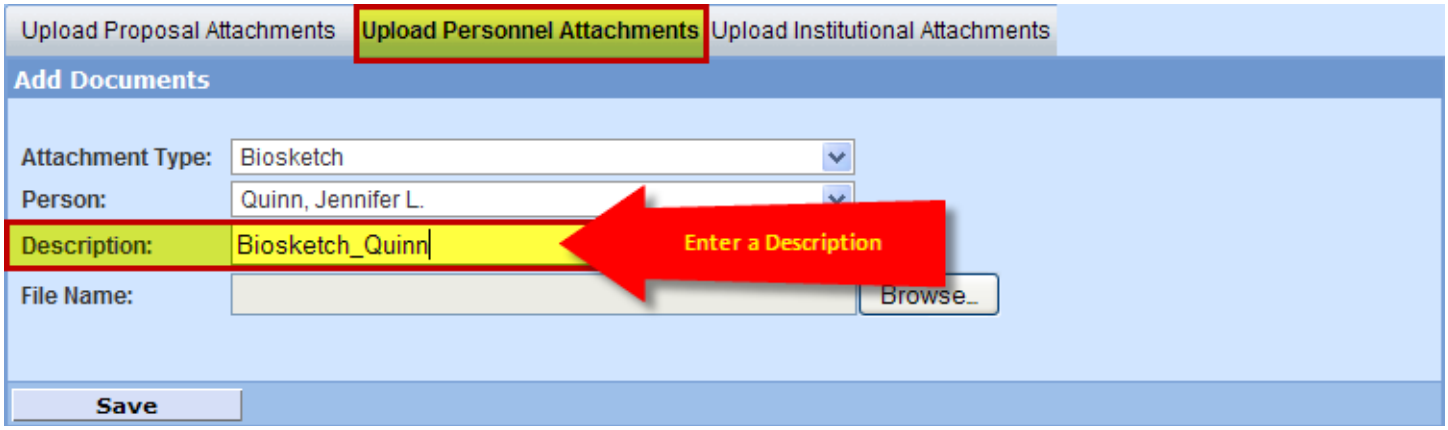
as the attachment type. Use "*Other*" ONLY when sponsor requires that you attach a personnel document with a specific filename. (DOD submissions require specific file names). NIH does not accept the "*Other*" Attachment Type.

4. From the **Person** drop-down select the individual this attachment is for. The Person drop down will have all the individuals listed who are included in the **Investigators/Key Persons Section.**

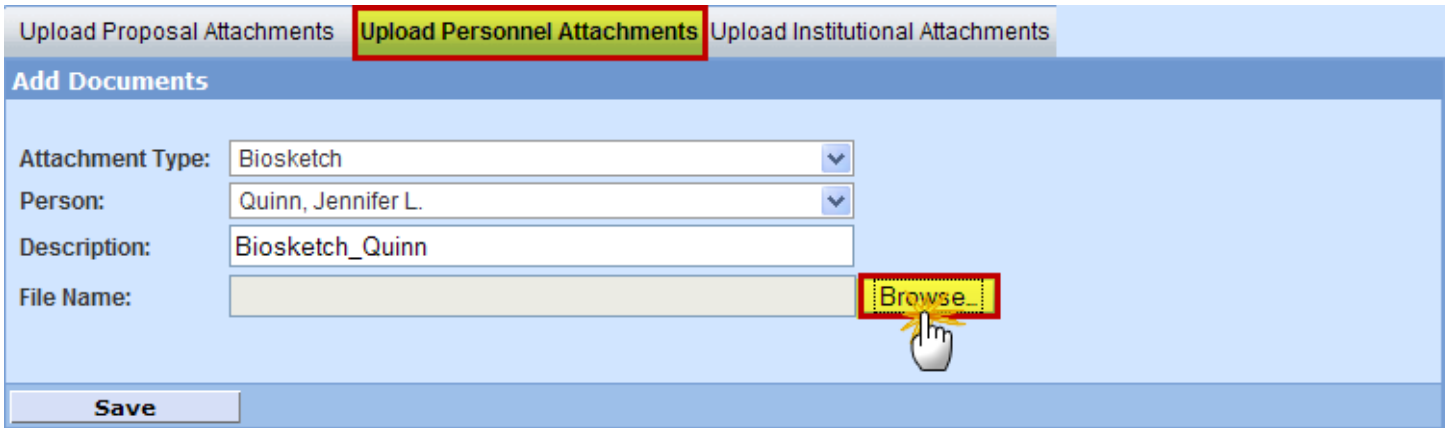


5. Enter a description in the **Description** field (do not use any special characters or blanks in this field).

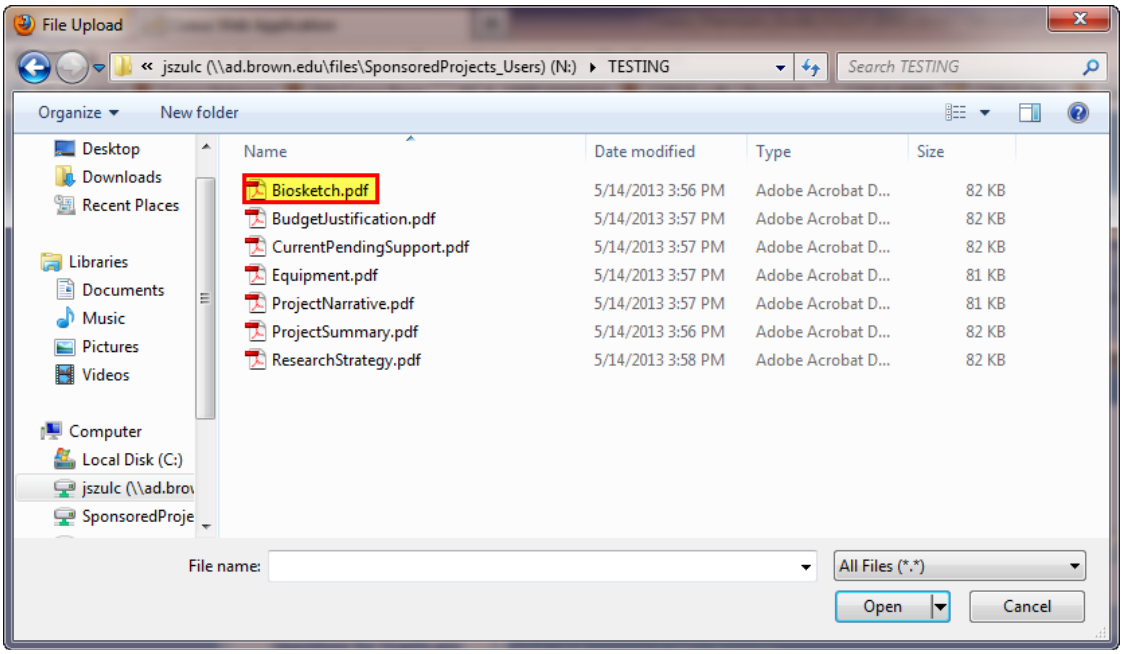
The description can be anything you wish.



6. Click on the [**BROWSE**] button to search for the file to be uploaded.



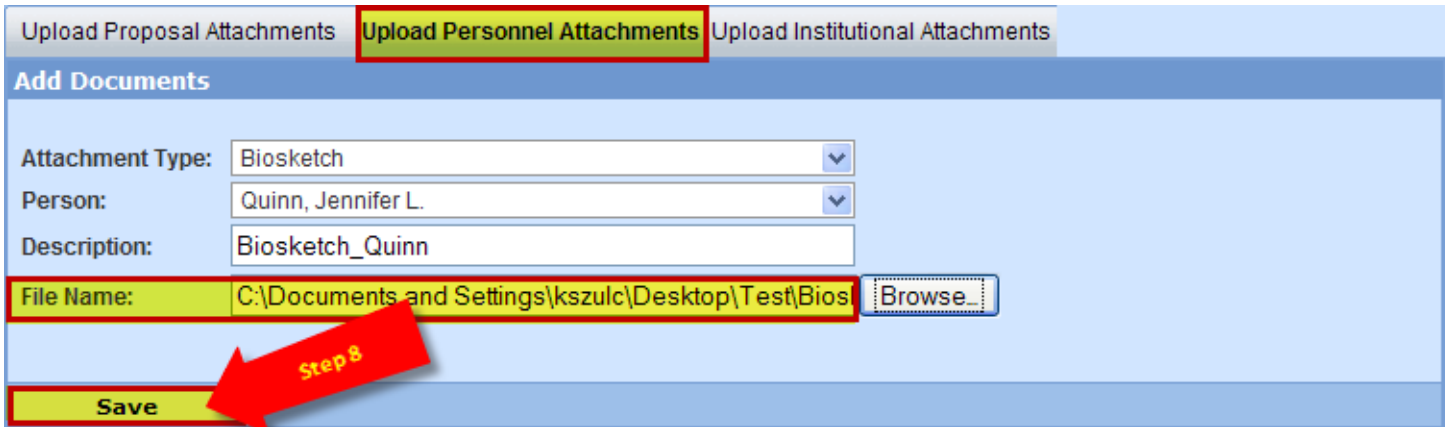
A File Upload Window will appear that allows you to search for the document that you want to upload that is stored on your computer or network.



While any file type can be uploaded, PDF is required for certain Grants.gov forms. Check the sponsor instructions to requisite file formats.

7. Select the file and click the [**OPEN**] button.

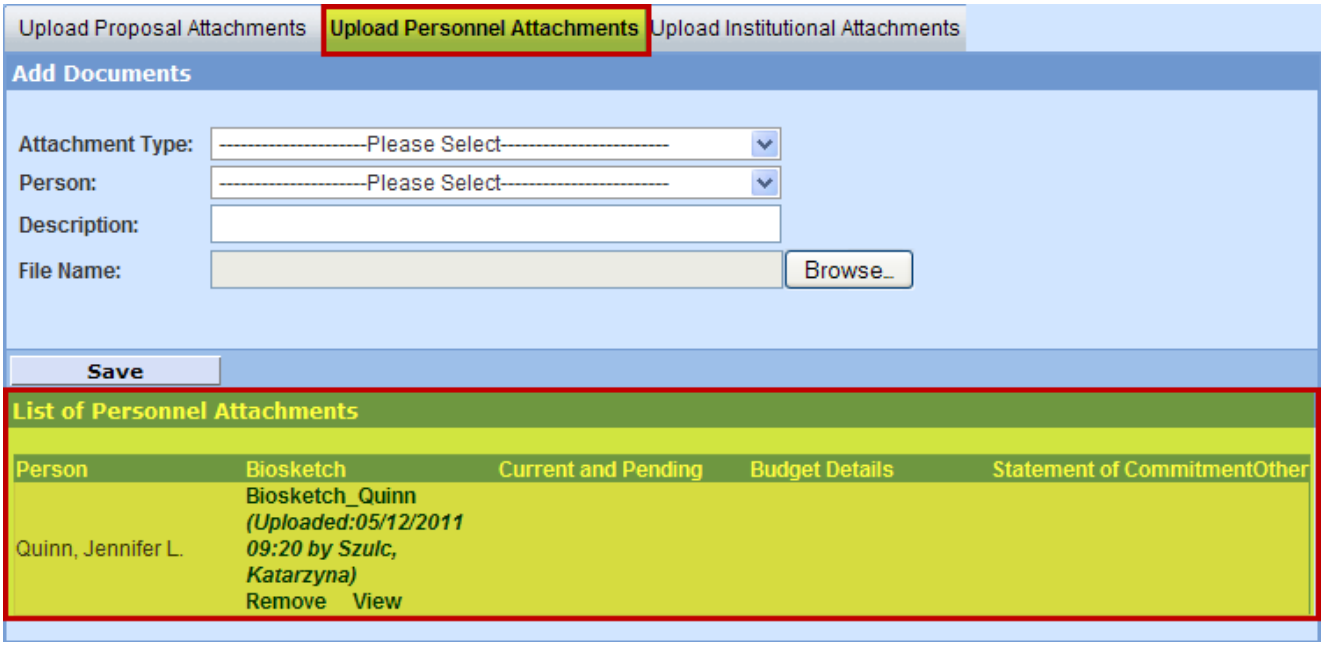
The file information will appear in the **File Name** field.



8. Click the [**SAVE**] button to save the information.

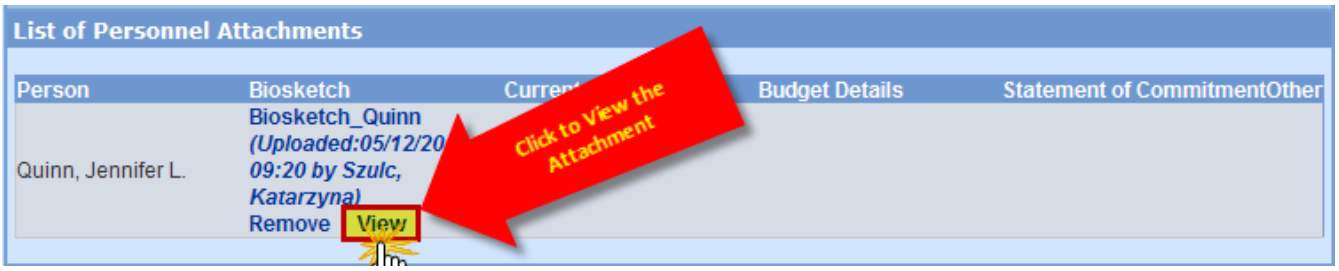
9. Upon clicking the [**SAVE**] button; the entry will appear in the **List of Personnel Attachments Section** at the bottom portion of the screen

Also, under each attachment uploaded you will also see the following information*: Date and Time Uploaded and by whom.*



To view the uploaded document:

- Click on the **VIEW** link under the attachment that you want to see.



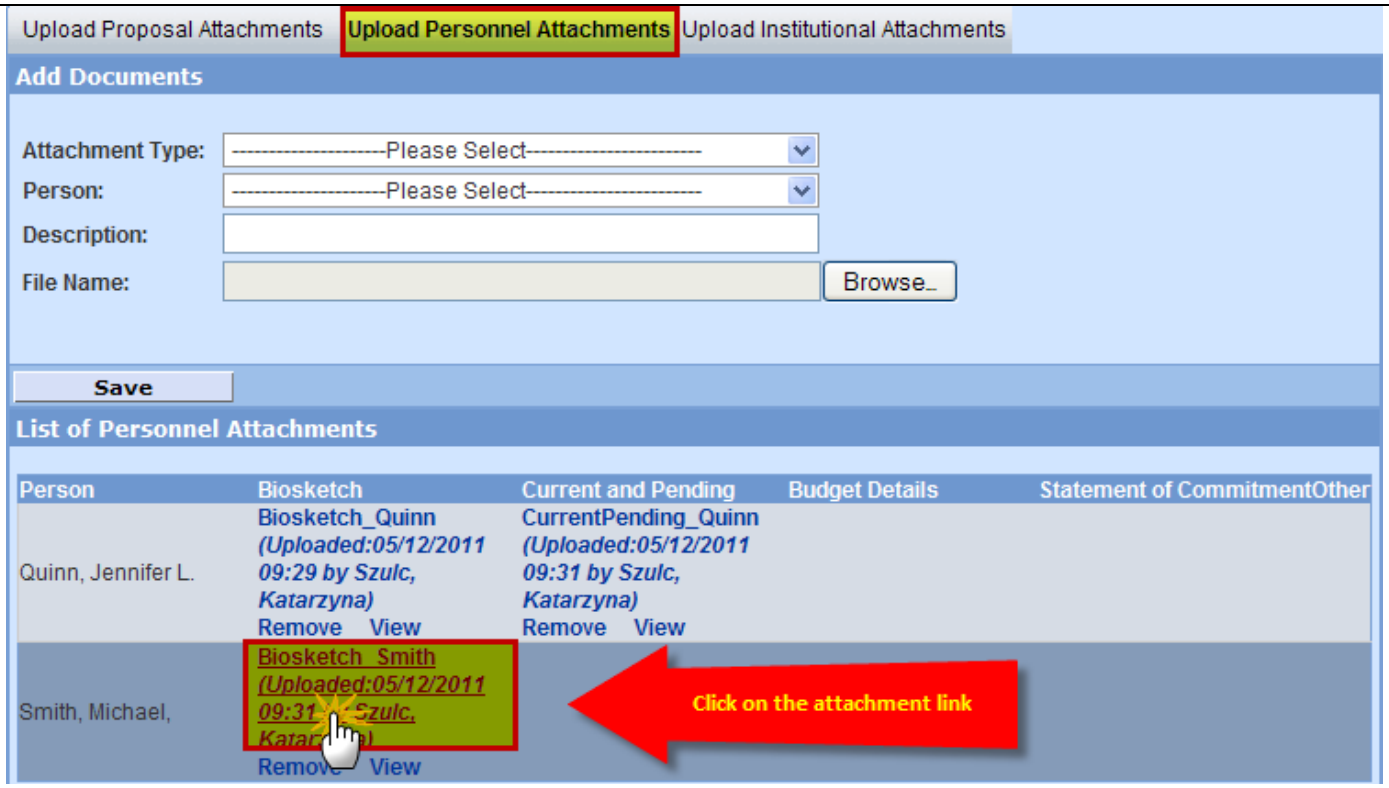
10. Follow the same process to add other Personnel attachments, such as Current & Pending Support. Continue uploading personnel documents for all your **Investigators** and **Key Personnel** in the same manner

For Grants.gov, NIH submissions, be sure when attaching PDF documents to Coeus that you remove all headers and footers within your original documents. Failure to do so will result in documents with inconsistent formatting as they are translated from Coeus to the Grants.gov forms. A header will be system-generated that references the name of the PD/PI. Page numbers for the footer will be system-generated in the complete application, with all pages sequentially numbered.

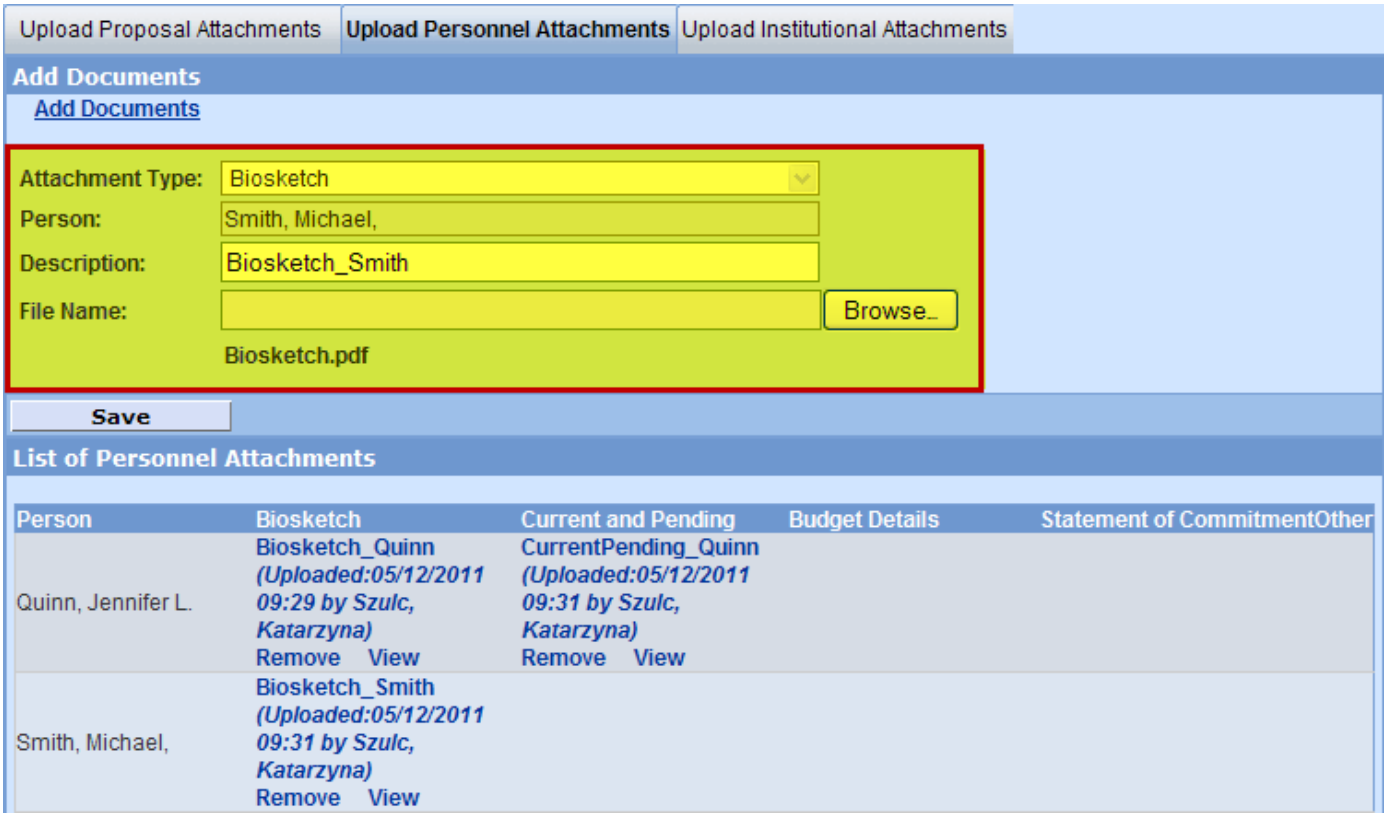
For more information on NIH Grants.gov guidelines on formatting see (http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.pdf)

➢ *Replacing Personnel Attachments*

1. To replace a Personnel Attachment, in the List of Personnel Attachments, click on the attachment link you want to replace.



2. Upon clicking on the attachment link, the attachment information will appear in the upper portion of the screen in the **Add Documents Pane.**

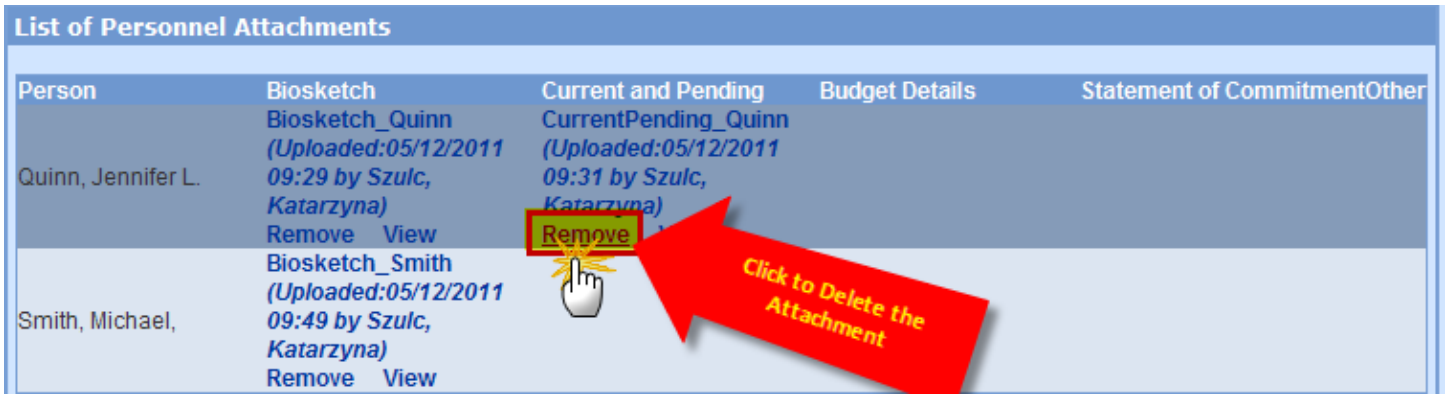


3. Click on the [**BROWSE**] button to search for the updated file to be uploaded.

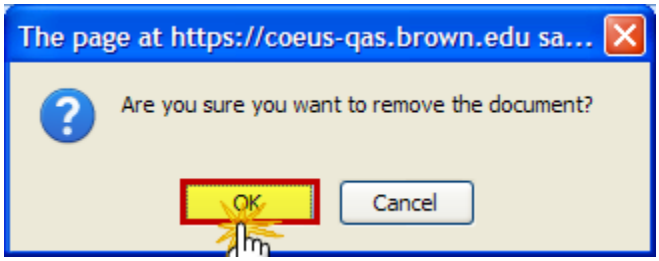
4. Click the [**SAVE**] button to save the information.

➢ *Deleting Personnel Attachments*

1. To delete a Personnel Attachment, in the **List of Personnel Attachments**, click on the Remove link under the attachment that you want to delete.



2. You will be asked, "Are you sure you want remove the document?"



3. Click the [**OK**] button to delete the attachment.

End of Procedure

o UPLOADING INSTITUTIONAL ATTACHMENTS

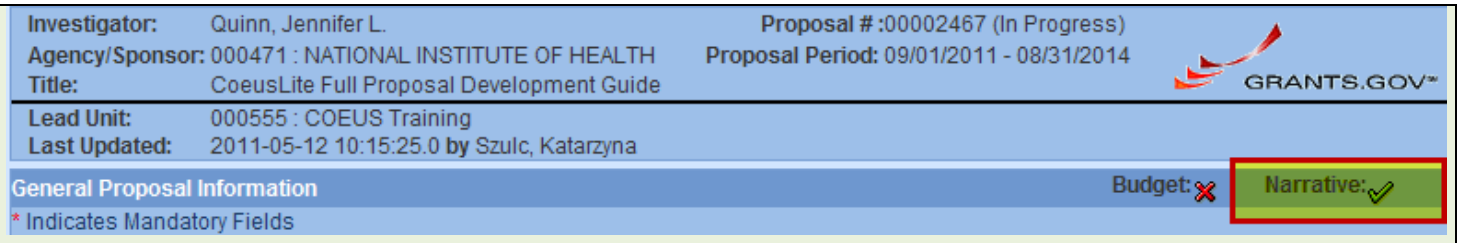
Institution attachments are additional documents that must be submitted to the Office of Sponsored Projects. Any document attached to this section will not be transmitted to the sponsor.

To attach a document select the applicable **Attachment Type** and follow the process outlined in the previous sections uploading proposal attachments or upload personnel attachments. The procedure will be the same.

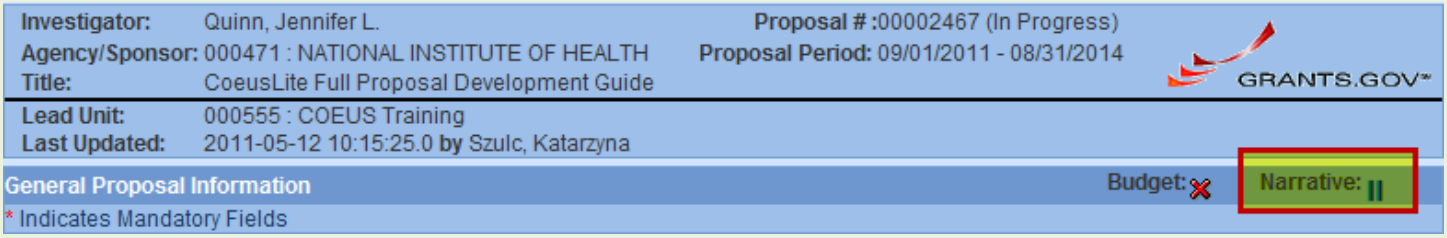
End of Procedure

The **General Info Section** will display the status of the **Narrative Section**.

Notice the green checkmark next to the **Narrative** field. This indicates that one or more narratives have been attached and are **ALL** marked as **COMPLETE**.



If a Narrative has been attached but **NOT** marked as complete, then two blue lines would appear after the Narrative field to indicate that one or more narratives have been attached but are **INCOMPLETE**.



VIII. STARTING THE BUDGET

The Budget tool in Coeus stores all approved ***Facilities and Administrative Rates***, ***Employee Benefit Rates***, & ***Inflation Rates*** to automate those calculations when you add your cost elements.

You can create an initial budget that includes the period of performance and the detailed personnel / non-personnel cost elements. Coeus will automatically calculate inflation and salary increases as well as overhead.

This section will explain how to create a budget and sync Proposal Personnel with the budget. It will also explain how to Sync the budget to the proposal rates, how to complete the Budget Persons window and how to modify/verify the Budget Summary Tab.

o CREATING A NEW BUDGET AND SYNCING PROPOSAL PERSONNEL

The initial step of the budget creation process is to start a new budget and "Sync" the Proposal Details with the Budget.

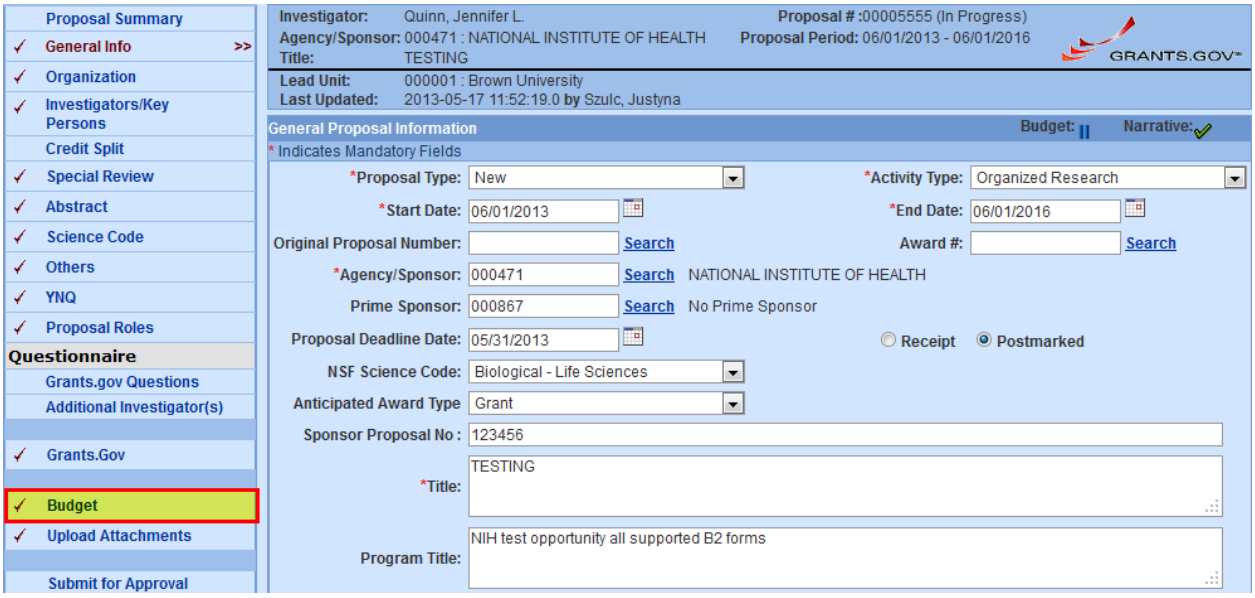
PROCEDURE

In order to be able to create a budget for a proposal, the proposal shell must be completed.

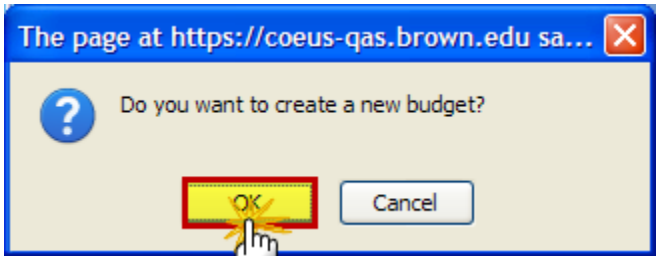
➢ *Creating a New Budget*

To create a new budget:

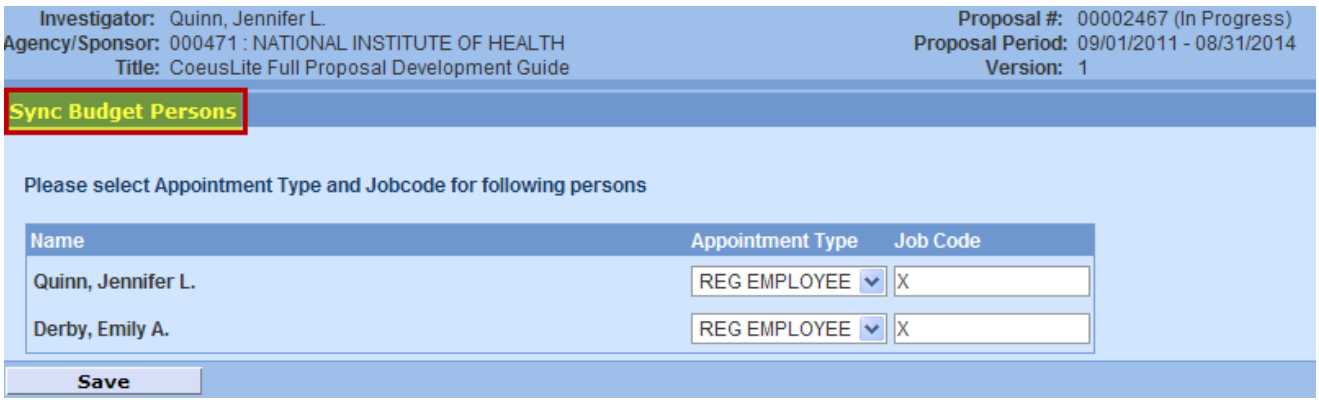
1. Navigate to the **Budget Section**, by selecting the **BUDGET** link in the Navigation Pane on the left side of the screen.



2. A message will appear asking: "Do you want to create a new budget?" Click on the [**OK**] button.



a. If you added Proposal Personnel to the **Investigators/Key Persons Section**, when you click the [**OK**] button, the **Sync Budget Persons Screen** will appear.



Any personnel that you want to be named on the Grants.gov R&R Budget form needs to be entered in the **Investigators/Key Persons Section** as well as defined in the budget.

b. If you did NOT add Proposal Personnel to the **Investigators/Key Persons Section**, when you click the [**OK**] button, the **Budget Summary Screen** will open. Proceed to the next Section of this Guide – "Verify/Modify the Budget Summary Tab"

c.

➢ *Syncing Budget Personnel*

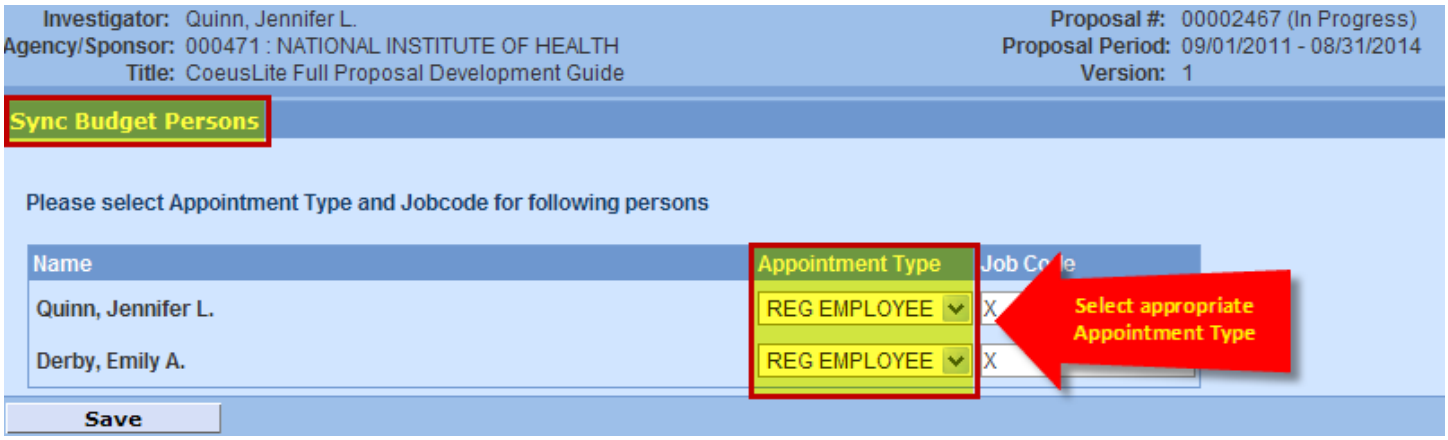
This feature prompts you to sync the **Proposal Personnel** in the **Investigators/Key Persons Section** to the **Budget Personnel Section** in the **Budget Section**.

The "Sync Budget Persons" function tells the system to automatically populate the **Budget Personnel Section** with the Investigators and the Key Personnel that were added to **Investigators/Key Persons Section.**

You can add additional personnel as necessary when you update the **Budget Personnel Section**. (See topic - ***Complete the* Budget Personnel Section)**

Before you Sync the Budget Persons, you must select the appropriate **Appointment Type** for each individual listed in this window.

The **Appointment Type** indicates the duration (period of time) the individual is employed for at the University.



For instance, if you select 9M Duration, the base salary is for a 9 month appointment. The "M" refers to months of the appointment, thus a professor with a 9 month appointment will have a **9M Duration** Appointment Type.

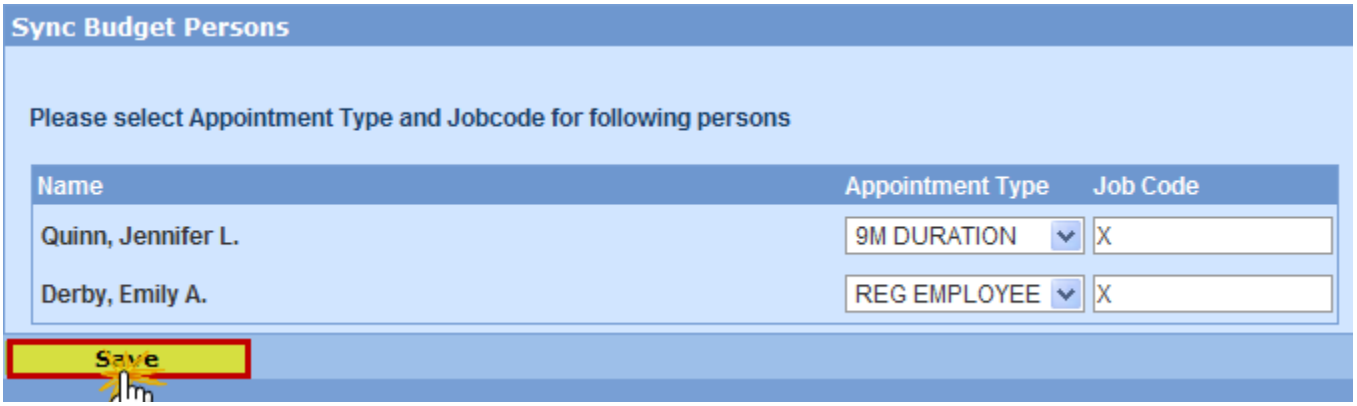
The Appointment Type field determines the period of time that divides the base salary to calculate salary details in the budget. The Appointment Type defaults to ***Reg Employee.***

1. Select the appropriate **Appointment Type** for each individual listed in the **Sync Budget Persons Screen** by clicking the arrow button to the right of the **Appointment Type** field to generate the drop-down menu and select the Appointment Type. The Appointment Types are as follows:

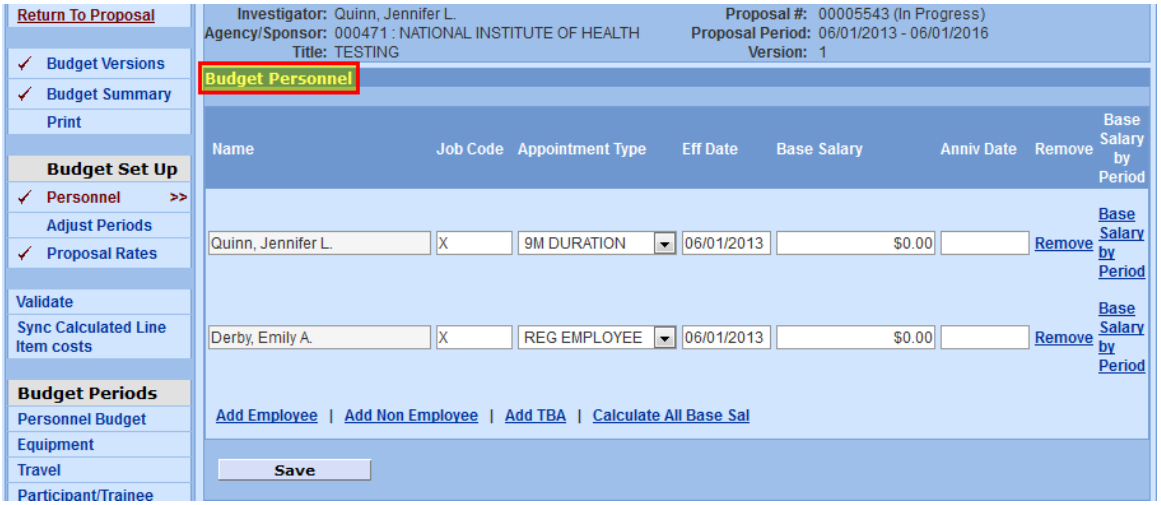
Appointment Type	Description
9M Duration	Base Salary ÷ 9 Months
10M Duration	Base Salary ÷ 10 Months
11M Duration	Not used at Brown
12M Employee	Base Salary ÷ 12 Months
Reg Employee	Base Salary ÷ 12 Months
Sum Employee	Summer Base Salary (2 or 3 Month Salary)
TMP Employee	Monthly Salary

For Non-Brown employees included in the budget, i.e. consultants, select the **TMP Employee** Appointment Type. **The Job Code field is NOT used at Brown; the Job Code will default to X.**

2. Continue to select the Appointment Type for the remaining individuals listed in the **Sync Budget Persons Screen**. When complete, click the [**SAVE**] button proceed.



The **Budget Personnel Section** will open.

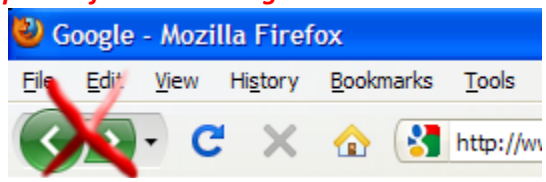


o NAVIGATING COEUSLITE BUDGET SECTION

There are numerous sections on this page where information about the project budget is entered.

The information entered in these sections is used to populate the Grants.gov forms necessary for submitting proposals electronically or the Sponsor and Generic forms available for paper submissions and also meet internal reporting requirements.

Use the Navigation Panel Links to navigate your proposal. Do not use your Browser's "Back" or "Forward" buttons – these functions are not supported for use in navigation in CoeusLite.



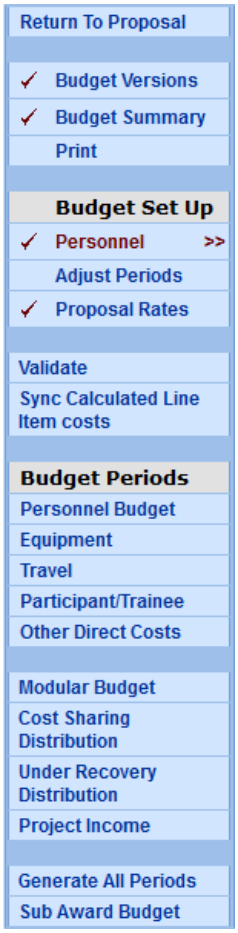
Please notice that when you are in the **Budget Section**, the Navigation Panel is budget specific.

INTRODUCTION

In this topic you will learn how to use the Budget Navigation Panel buttons to navigate your budget.

PROCEDURE

Use the following Budget Navigation Panel Links to navigate your budget:



RETURN TO PROPOSAL	Select to return to the general proposal navigation panel
BUDGET VERSIONS	Displays a summary line for all budget versions created
BUDGET SUMMARY	Displays summary budget information; i.e. budget totals, direct and indirect costs, etc.
PRINT	Navigates to the budget print options screen
BUDGET SET UP	Group header for budget set up sections
PERSONNEL	Add personnel for budgeting; enter salary details required for expense calculations
ADJUST PERIODS	Allows users to modify budget start and end dates, or to add or modify budget periods or period lengths
PROPOSAL RATES	Displays institute overhead rates, allows users to select different rate types and change inflations rates
VALIDATE	Validates the budget
NEW SYNC CALCULATED LINE ITEM COSTS	Resets Formulated Cost Elements to the default rates/amounts stored in Coeus
BUDGET PERIODS	Group header for Budget costs input sections
PERSONNEL BUDGET	Add or remove personnel expenses, customize their effort and time spent on the project
EQUIPMENT	Add or remove equipment expenses
TRAVEL	Add or remove travel expenses
PARTICIPANT/TRAINEE	Add or remove participant/trainee expenses
OTHER DIRECT COSTS	Add or remove other expenses including M&S, subcontracts, tuition
MODULAR BUDGET	Navigate to Modular Budget entry section
COST SHARING DISTRIBUTION	Not Used
UNDER RECOVERY DISTRIBUTION	Not used at Brown
PROJECT INCOME	Navigate to Project Income entry section
GENERATE ALL PERIODS	Calculate Budget Periods based on period 1 entries and create required additional budget period screens
NEW SUB AWARD BUDGET	Ability to Upload Sub Award Budgets

o COMPLETING THE BUDGET PERSONNEL SECTION

Budget Personnel Section can be thought of as a "**shopping list of personnel"** which includes salary and appointment information. Coeus will inflate for annual salary increases and then calculate direct and indirect costs based on the dates of performance and % of Effort.

You will add **all named** and **TBA** personnel in the proposal to this section. Any investigators and the key personnel you added under **Investigators/Key Persons Section** will automatically populate the **Budget Personnel Section** when your budget is first created. You can add additional personnel as necessary at any point in the budget development process.

➢ ***Budget Personnel Section Overview:***

- The **Budget Personnel Section** contains information (i.e. Appointment Type, Base Salary, and Effective Date of last salary increase) about each individual that is used when calculating budget salary amounts. The **Appointment Type**, **Effective Date** of last salary increase and **Calc Base** salary are used to calculate and inflate the individual's salary for each period.
- All Project Personnel should be included in this window (Named and TBA).
- Coeus will populate this window with the information you entered in the **Investigators/Key Persons Section** that were synced to the budget when it was first created (See topic - ***Creating a New Budget***).
- You can add other personnel as necessary. In addition, if some participants do not need to be named, you use the TBA placeholders to include them in the budget.
- ***Persons in this list are included in the budget only when you add them to a budget category***. They do not automatically become part of the budget just by being adding to the **Budget Personnel Section**, so you can add anyone you think might be needed at some point in the project.

Senior/Key Personnel listed on the Grants.gov R&R Budget form need to be included in the Budget Personnel Section. This is so their % effort can be appropriately calculated and displayed according to calendar, academic, or summer months on the forms. In addition, these individuals must be entered in the Investigators/Key Persons Section.

1. Navigate to the **Budget Personnel Section** by selecting the **PERSONNEL** link in the Budget Navigation Pane on the left side of the screen.

2. If necessary, update the following information for all of the individuals already added to the Budget Personnel section:

   a. **Appointment Type** - The Appointment Type defaults to ***Reg Employee.***
   Select the appropriate appointment type for each individual by clicking on the arrow button right of the **Appointment Type** field to generate the drop-down menu. The available Appointment Types are:

Appointment Type	Description
9M Duration	Base Salary ÷ 9 Months
10M Duration	Base Salary ÷ 10 Months
11M Duration	Not used at Brown
12M Employee	Base Salary ÷ 12 Months
Reg Employee	Base Salary ÷ 12 Months
Sum Employee	Summer Base Salary (2 or 3 Month Salary)
TMP Employee	Monthly Salary

For Non-Brown employees included in the budget, i.e. consultants, select the **TMP Employee** Appointment Type.

If you have already selected the **Appointment Type** when you created a New Budget you can ignore this step. If you need to make changes to this information you can modify individual's information here.

b. **Effective Date** - The **Effective Date** is the date of the employee's last annual salary increase. Coeus uses the Effective Date to calculate salary inflation.

Coeus will automatically default the **Eff Date** field to the start date of the proposal.

Change Eff Date field to the Effective Date of the employee's last annual salary increase. [Enter the date as MM/DD/YY].

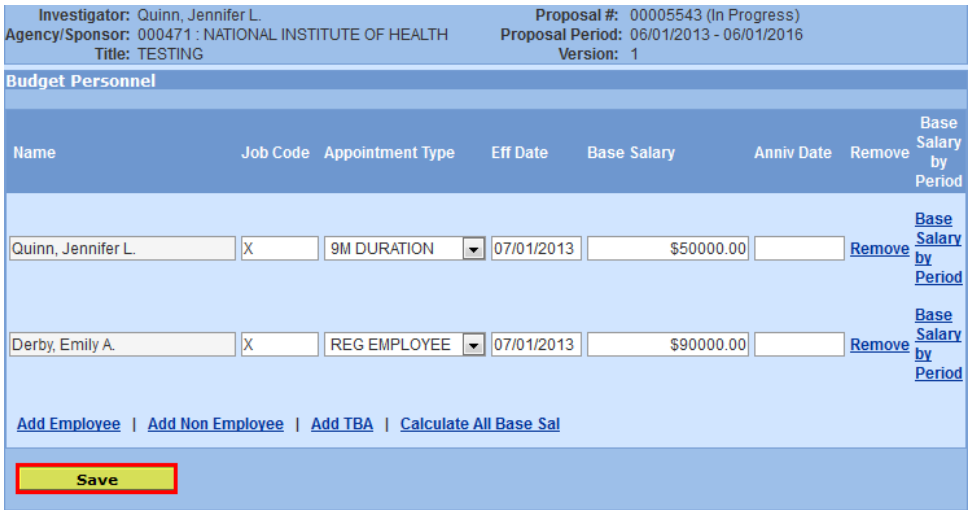
Most employees' salary increases occur at the start of the University's fiscal year (July 1). In order for inflation to calculate correctly, enter the **Effective Date as 07/01/YYYY** of the last salary increase for the Base salary that will be entered. **Inflation will be calculated starting with the first fiscal year/month after the Effective Date for the person's base salary!**

Employee Type	Inflation Date to be entered in the Eff Date field
Faculty, Staff, Technical Staff, Graduate Students (Hourly), Undergraduate Students	**07/01/YYYY**
Grad RAs Stipends	**09/01/YYYY**
Post-Doc Manual Inflation	**Start of the Project (Default Date that automatically populates the field) OR Date of Hire**

c. **Base Salary** – The **Base Salary** is the individual's current base salary as of the Effective Date you entered in the **Eff Date** field. (This is the annual salary as of the date of the last increase based on Appointment Type selected).

For example, if you enter a base salary of $100,000 for an individual with a 10M Duration (i.e. 10 month appointment), salary calculations will be based on $10,000 per month.

3. Click the [**SAVE**] button to save entries you have made.

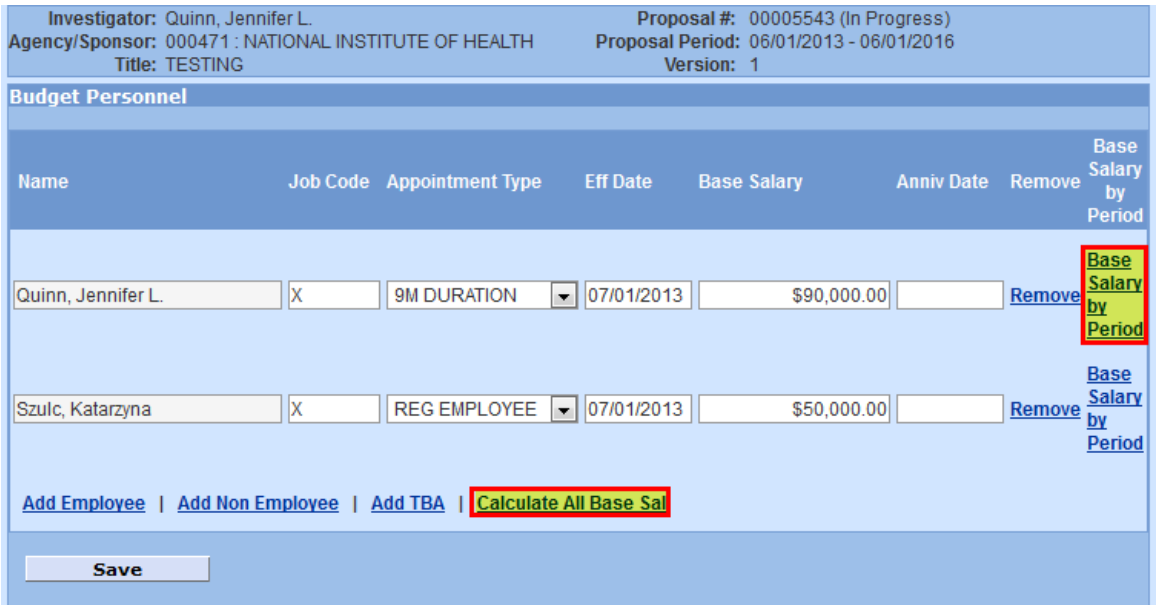


➢ *Calculating the Base Salary Amount required on the R&R Budget Form* NEW

This new enhancement offers options to control the Base Salary Values that appear on certain Grants.gov Budget Forms.

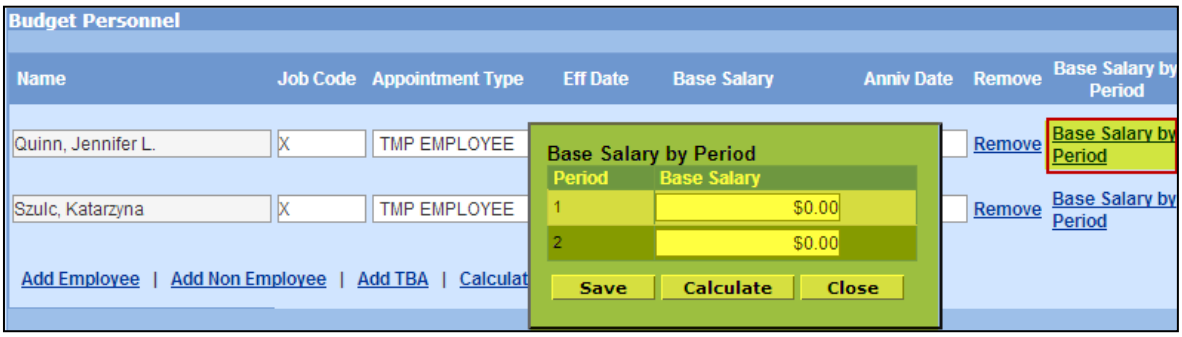
Prior to this new functionality, the same Base Salary populated each year of the project on the Budget Forms and did not inflate.

To accommodate this enhancement, a new **BASE SALARY BY PERIOD** and **CALCULATE ALL BASE SAL** links has been added to the **Budget Personnel Section** in the **Budget Section** of the Proposal.



Click on the **BASE SALARY BY PERIOD** link for a particular individual.

A Base Salary by Period Window will open.

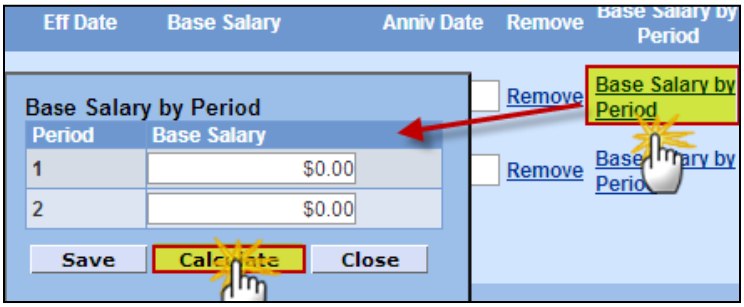


<u>If you want to display "0.00" in the Base Salary field on the Grants.gov Budget Forms in each Project Period:</u>

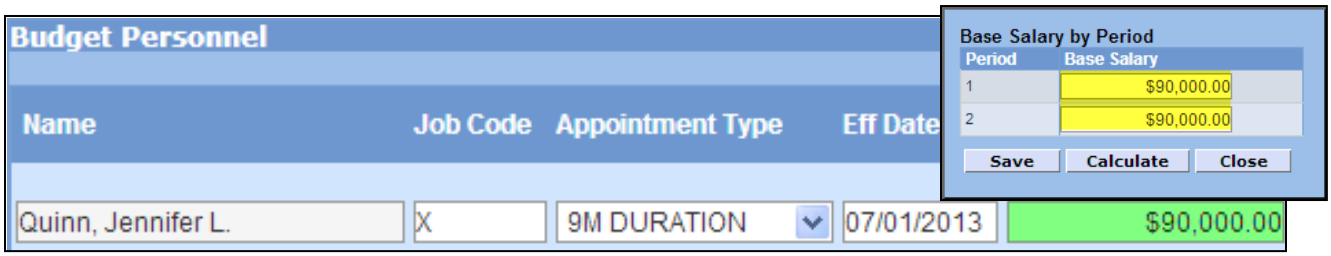
1. Leave the **<u>Base Salary</u>** fields in Coeus to what the system defaults them to – "0.00"

<u>To display the Current Base Salary (same in each year) in the Base Salary field on the Grants.gov Forms in each Project Period:</u>

1. In the **Budget Personnel Section**, click on the **BASE SALARY BY PERIOD** link for an individual to open the Base Salary by Period Window. In the Base Salary by Period Window, click on the [**CALCULATE**] button.

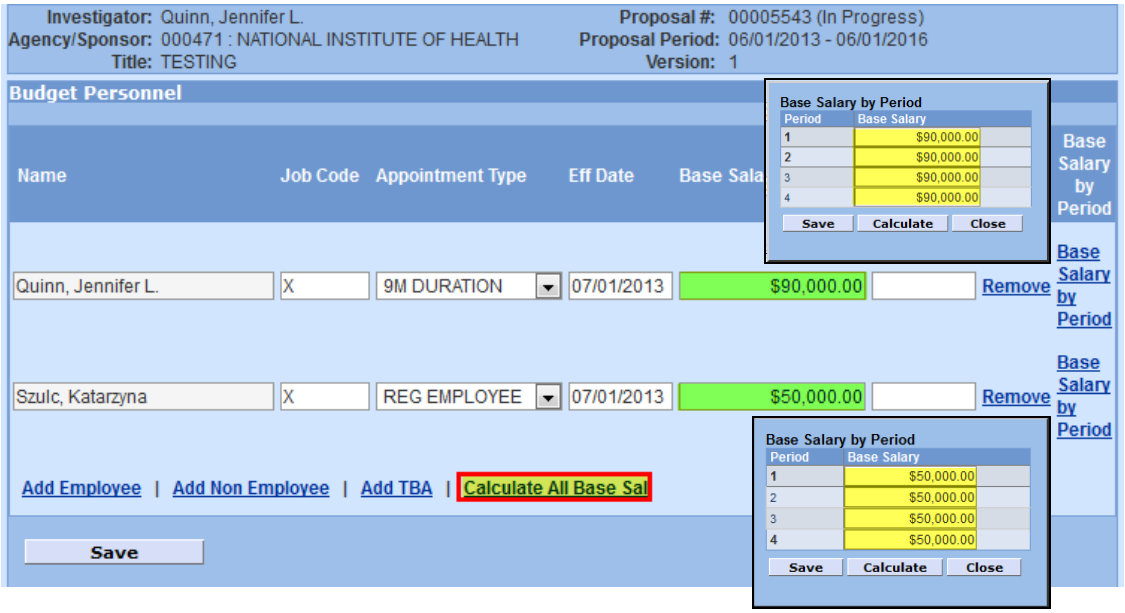


2. Upon clicking on the [**CALCULATE**] button, the **Base Salary** fields in the Base Salary by Period Window will populate with the same information that is in the **Base Salary** field in the **Budget Personnel Section**.



To display the Current Salary (same in each year)in the Base Salary field on the Grants.gov Form in each Project Period for all Budget Personnel:

1. In the **Budget Personnel Section**, click on the **CALCULATE ALL BASE SAL** link. This will populate the current salary (same in each year) in the Base Salary by Period Window and in the **Base Salary** field on the Grants.gov Form for all personnel.



The Base Salary will display in the **Base Salary** field on the Grants.gov Budget Forms.

RESEARCH & RELATED BUDGET - SECTION A

* ORGANIZATIONAL DUNS: 001785542

* Budget Type: ● Project ○ Subaward/Consortium

Enter name of Organization: Brown University

* Start Date: 09-01-2013 * End Date: 08-31-2014

A. Senior/Key Person

	Prefix	* First Name	Middle Name	* Last Name	Suffix	* Project Role	Base Salary ($)
1.		Katarzyna		Szulc		PD/PI	50,000.00
2.		Jennifer	L.	Quinn		Co-Investigator	90,000.00

Total Funds Requested for all Senior Key Persons in the attached file

Additional Senior Key Persons: File Name: Mime Type:

To display a Specific/Different Base Salary in the Base Salary field on the Grants.gov Budget Forms in each Project Period:

1. In the **Budget Personnel Section**, click on the **BASE SALARY BY PERIOD** link for an individual to open the Base Salary by Period Window. In the Base Salary by Period Window, manually enter the Base Salary that you want to appear on the Grants.gov Budget Forms in each project period.

Base Salary by Period

Period	Base Salary
1	$50333.00
2	$52346.00

Save Calculate Close

2. Repeat the steps for all individuals in the **Budget Personnel Section**.

The Specific/Different Base Salary will display in the **Base Salary** field on the Grants.gov Budget Forms.

RESEARCH & RELATED BUDGET - SECTION A

* ORGANIZATIONAL DUNS: 001785542

* Budget Type: ● Project ○ Subaward/Consortium

Enter name of Organization: Brown University

* Start Date: 09-01-2013 * End Date: 08-31-2014

A. Senior/Key Person

	Prefix	* First Name	Middle Name	* Last Name	Suffix	* Project Role	Base Salary ($)
1.		Katarzyna		Szulc		PD/PI	50,333.00
2.		Jennifer	L.	Quinn		Co-Investigator	95,000.00

Total Funds Requested for all Senior Key Persons in the attached file

Additional Senior Key Persons: File Name: Mime Type:

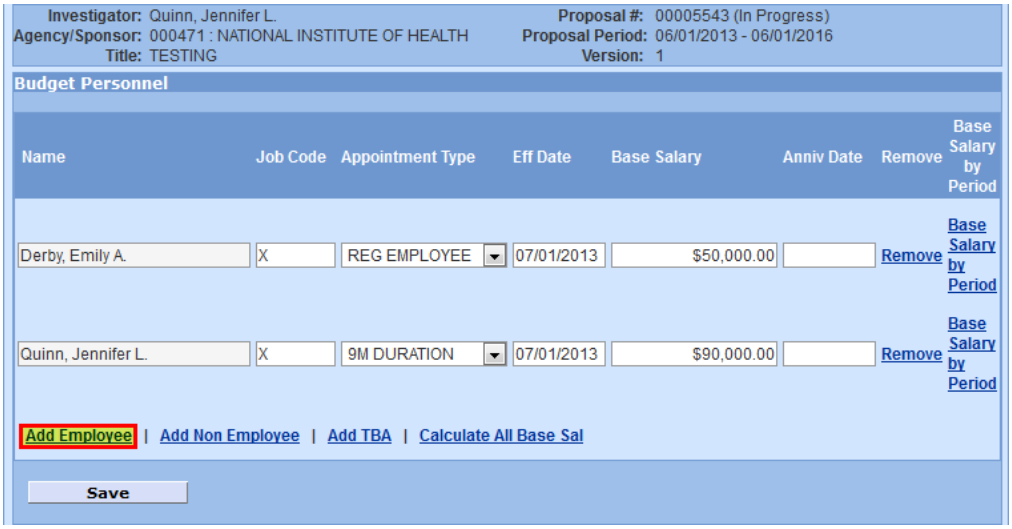
➢ *Adding Named and TBA Personnel to the Budget Personnel Section*

If there will be other named personnel in the budget that are not entered in the **Investigators/Key Persons Section** you need to add them to your **Budget Personnel Section** ("shopping list") so that they can be added to the budget details.

When adding additional personnel to the **Budget Personnel Section**, you can either add **Named** individuals or you can use the "**TBA-...." (To be Announced) personnel** categories as placeholders for new hires or participants that do not need to be named.

1. **To add a Named individual to the Budget Personnel Section:**

   i. To add a Brown Employee - Click the **ADD EMPLOYEE** link to open the Search Window.

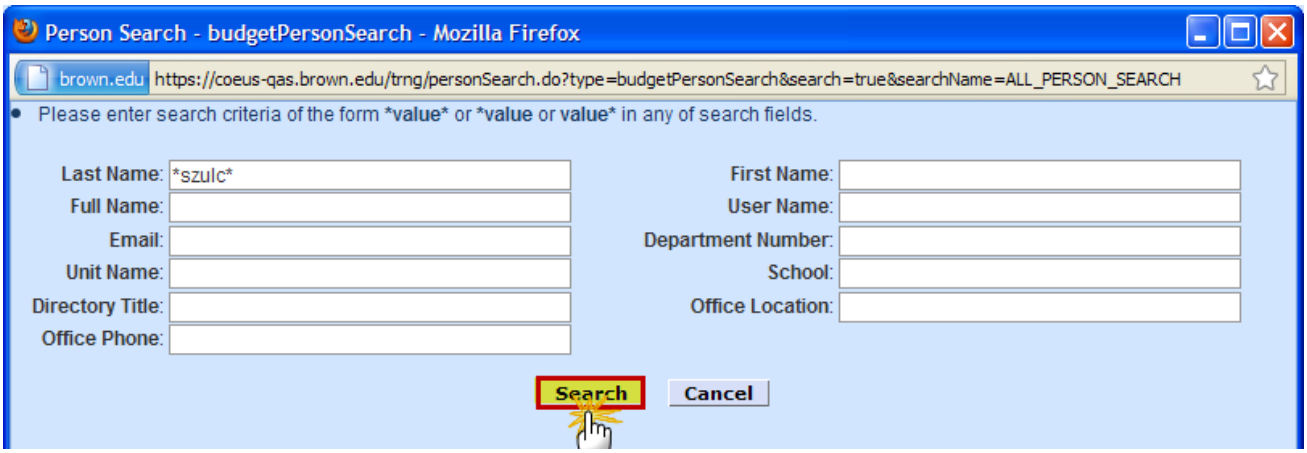


Depending on which "Add" option you select (*Add Employee or Add Non Employee*), a Search Window will open:

   ii. You can search by Last Name, First Name, or Full Name.

   It is recommended to search the **Last Name** field and to use the asterisks (*) before and after all or part of the last name. You can narrow your search by entering *firstname* of the individual in the first name field when searching.

   iii. Click the [**SEARCH**] button to conduct your search.



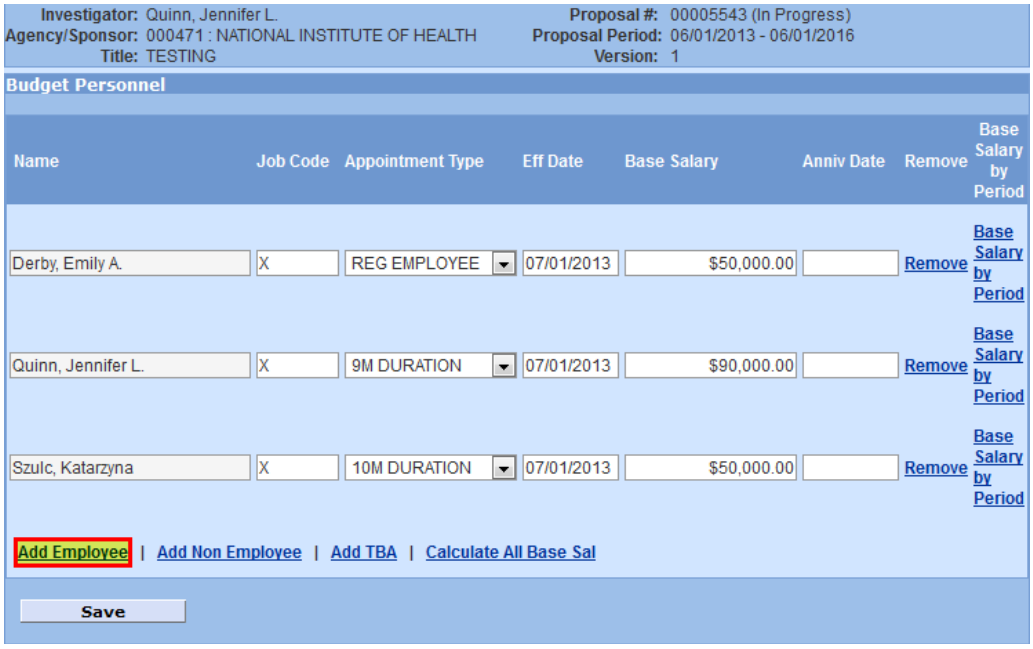
   iv. Click on the individual to be added to the **Budget Personnel Section**.

2. **To add a TBA individual to the Budget Personnel Section:**

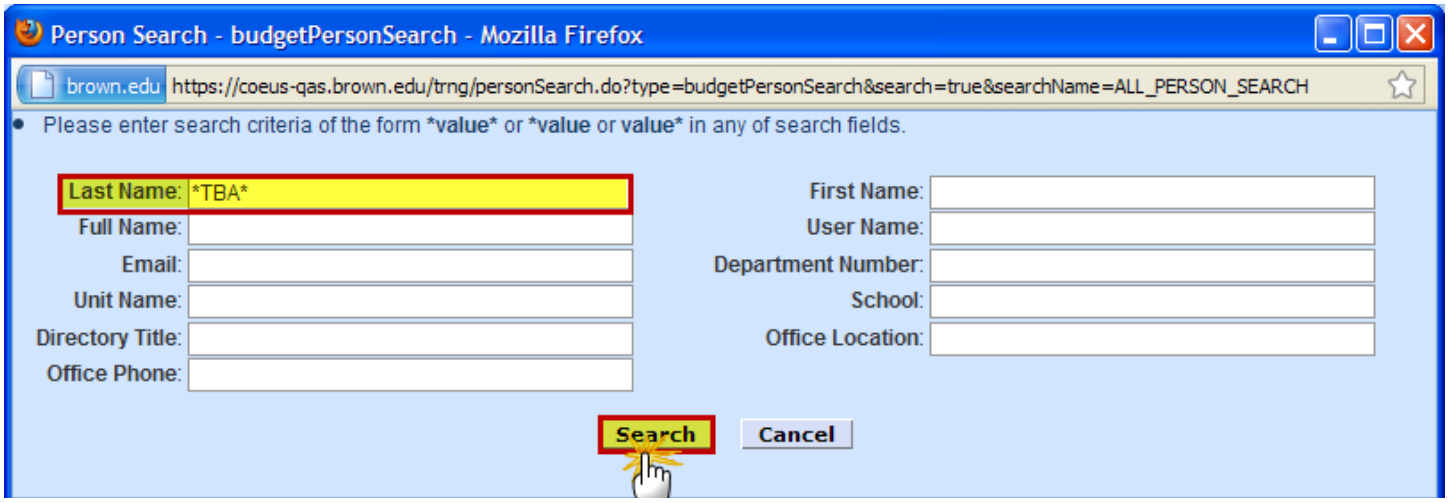
   i. To add a TBA individual - Click the **ADD EMPLOYEE** link to open the Search Window.

A Search Window will open:

ii. To generate the listing of **TBA placeholders** to choose from, enter **tba*** in the **Last Name** field of the Search Window.



iii. Click the [**SEARCH**] button to conduct your search.

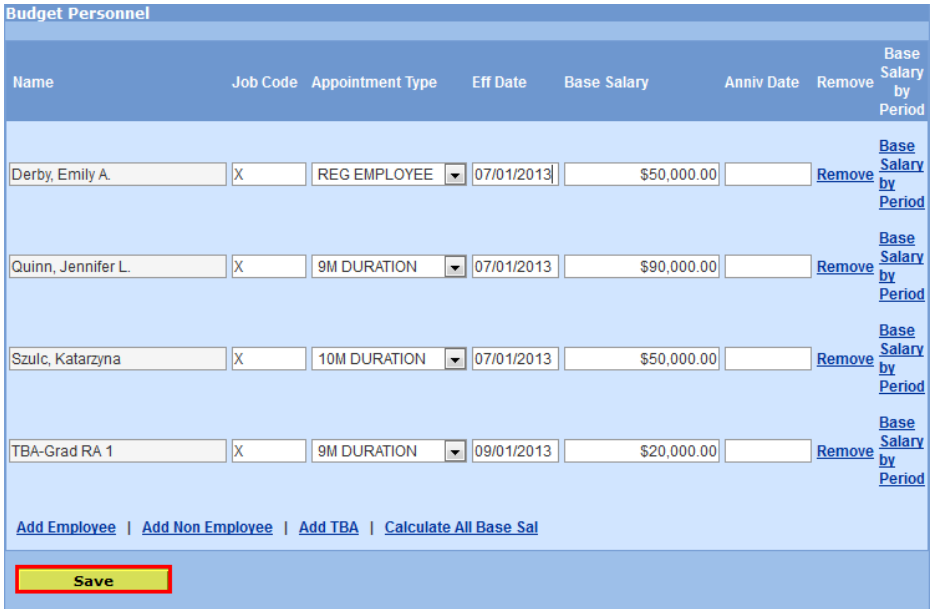


The following TBA Placeholders are available (each category contains 5 entries; e.g. TBA 1 through TBA 5):

- TBA
- TBA-Administrative Support
- TBA-Consultant
- TBA-Grad RA
- TBA-Post-Doc
- TBA-Project Manager
- TBA-Research Assistant
- TBA-Technician
- TBA-Undergraduate

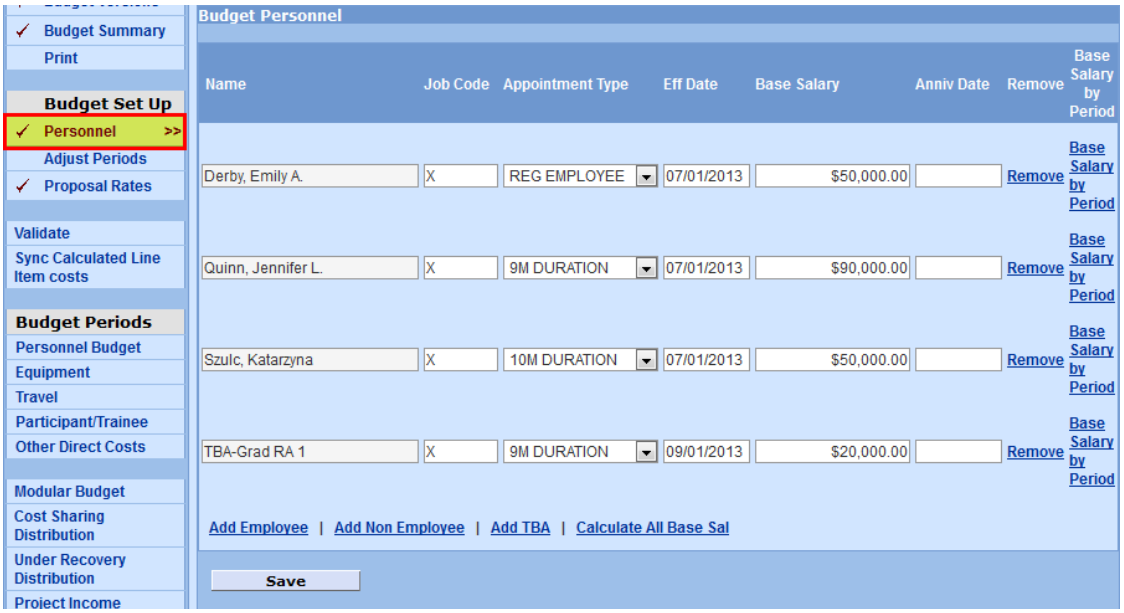
iv. Click on the TBA placeholder you wish to add.

3. Complete the **Appointment Type**, **Effective Date** and **Base Salary** fields for each additional individual added to the **Budget Personnel Section**.



4. Once you are finished adding personnel and updating their information in the **Budget Personnel Section**, click the [**SAVE**] button.

Keep in mind that this information can be updated at any stage of the budget development process by selecting the **PERSONNEL** link in the **Budget Navigation Panel** on the left hand side of the screen.



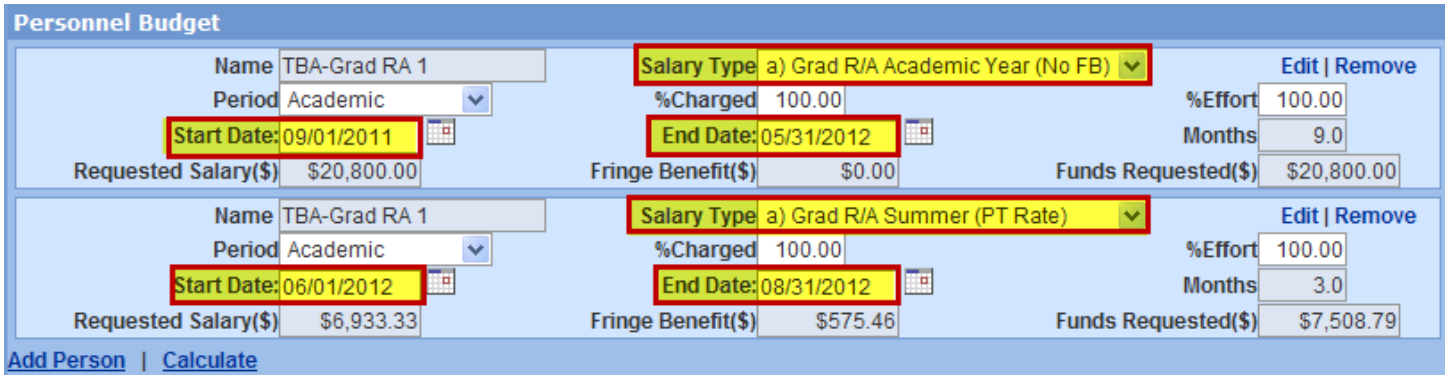
5. To move to another section of the budget just click on the appropriate link in the **Budget Navigation Panel** on the left hand side of the screen or to return to the Proposal Details, click on the **RETURN TO PROPOSAL** link on the top of the **Budget Navigation Panel** on the left hand side of the screen.

➢ *Personnel who work during both the Academic and Summer Periods:*

When entering budget details by Salary Types, certain individuals (i.e. faculty and graduate students) may be entered in the budget under more than one Salary Type (i.e. Faculty Salary - Academic, Faculty Salary - Summer; Grad Student R/A Academic Year, Grad Student R/A - Summer) because of reporting requirements (i.e. summer effort) or for fringe benefit calculation purposes (i.e. Grad Student summer takes fringe).

***However, these individuals are added only ONCE to the Budget Personnel Section!**

Faculty Example – Faculty members that have effort during both academic year and summer months are entered once to the **Budget Personnel Section**. However, when entering budget personnel items, Salary Type of Academic is used for the academic period and Salary Type of Summer is used for the summer months.



Graduate Research Assistant Example - Graduate R/A working for a 12 month period is entered once to the **Budget Personnel Section**. However, when entering budget personnel items, Salary Type: Grad RA Academic Year (No FB) is used for the period 09/01 to 05/31 and Salary Type: Grad RA Summer (PT Rate) is used for the period of 06/01 to 08/31.

In rare circumstances, if the individual's Academic and Summer salaries are based on different bases (this applies to some Grad RAs in certain departments where they may get a Summer Stipend that is not based on the Academic year Stipend) then the Grad RA would be entered twice (Grad RA 1 and Grad RA 2) into the Budget Personnel Section ; once (Grad RA 1) as having the Academic Appointment with the salary base corresponding to that; and once (Grad RA 2) as having a Summer Appointment with the salary base corresponding to the summer months.

End of Procedure

o VERIFYING/MODIFYING THE BUDGET SUMMARY SECTION

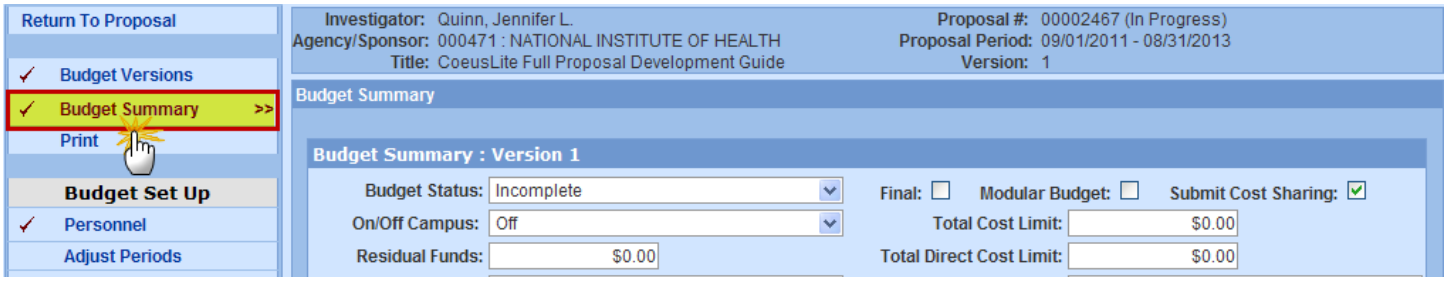
Once the budget is created you can complete the **Budget Summary Section**.

The **Budget Summary Section** provides a summary view of the budget; including the proposal dates, the direct and indirect costs, and the overhead rate type for the project.

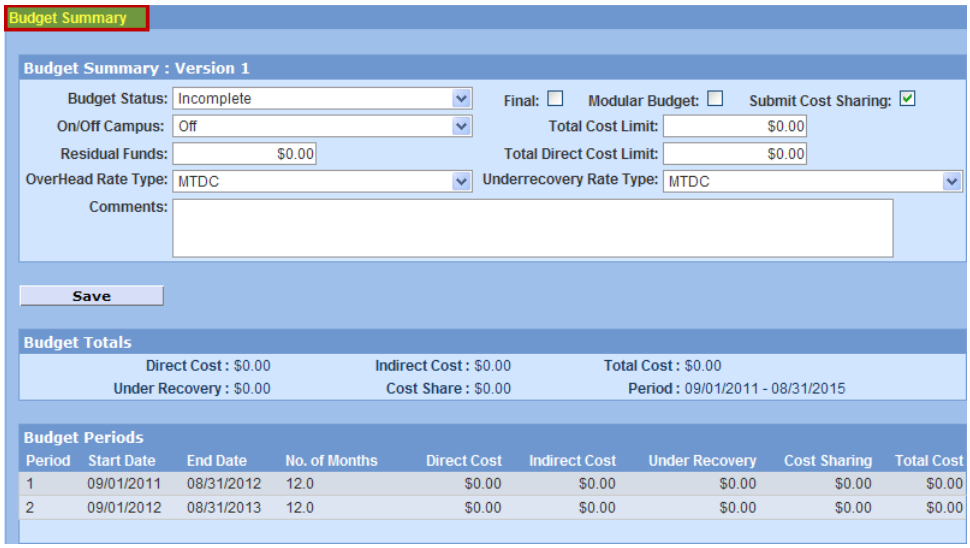
Since this is the first budget created for the proposal, by default, the budget will be Version 1.

PROCEDURE

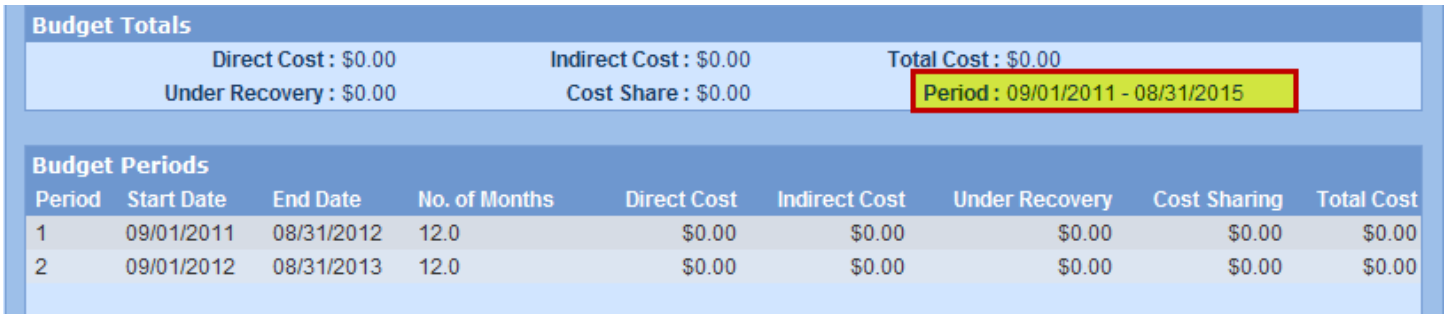
1. To navigate to the **Budget Summary Section** select the **BUDGET SUMMARY** link in the **Budget Navigation Panel** on the left hand side of the screen.



The **Budget Summary Section** will open:



→ **Verify/Modify the Period of the Budget** – The dates on the **Budget Summary Section – Budget Totals Pane** default to the **Start Date** and the **End Date** entered in the **General Info Section** of the proposal.



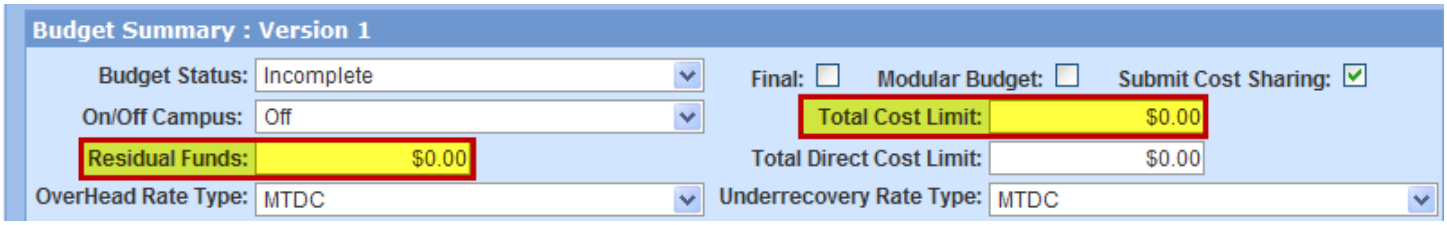
To adjust the start or end dates, close the budget, return to the General Info Section to change the Start and End Dates in that Section first. See Topic ~ Adjust Budget dates/Periods.

→ **Enter the Residual Funds, if applicable** – This is an optional field. If a proposal is a ***Continuation*** or ***Renewal*** and funds remain from the previous award, enter the amount of carry forward dollars in the **Residual Funds** field.

→ **Enter the Total Cost Limit, if desired** – This is an optional field. Enter the maximum cost (including indirect costs) to be covered by the total award in the **Total Cost Limit** field if you want to limit the costs in your proposal

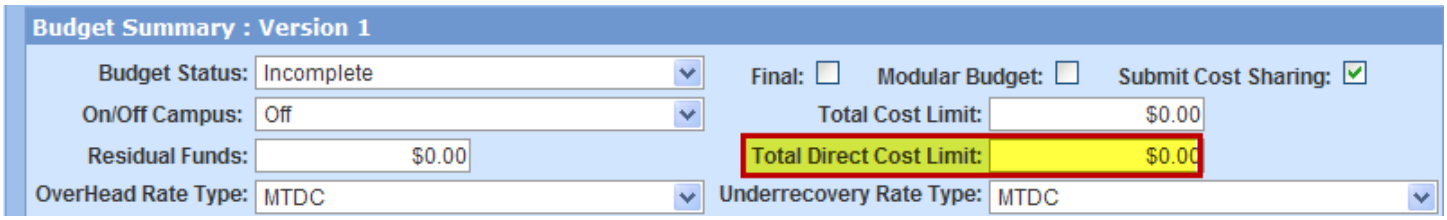
When you enter dollar amounts in budget fields, Coeus inserts the dollar sign and comma separators. You need to enter only the numbers.

This field can be used as a reminder, but is not necessary to fill it in. The Total Cost Limit feature does not limit the budget or warn you while you are in the process of creating the budget; if you enter a value in this field, Coeus will warn you when you SAVE the budget if your total exceeds the value that you have entered.



→ **Enter the Total Direct Cost Limit, if desired** – This is an optional field.

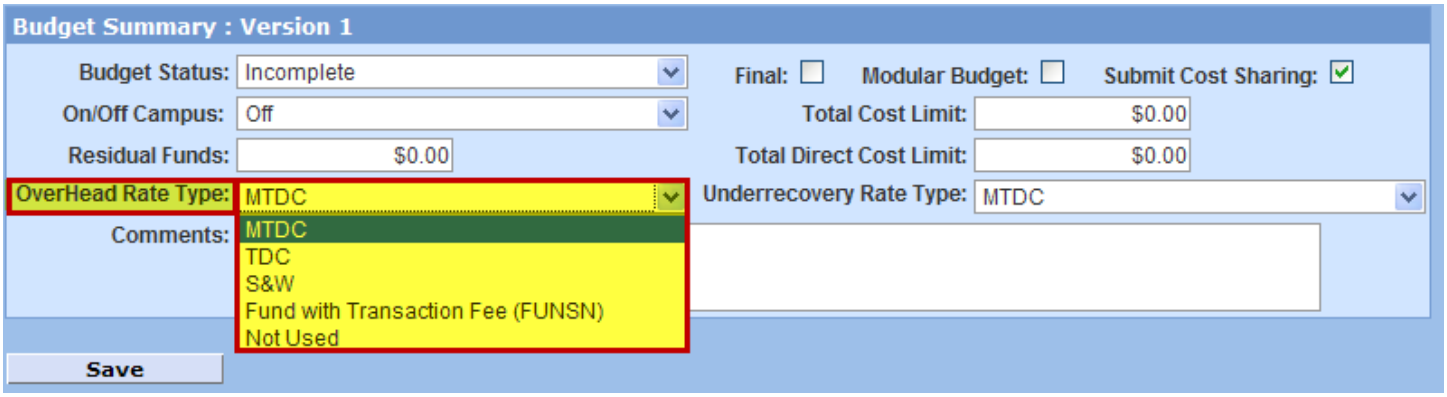
Enter the maximum Direct cost to be covered by the total award in the **Total Direct Cost Limit** field if you want to limit the direct costs in your proposal. ***This function may be useful when submitting a Modular Budget to NIH.***



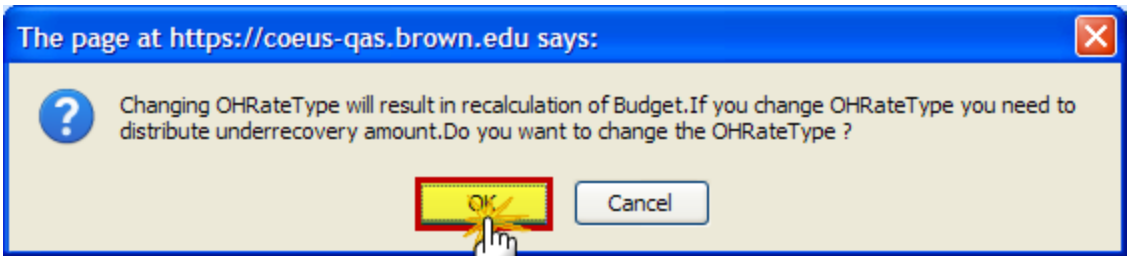
This field can be used as a reminder, but is not necessary to fill it in. The Total Direct Cost Limit feature does not limit the budget or warn you while you are in the process of creating the budget; if you enter a value in this field, Coeus will warn you when you SAVE the budget if your Direct total exceeds the value that you have entered.

→ **Verify/Modify the OH Rate Type for the proposal** – The **OH Rate Type** defines how the F&A gets calculated on the proposal. The field defaults to MTDC (Modified Total Direct Costs) on all proposals.

If you need to change overhead (F&A) rate type to TDC (Total Direct Costs), click in the field and select ***TDC*** from the drop-down menu. (Other OH Rate Types are not used at Brown).



When you change the OH Rate Type, following message displays asking you to recalculate the budget:



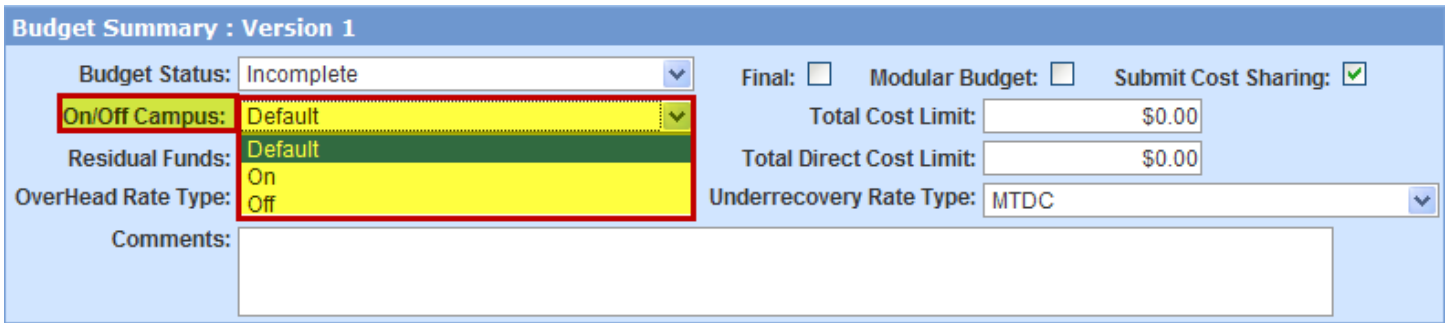
Click the [**OK**] button.

> Do NOT select "Not Used" as an OH Rate Type. If your proposal does not include F&A, change the percentage to zero in the Rates table. *See Topic ~* ***Adjust Proposal Rates (F&A, Inflation)***

→ **Underrecovery Rate Type** – Brown does **NOT** use the UR Rate Type Field. Please do not make any changes to this field.

→ **Verify/Modify the On/Off Campus field for the proposal** – The On/Off Campus rates will default to the **Default** setting which calculates **On** campus rates.

If your proposal is using OFF campus rates, select **Off** from the drop-down menu, otherwise you can leave it set to **Default**.



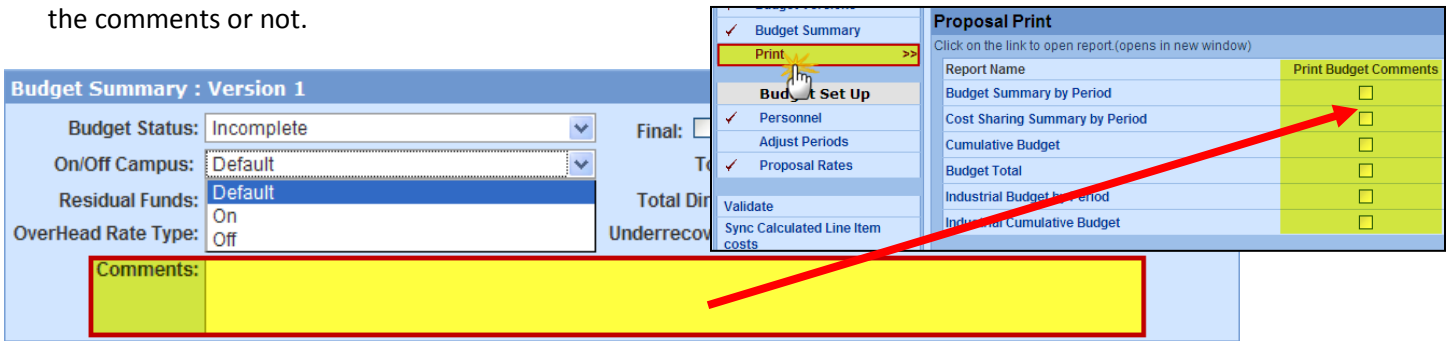
→ **Enter Comments** – This field is optional.

Enter notes in the **Comments** field if you wish to distinguish between different versions of your budget.

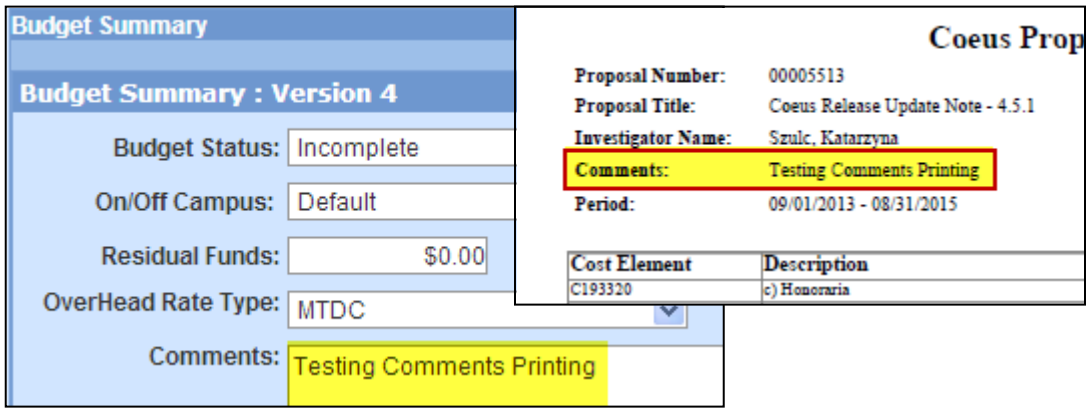
For Example you might enter: 2 Postdocs, 3 RA's on version 1 vs. No Postdocs, 4 RA's on version 2.

NEW Coeus Budget Forms which are accessed from the **Budget Section**, now have the option to populate the Comments which are entered in the **Comments** field of the **Budget Summary Section**.

Checkboxes have been added to the **Proposal Print Section** that enable you to choose whether you want to print the comments or not.

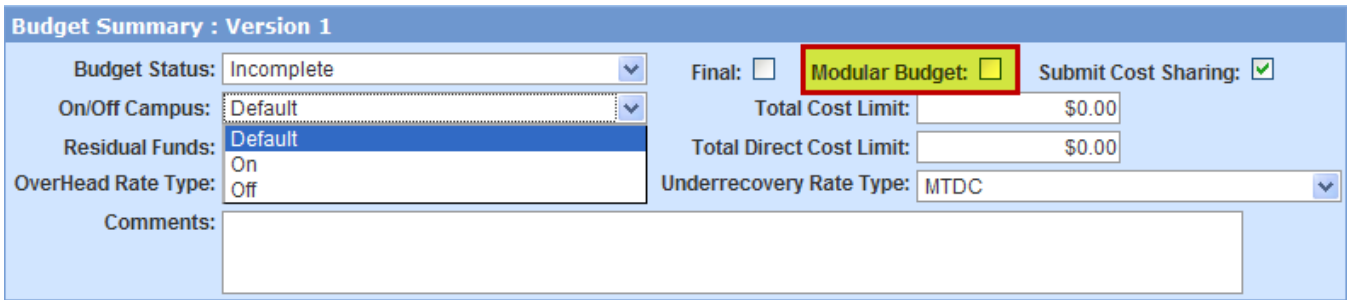


If you choose to print the budget comments, they will appear on the Coeus Budget Forms.



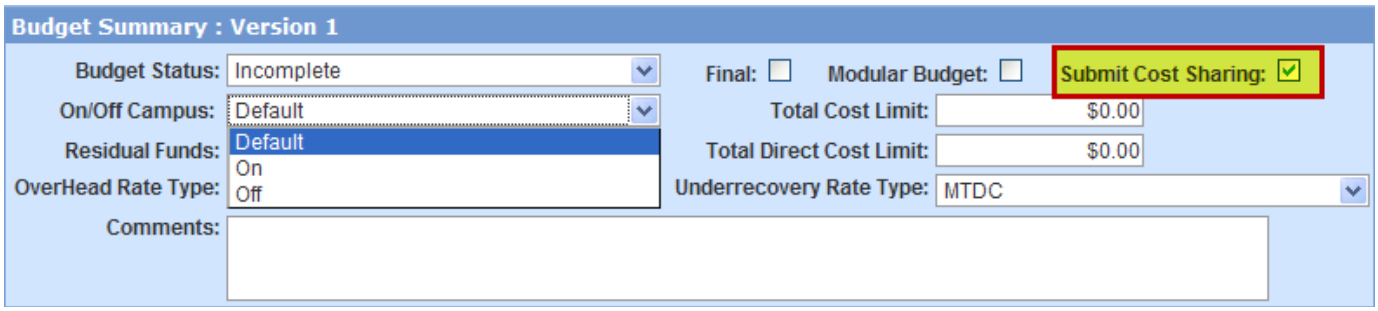
→ **Verify/Check Modular Budget checkbox**

The **Modular Budget** checkbox will default to blank. This box should only be checked if you are submitting an NIH Modular Budget Submission, otherwise, please leave the checkbox blank.

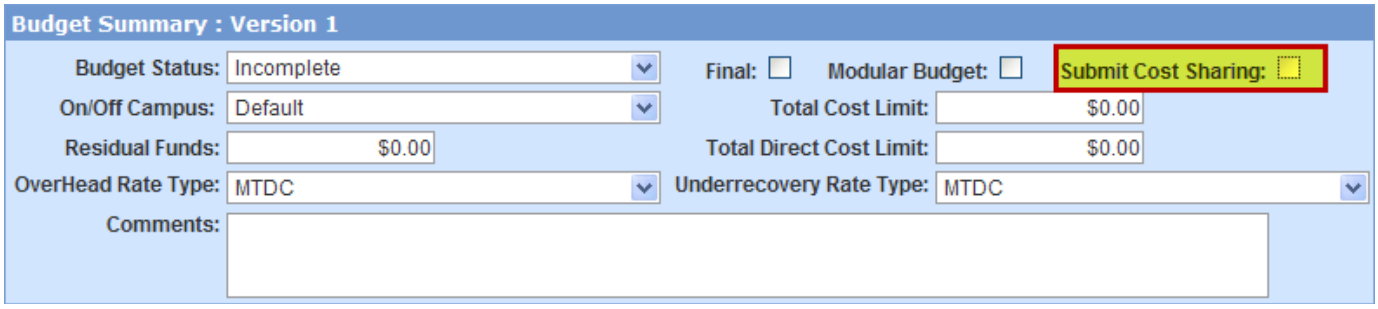


→ **Verify/Check Submit Cost Sharing checkbox**

The **Submit Cost Sharing** checkbox will default to checked. If you have cost sharing in your proposal and would like to submit it to the Sponsor, leave the checkbox checked.



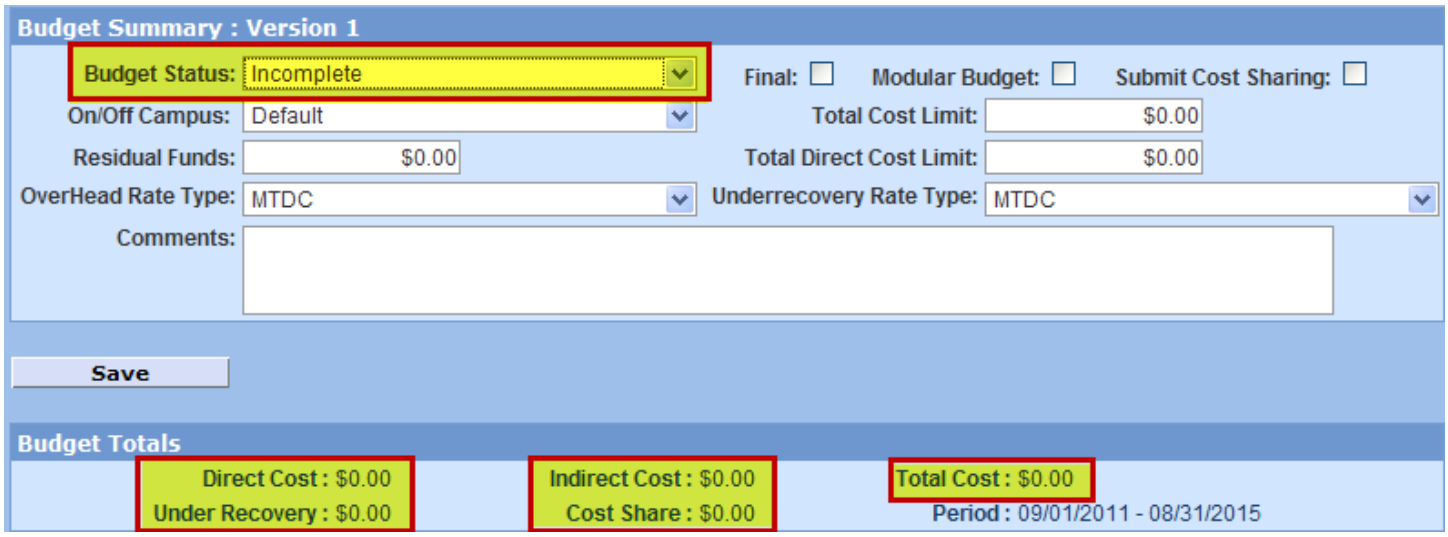
If you wish not to Submit Cost Sharing, uncheck the **Submit Cost Sharing** checkbox.



The remaining fields in the **Budget Summary Section** are **Read-Only fields**. These fields contain information entered that is populated by COEUS. You cannot directly modify the contents of these fields, but you can make changes in other fields that will in turn edit the Read-Only fields in this tab.

The Read Only Fields are:

a. **Total Cost** – Sum of all costs in all budget periods; calculated by Coeus from data entered in the budget
b. **Direct Cost** – Total of direct costs in all budget periods; calculated by Coeus from data entered in the budget
c. **Indirect Cost** – Total of indirect costs in all budget periods; calculated by Coeus from data entered in the budget
d. **Underrecovery** – Total of Underrecovery costs in all budget periods; calculated by Coeus from data entered in the budget
e. **Cost Share** – Total of Cost Sharing in all budget periods; calculated by Coeus from data entered in the budget
f. **Budget Status** – Displays the status of the budget [Complete/Incomplete]; can be edited if the **Final** box is checked off



The bottom half of the **Budget Summary Section** displays each budget period entered. **Start/End Dates**, **No. of Months**, **Total Cost**, **Direct Cost**, **Indirect Cost**, **Cost Sharing**, and **Underrecovery** are displayed for each budget period.

Budget Periods

Period	Start Date	End Date	No. of Months	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
1	09/01/2011	08/31/2012	12.0	$0.00	$0.00	$0.00	$0.00	$0.00
2	09/01/2012	08/31/2013	12.0	$0.00	$0.00	$0.00	$0.00	$0.00

These values are connected to the equivalent values on the **Period Sections** so when you enter budget items for your budget the **Direct**, **Indirect**, and **Total Cost** fields will be filled out on the **Budget Summary Section**.

When the budget is complete, the **Budget Summary Section** will display the total (direct & indirect) amounts by Period based on what was entered for all periods of the budget.

2. Click the [**SAVE**] button to save the changes you have made.

End of Procedure

o PROPOSAL RATES (F&A, EMPLOYEE BENEFIT, INFLATION)

➢ *Syncing to Proposal Rates*

After completing the **Budget Summary Section** the next step is to review the University Rates and then sync or update your **Proposal Rates.**

Coeus stores various university approved rates that are needed for budget development, i.e. **F&A (Facilities and Administrative)**, **EB (Employee Benefits)** and **Inflation**. Rates are set for each fiscal year and Rates are applied to cost elements within the budget.

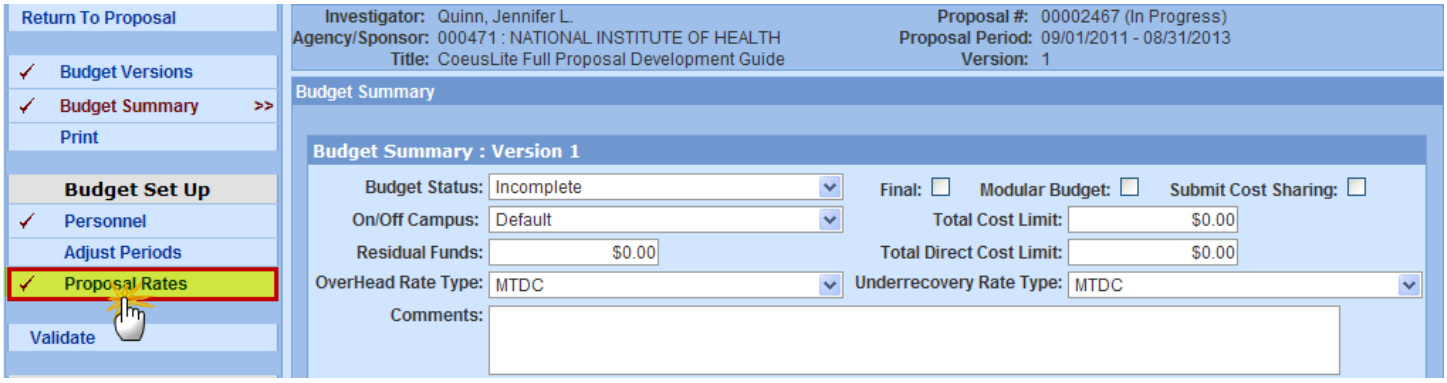
Negotiated/pre-determined F&A, EB, and inflation rates are set up in Coeus for each fiscal year. These rates are applied to budgeted costs. Each Budget Element is mapped to the negotiated/pre-determined rates and Coeus will automatically calculate F&A, fringe, and inflation when applicable.

To be sure that your proposal is using the most up-to-date indirect, employee benefit, and inflation rates; you must synchronize (Sync) your Proposal Rates table to the Institute Rates table. If you are using a copied proposal, this action is imperative; a newly generated proposal's rates should be valid, but a copied proposal may have old rates that require synchronizing.

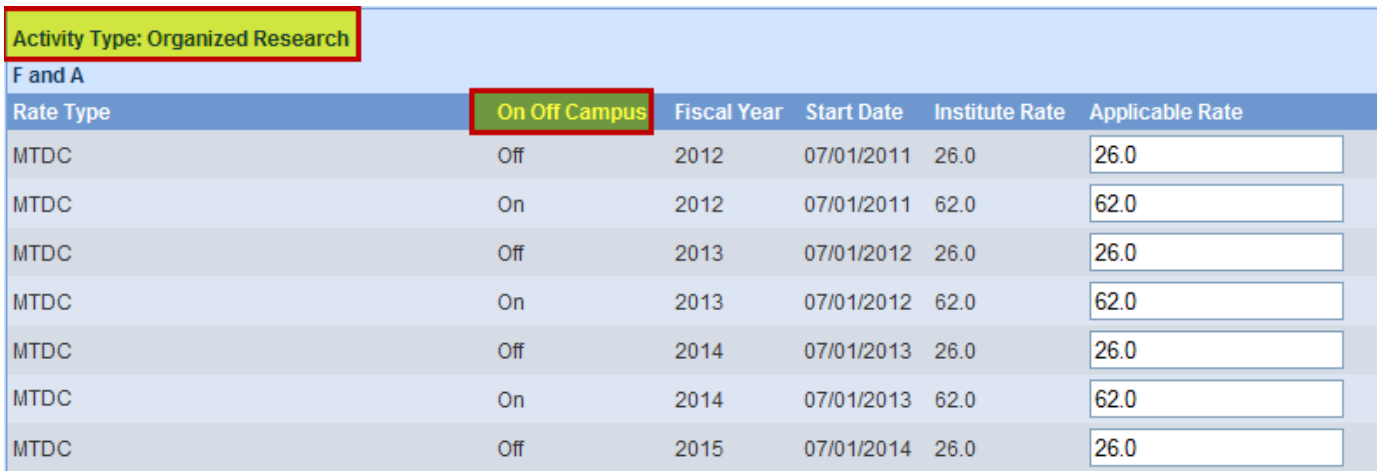
PROCEDURE

To open the **Proposal Rates Section**:

1. While in the **Budget Section**, select the **PROPOSAL RATES** link in the **Budget Navigation Panel** on the left hand side of the screen.



The **Proposal Rates Section** will open.



Activity Type: Organized Research

F and A

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
MTDC	Off	2012	07/01/2011	26.0	26.0
MTDC	On	2012	07/01/2011	62.0	62.0
MTDC	Off	2013	07/01/2012	26.0	26.0
MTDC	On	2013	07/01/2012	62.0	62.0
MTDC	Off	2014	07/01/2013	26.0	26.0
MTDC	On	2014	07/01/2013	62.0	62.0
MTDC	Off	2015	07/01/2014	26.0	26.0

The rates that are shown are specific to the **Activity Type** selected for the proposal in the **General Info Section** and whether the proposed project will occur **On** or **Off campus.**

The Rates table displays the University's negotiated/pre-determined Indirect Cost and Fringe Benefit rates. In addition, the rates table contains the Inflation rates for each applicable Rate Class. These rates will be applied to all proposals by default, unless they are manually changed for a specific proposal.

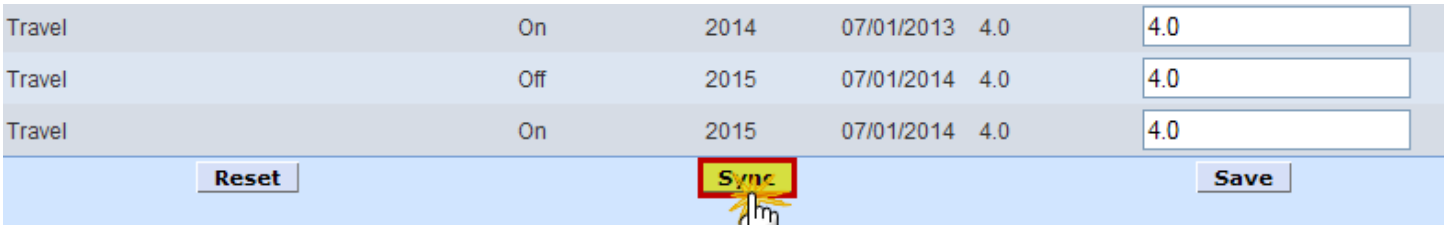
The Rates Table only displays the rates applicable for that proposal's period and are ordered as follows:

MTDC – Modified Total Direct Costs	
TDC – Total Direct Costs	
Employee Benefits (Fringe)	Fringe Rates are set up for following categories: • FT Rate (Faculty) • FT Rate (Staff) • PT Rate
Inflation	Inflation Rates are set up for the following cost element categories: • Faculty Salaries • Staff Salaries • Technical Staff Salaries • Materials and Services • Graduate Students (Hourly) • Graduate Tuition • Health Fees • Health Insurance • Stipends (Grad RAs) • Undergraduate Students • Faculty Salaries – Manual Inflation • Travel

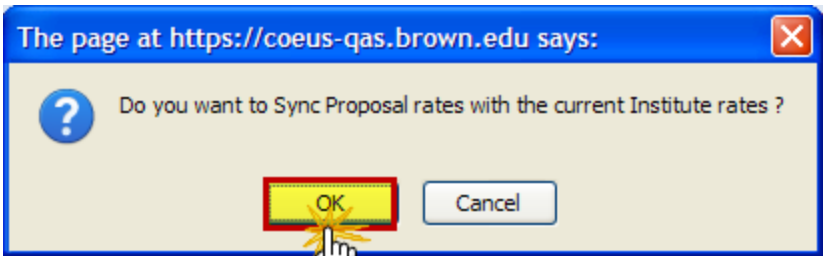
2. Review the University/Department Rates in the this section. If the rates displayed are accurate, it is still best practice to synchronize the proposal rates table (i.e. rates that will be applied to the proposal) to the University/Department rates table.

If you are using a copied proposal or have adjusted the budget dates or periods, synchronizing the proposal is required. If rates need to be modified, refer to the topic - ***Adjust Proposal Rates (F&A, Inflation)***.

3. To Sync the Proposal Rates to the University Rates, click the [**Sync**] button at the bottom of the screen.



A verification message will open and you will be prompted to answer the following question: "**Do you want to Sync Proposal rates with the current Institute rates?**"



4. Click the [OK] button. The message window will close and you will be back to the **Proposal Rates Section**.

5. Click the [SAVE] button to close out the **Proposal Rates Section** and return to the **Budget Summary Section.**

End of Procedure

➢ *Adjusting Proposal Rates (F&A, Inflation)*

F&A or Inflation rates for the proposal can be modified in the **Proposal Rates Section** at any time during the Budget Development Process. Be sure that when changing the rates that you change them **for every fiscal year** of the budget, not just the first one.

PROCEDURE

1. Once in the **Budget Section**, select the **PROPOSAL RATES** link in the **Budget Navigation Panel** on the left hand side of the screen.

   Example:
   *Let's assume that for the proposal we are working on is **"On Campus"** and that the proposal instructions allow only **20%** IDC rate. Also, you want to increase the inflation rate for Faculty salaries for all years on the proposal from 4% to **5%**.*

2. Enter the correct indirect cost rate in the **Applicable Rate** field for each fiscal year for "On Campus" – in our case the rate is **20%**

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
MTDC	Off	2012	07/01/2011	26.0	26.0
MTDC	On	2012	07/01/2011	62.0	20
MTDC	Off	2013	07/01/2012	26.0	26.0
MTDC	On	2013	07/01/2012	62.0	20
MTDC	Off	2014	07/01/2013	26.0	26.0
MTDC	On	2014	07/01/2013	62.0	20

3. Scroll down to enter the correct inflation rate in the **Applicable Rate** field for Faculty Salaries for each fiscal year – in our case the rate is **5%**.

Inflation

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
Faculty Salaries	Off	2012	07/01/2011	4.0	5.0
Faculty Salaries	On	2012	07/01/2011	4.0	5.0
Faculty Salaries	Off	2013	07/01/2012	4.0	5.0
Faculty Salaries	On	2013	07/01/2012	4.0	5.0
Faculty Salaries	Off	2014	07/01/2013	4.0	5.0
Faculty Salaries	On	2014	07/01/2013	4.0	5.0

4. Once you have completed updating all the rates, click the [**SAVE**] button.

Notice the change in the Indirect Costs in your budget as well as the increase in Faculty Salaries since the rates applicable to these categories have been changed.

After changing your Proposal Rates in the Proposal Rates Section, do not hit the [Reset] or the [Sync] buttons in that Section. If you select [RESET] all the changes you have made will be undone and if you select [Sync], the rates will be synced with the institutional rates.

End of Procedure

IX. ENTERING INITIAL DETAILED BUDGET [PERIOD ONE]

Budgets are created by period. You will create a period 1 budget that you will populate with budget items that will appear in every period of your budget. Coeus will use Period 1 as a base to inflate for future periods.

You will tweak individual periods, add, remove and/or revise budget item values, to complete your budget.

Once you've created a base budget, you can copy it and tweak it. You can perform this copy/adjustment function any number of times, adjusting even the period dates so that you can convert to institutional, calendar, or government fiscal years as needed until you pick a final budget to be submitted with your proposal.

To create the budget for Period 1, you will enter budget items for personnel salary and non-personnel costs.

o ENTERING PERSONNEL BUDGET INFORMATION

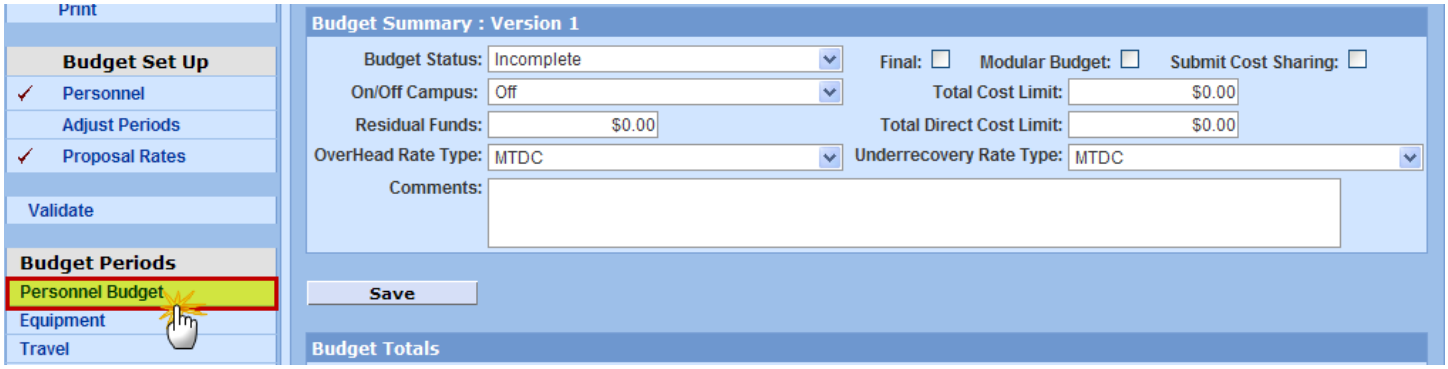
Personnel Budget Items within a budget describe who will be paid out of the award if the proposal is funded. Coeus allows you to add named persons (Investigators, Key Persons) as well as persons to be named (TBA Postdocs, TBA Graduate Research Assistants, etc.) if the proposal is funded.

To add personnel to the budget, the **Budget Personnel Section** must be complete (See topic – ***Completing the Budget Personnel Section***).

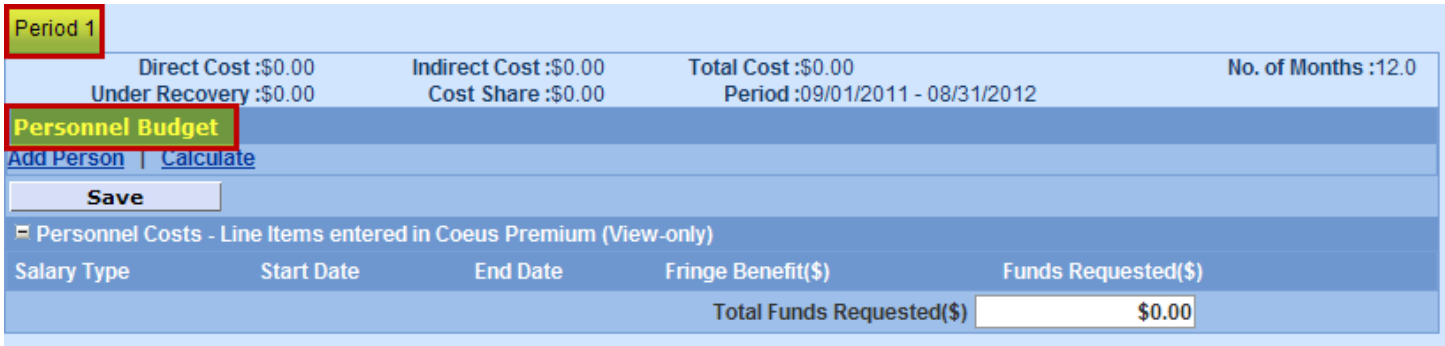
The individuals entered in the **Budget Personnel Section** are then assigned to salary budget items (personnel cost elements) in the selected budget periods.

PROCEDURE

1. To begin adding Personnel Budget items, select the **PERSONNEL BUDGET** link in the **Budget Navigation Panel** on the left hand side of the screen.

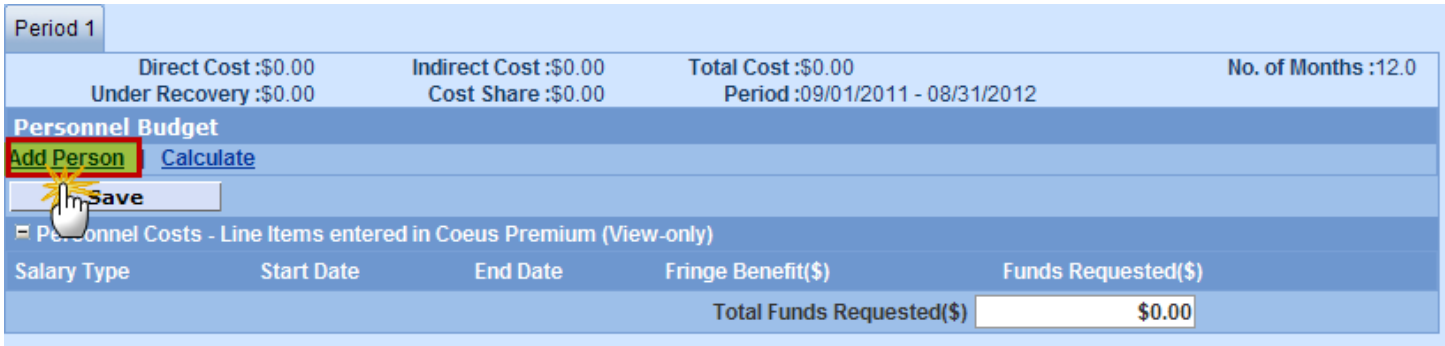


The **Personnel Budget Period 1 Tab Section** opens and you can begin adding Personnel Line Items



The Personnel Budget Details in CoeusLite are added by Person

2. Click the **ADD PERSON** link to add a personnel budget detail.

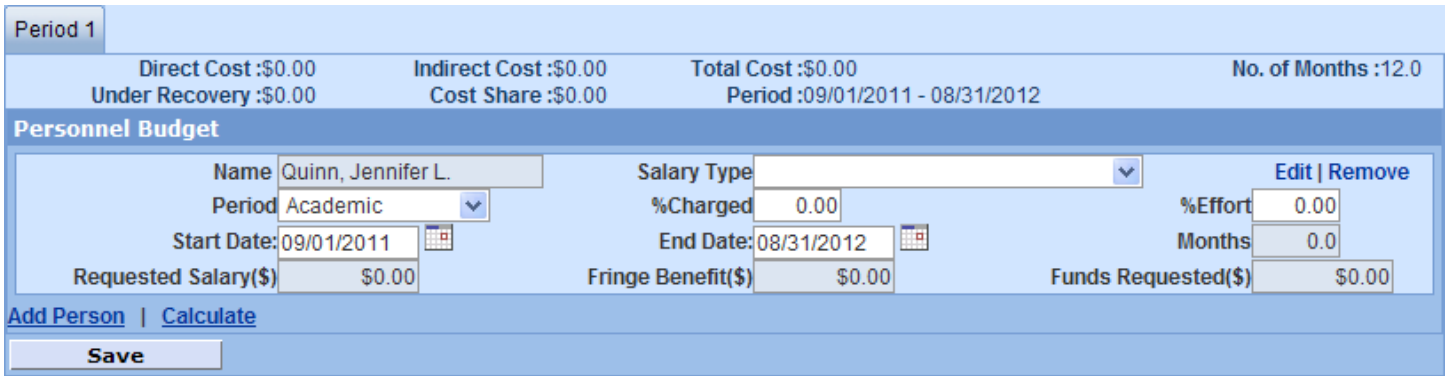


Budget Personnel Section will display where you will select the individuals you want to add to your Personnel Budget.

3. Select all, or some of the individuals listed by checking the box next to each individual's' name.

4. Click the [**SAVE**] button to add the individuals to the Personnel Budget.

The **Personnel Budget Section** will display all the individuals selected:



The personnel details identify in this section for each individual are the effort and time frame the individual will commit to the project.

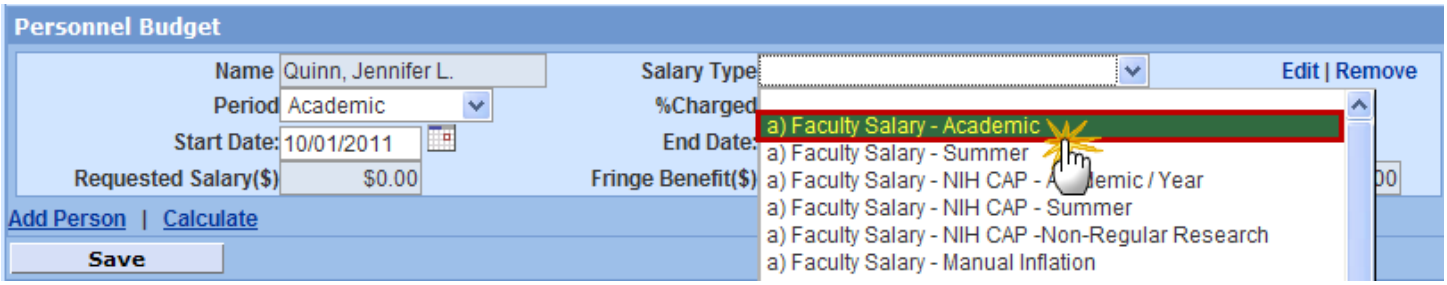
Completing the personnel details for each individual on the project is a critical component to ensure Coeus makes the accurate salary calculations for budgeted personnel.

These next steps are extremely important for establishing the accurate salary amount of personnel and for calculating the appropriate person months on the Grants.gov budget forms.

5. Select the appropriate **Salary Type** for the individual from the drop-down.

For example, in the instance above, we have added **J. Quinn,** she has a **9M Academic Appointment** and let's assume she is a **faculty** member.

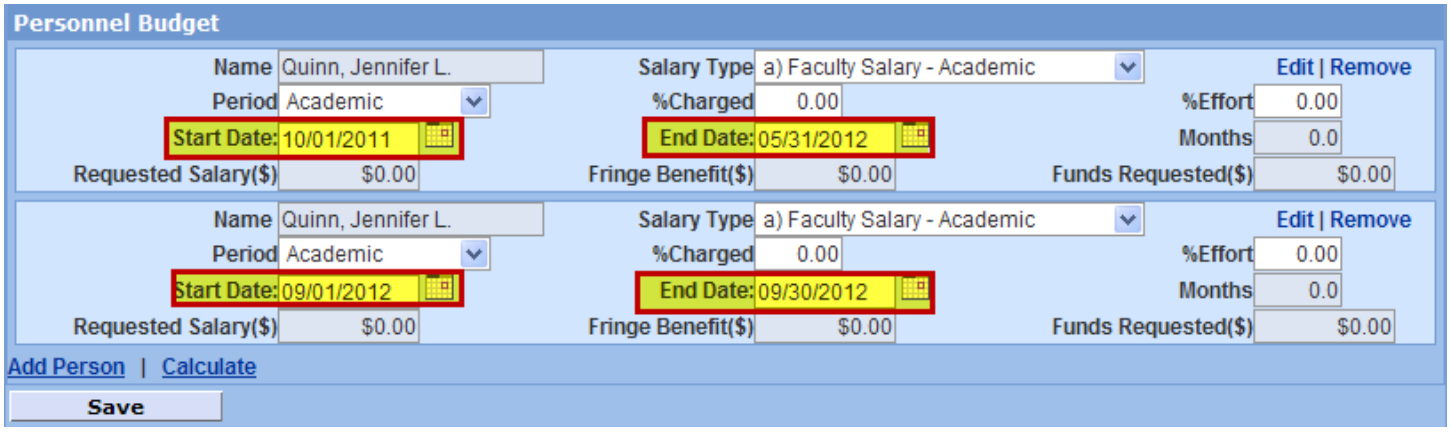
The appropriate Salary Type for her would be: **Faculty Salary – Academic**



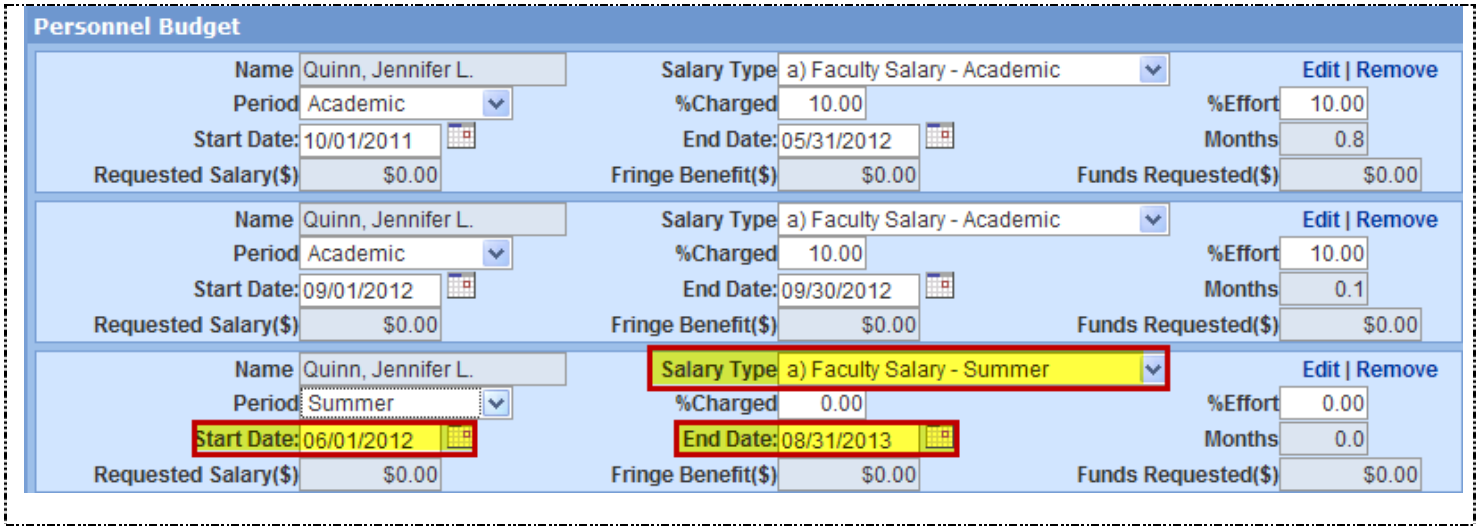
Next, let's assume that she will be working a percentage of time during her entire academic appointment period, so in the instance described above she will need to be **entered twice into the Personnel Budget section** because the Project Performance Period (10/01/2011 – 09/30/2012) spans over **two different academic years (09/01/2011 – 05/31/2012 and 09/01/2012 – 05/31/2013)**. In the first academic year she would be working a percentage of time during the 8 months period (10/01/2011 – 05/31/2012) and in the second academic year she would be working a percentage of time during the 1 month period (09/01/2012 – 09/30/2012). In total, the two number of months in the two academic periods equals to 9 months (which is the type of the appointment that she has)

To add another entry for her, select the **ADD PERSON** link and in the **Budget Personnel Section** select her and click [**SAVE**] to add her to the Personnel Budget Section.

Once a second entry is added for her, the information should be completed as follows with the following Start and End Dates:



The Summer months (in this instance 06/01/2012 – 08/31/2012) would require additional entry for J. Quinn that would have a Faculty Salary – Summer as the salary type!



6. Verify/modify the **Start and End Dates** for the selected individual.

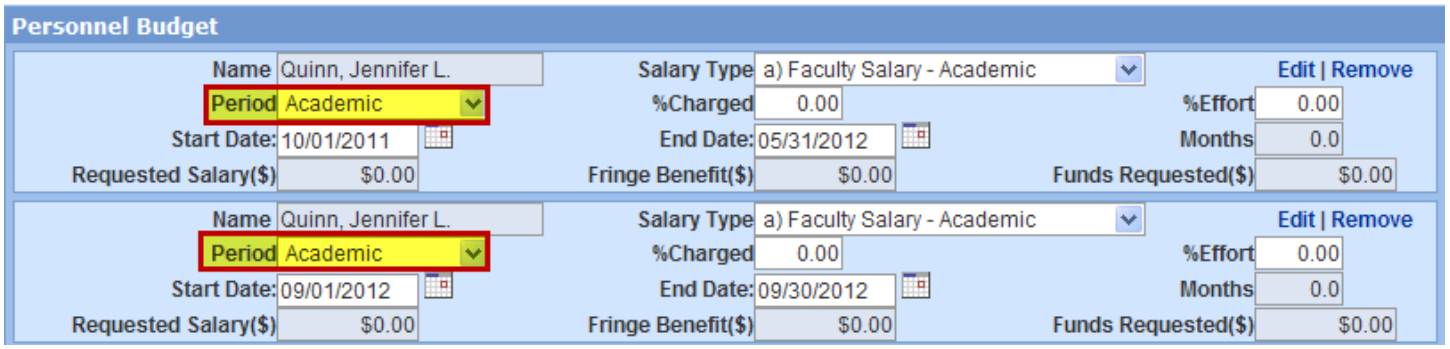
7. Select the appropriate **Period** from the drop down list. The field defaults to ***Academic*** and must be changed to reflect the appropriate period.

   The **Period** defines the committed time frame for the individual and is used to calculate the number of Person Months that populates the Grants.gov budget forms.

   The Periods are defined as follows:

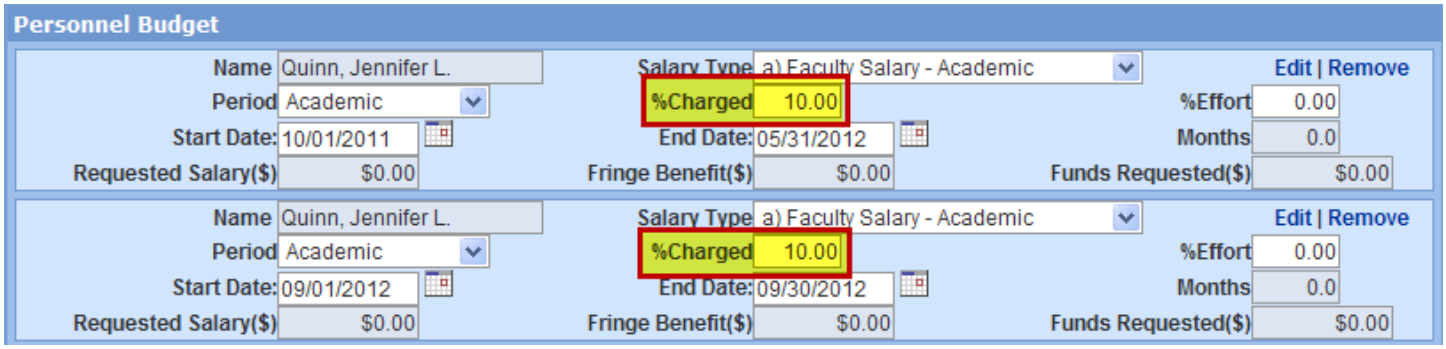
Period	Definition
Academic	the 9 or 10 month academic year period, from September 1 through May 31 or June 30
Calendar	the 12 month calendar year
Summer	the Summer period is the 2 or 3 months not covered by the Academic period; it can extend from June 1 through August 31

In the example above, J. Quinn is working during the **Academic Period**; therefore we would change the Period to **Academic** for both entries.



8. Enter the percentage of the person's **salary** to be charged to the project in the **%Charged** field -i.e. portion of costs borne by sponsor. (This value cannot be greater than the % Effort value.)

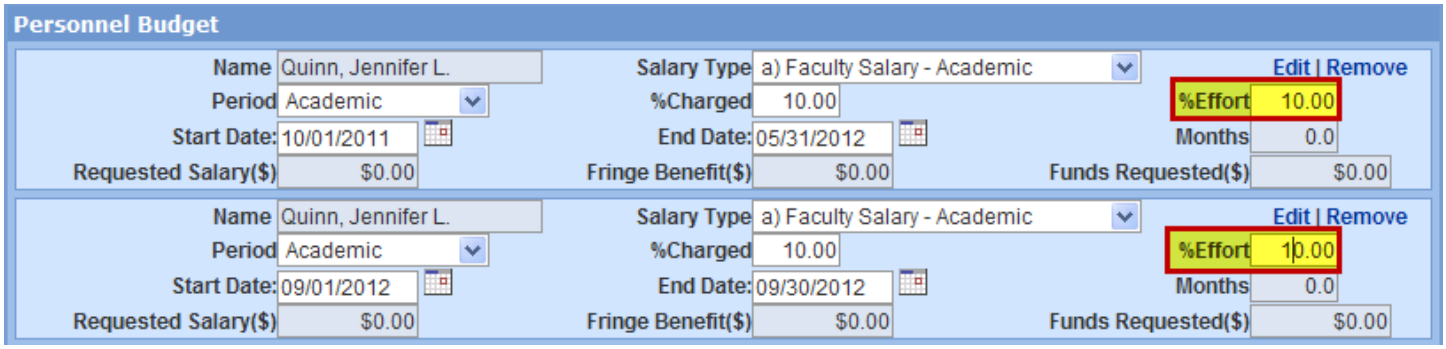
For example, in the scenario above, click in the **% Charged** field and enter "**10"** (both lines)



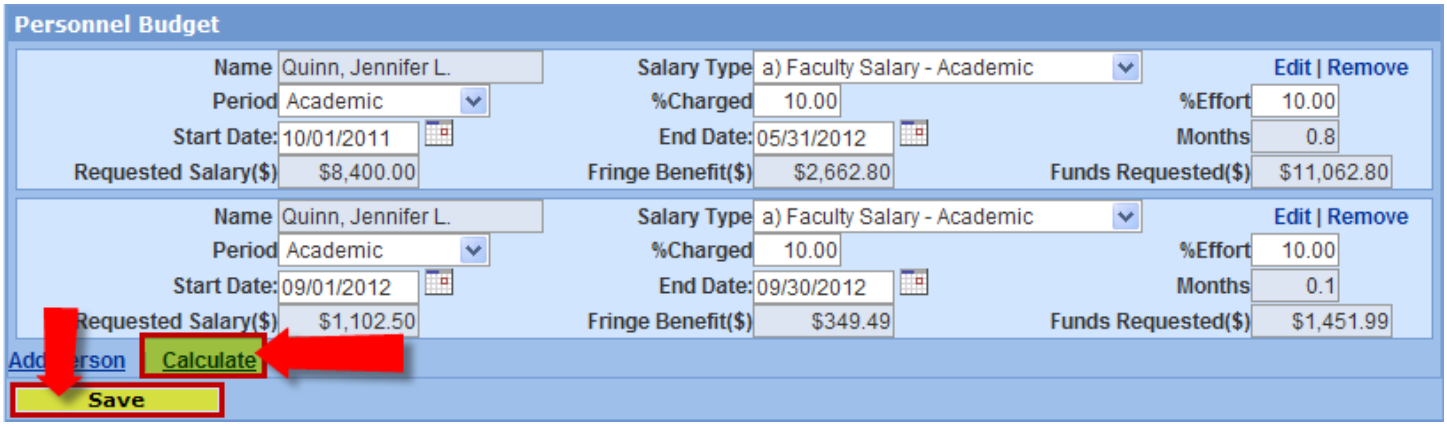
9. Enter the percentage of the person's time to be charged to the project in the **%Effort** field.

When % Effort is greater than the % Charged, Cost Sharing will be generated when the [**CALCULATE**] button is clicked. If there is no salary cost sharing, then the % Charged and % Effort fields are the same. (See related topic - ***Cost Sharing***)

For example, click in the **% Effort** field and enter "**10"** (both lines)



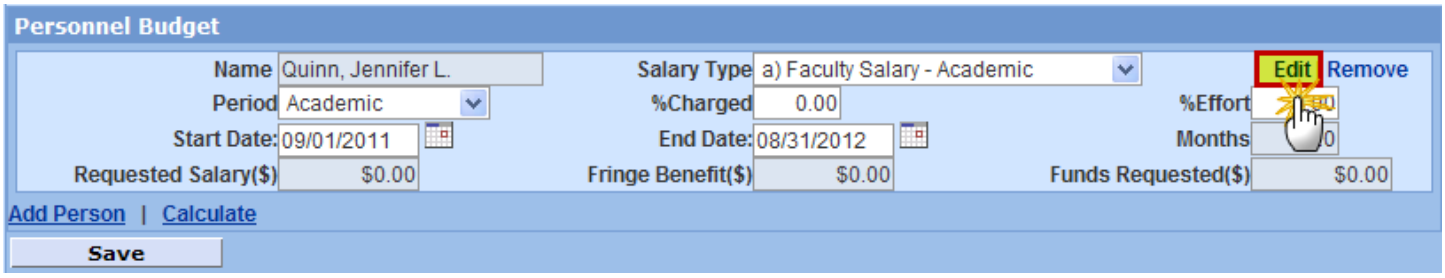
10. Click the [**CALCULATE**] button for the system to calculate the Salary information numbers and click the [**SAVE**] button to save your entries. When you click the **CALCULATE** link, the Employee Benefit costs are calculated as well.



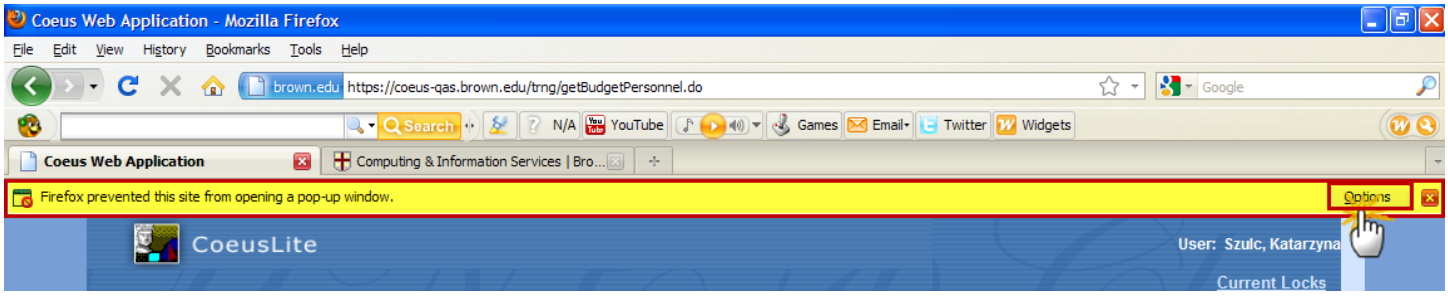
If you forgot to enter the salaries on the **Budget Personnel Section**, the amount in the **Requested Salary** field will appear as $0.00. To fix the salary navigate to the **Budget Personnel Section** and enter the salary in the **Base Salary** field for the individual.

The Salary is calculated using the salary entered in the **Base salary** field in the Budget Persons window; the **period dates** the individual is set to work on the project, the **% effort** and the **Inflation rates** that are defined in the Rates Section. That's why it is imperative that this information is entered correctly.

To view the details of a particular Budget Item, click on the **EDIT** link located in the right hand corner of the Budget item.

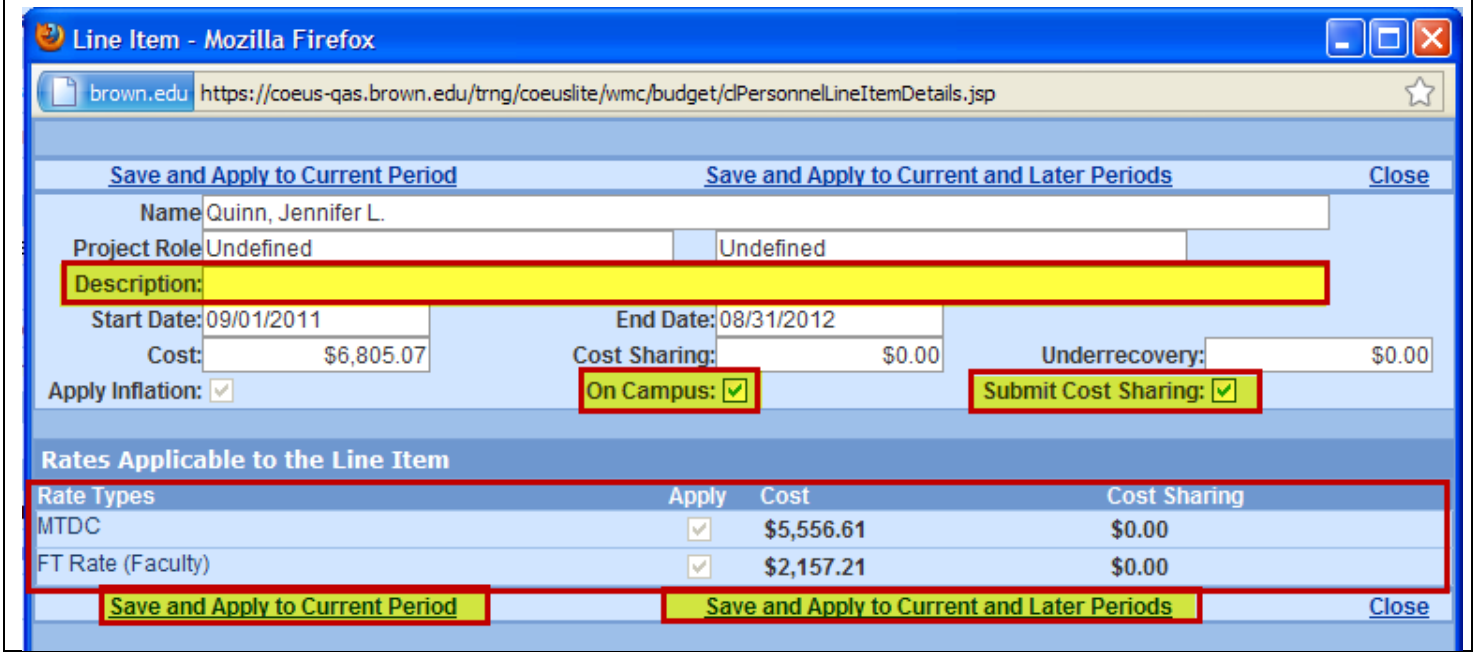


If the **pop-up blocker is turned on**, on your computer you will receive a message similar to this one:



You must click on the [**OPTIONS**] button to turn off the pop-up blocker in order to be able to access the details of the budget item.

After you click on the **EDIT** link, the following Line Item Window will open:



In this window you can:

- Verify/Modify whether On Campus or Off Campus rates are being applied (Defaults to **On Campus** rates, if **Off Campus** Rates apply the [**OFF CAMPUS**] radio button should be selected)
- Enter a Description (Internal Purposes only except for Equipment line items)
- Turn off Inflation (Does not work on personnel budget items) (The **Apply Inflation** checkbox is defaulted with a check and is not based on if the line item/cost element/sub code is set up in the rates table to calculate inflation. If the Line Item selected is set to have inflation applied to it, you can choose to uncheck the **Apply Inflation** checkbox if you do not want Coeus to calculate inflation on this particular line item)
- Submit or Not Submit Cost Sharing for this line item (if cost sharing is present)
- Check if Overhead and Employee Benefit rates are applied
- Save and Apply any changes you made to Current Period
- Save and Apply and changes you made to Current and Later Periods

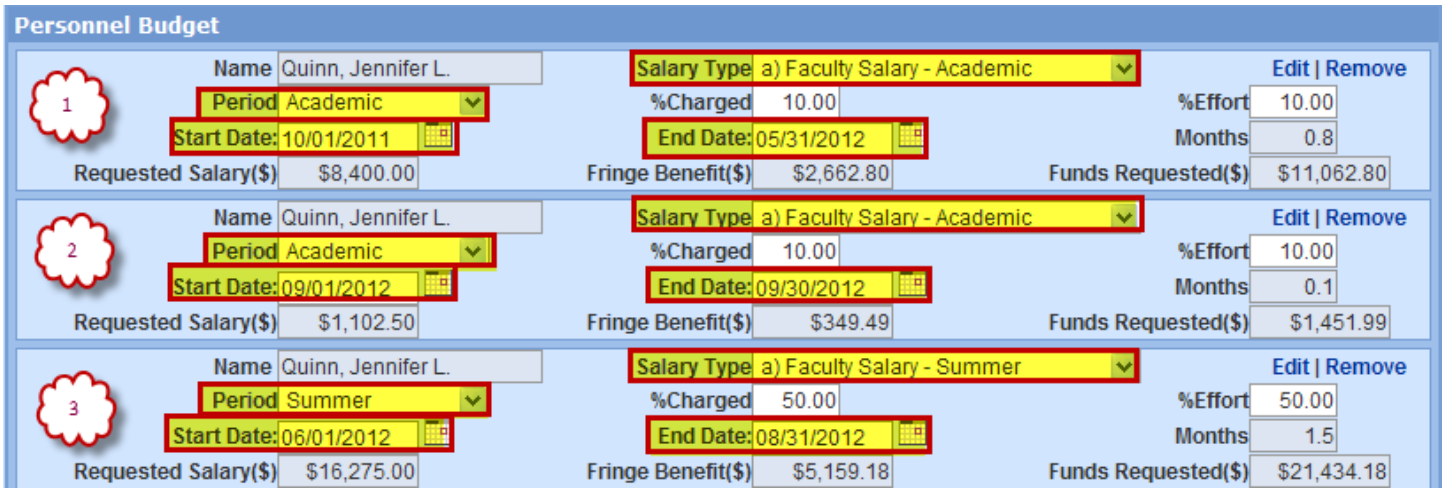
11. Continue adding Personnel Budget details for other individuals and complete their information as described in the instructions above.

12. To navigate to the **Other Sections** select the appropriate link in the **Budget Navigation Panel** on the left hand side of the screen.

➢ *Entering Faculty or Graduate Students who work during both, the Academic and Summer Periods*

Some positions are divided between **academic** and **summer** periods because of fringe benefit rates that may or may not be associated with that personnel line item they are assigned to or for tracking purposes.

Coeus contains salary types that reflect both **academic** and **summer** periods for Faculty and Graduate RAs. For example, if a faculty member will be working during the academic year and summer months, they will be entered multiple times (two or more depending on the Project Period) into the Personnel Budget Section with Different Salary Types (*Faculty Salary - Academic* and *Faculty Salary - Summer)* assigned to the appropriate entries and correct Period selected for those entries.



End of Procedure

o ENTERING PERSONNEL BUDGET INFORMATION – ANNIVERSARY DATE INFLATION (MANUAL INFLATION)

While most salary increases for Brown personnel occur on the start of the new fiscal year (July 1st), there are some individuals that have their salary increase based on the **Date of Hire** or **Anniversary Date** (e.g. post docs).

Currently, Coeus only allows salary inflation to be set for one defined date.

In order to apply inflation based on Anniversary Date of Hire instead of 07/01/FY, multiple entries are created for the individual in the **Budget Personnel Section** and salary is inflated manually.

The following procedures document how to enter the personnel whose salary increase is effective on hire date anniversary.

INTRODUCTION

The following Personnel Budget Items correspond to the personnel types whose salary increases on hire date anniversary:

a) **Faculty Salary - Manual Inflation - (Full FB)**
a) **Post Doc (Non-Senior) - Manual Inflation (Full FB)**
a) **Post Doc (Senior) - Manual Inflation (Full FB)**

Each of the noted budget items are mapped to the Inflation Type - **Faculty Salaries – Manual Inflation**. This Inflation Type does not calculate inflation (i.e. inflation rate is set to 0%) across budget periods.

The following scenario will walk you through the process:

Proposal is budgeting for a TBA Post-Doc whose salary increase occurs on the anniversary date of hire. The Proposal Budget details are:

Proposal Start Date: **10/01/2011**
Proposal End Date: **09/30/2013**

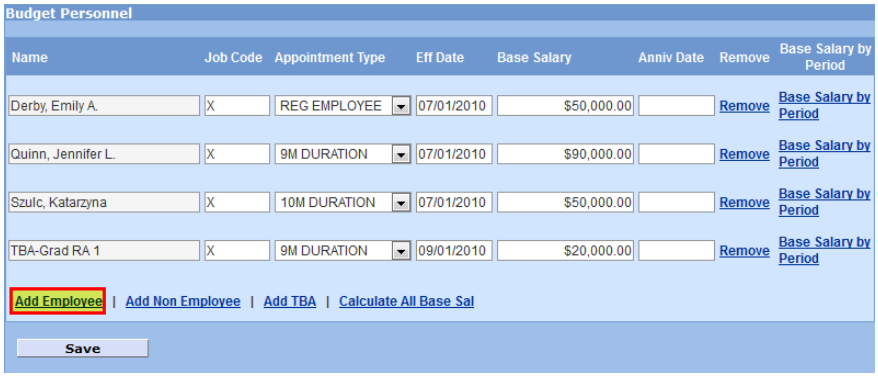
TBA Post-Doc Hire Date is **10/01/2011** (4% increase is scheduled for hire date anniversary: 10/01/2012)
TBA Post-Doc Starting Salary: **$34,000**

PROCEDURE

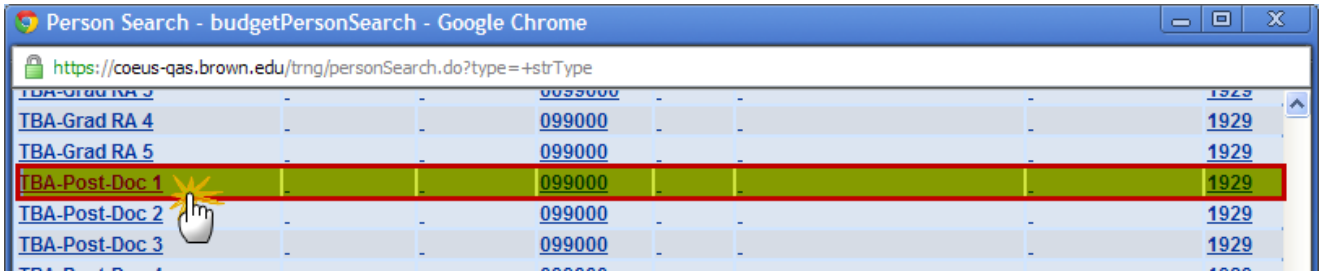
1. Navigate to the **Budget Personnel Section** by selecting the **PERSONNEL** link in the Budget Navigation Pane on the left side of the screen.

   The **Budget Personnel Section** will open displaying information for any individual already added.

2. Click on the **ADD EMPLOYEE** link to open the Person Search Window and search for an applicable TBA placeholder.



3. In the Persons Window enter **tba*** in the **Last Name** field and click on the [**SEARCH**] button to conduct your search and generate the listing of **TBA placeholders** to choose from.



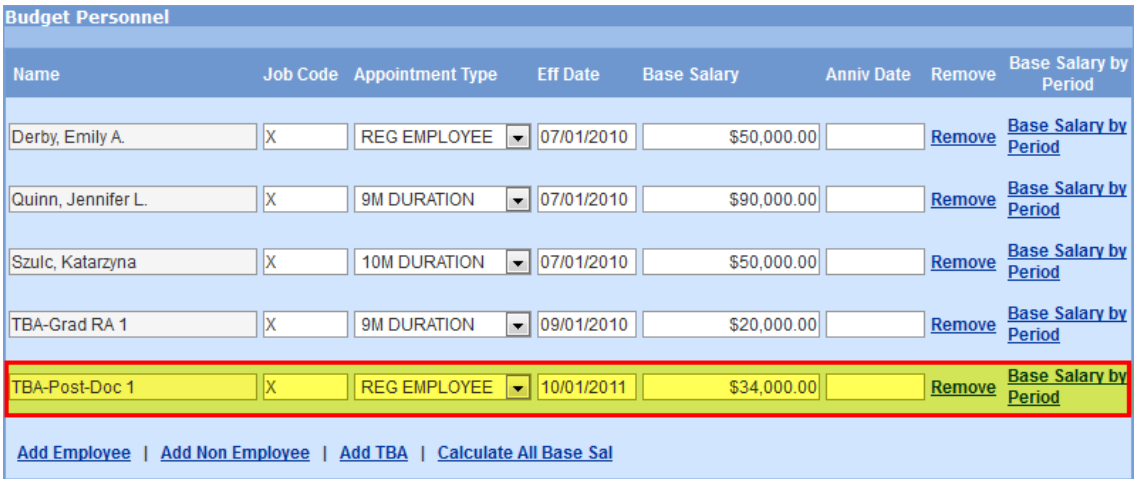
4. Select the appropriate **TBA placeholder(s)** you wish to add by clicking on the name

   ***Note** - Use the scroll bar to move down the TBA listing. *For this example, click the **TBA-Post-Doc 1** cell.*

   The selected individual will appear in the **Budget Personnel Section**.

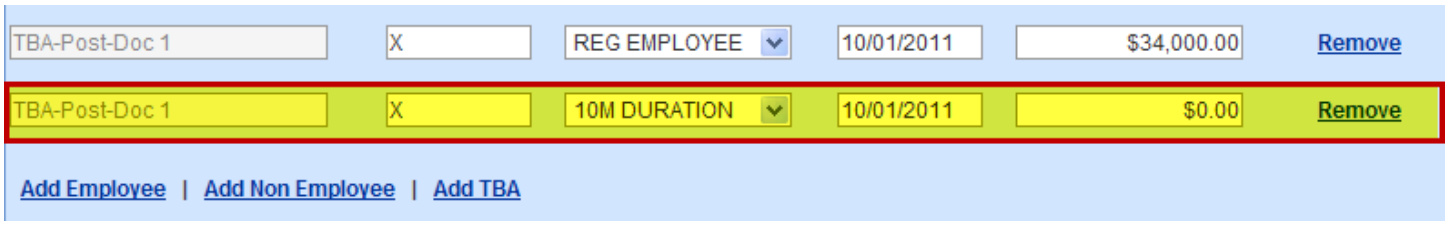
5. Complete the **Appointment Type**, **Eff Date** and **Base Salary** fields for that indivdual based on the information providede earlier in this section:

Appointment Type:	**Reg Emplyee**
Eff Date:	**10/01/2011 (Date of Hire)**
Calc Base:	**34000 (starting salary)**



6. Click on the **ADD EMPLOYEE** link to open the Person Search Window and search for TBA-Post-Doc 1 again to create a **second** entry for that same individual for year 2 with a 4% salary increase.

7. In the Persons Window enter **tba*** in the **Last Name** field and click on the [**SEARCH**] button to conduct your search and generate the listing of **TBA placeholders** to choose from. Select the **TBA-Post-Doc 1** to add the **SAME** TBA - Post-Doc previously added.

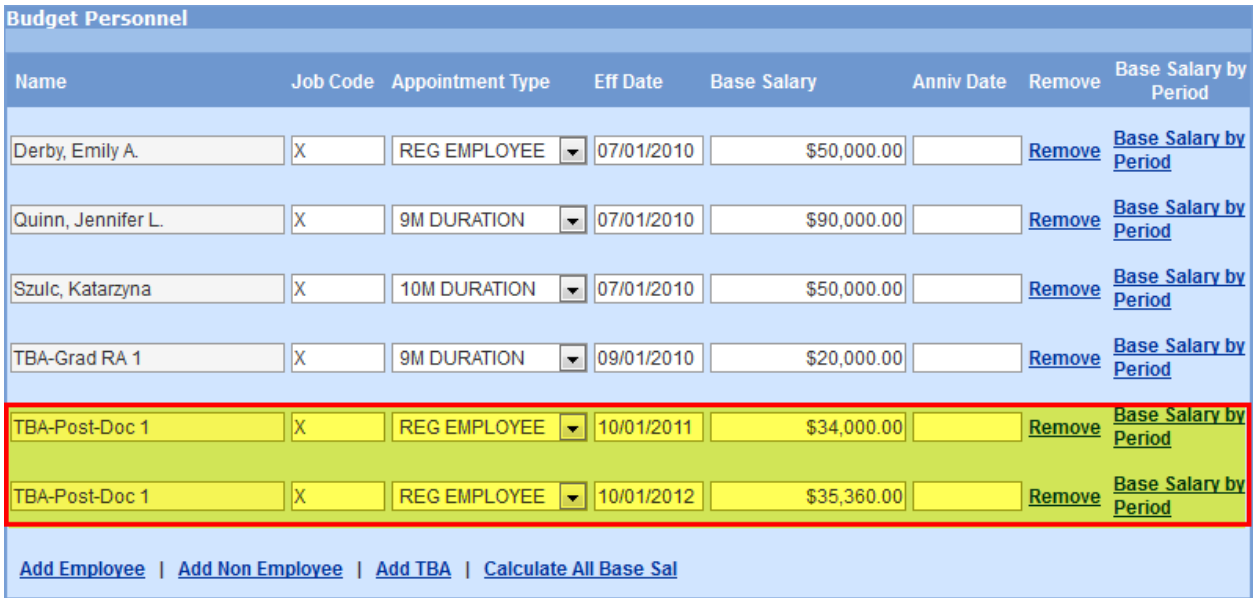


8. Complete the **Appointment Type**, **Eff Date** and **Base Salary** fields for that indivdual as follows and click the [**SAVE**] button:

Appointment Type:	**Reg Emplyee (same as the one previously entered)**
Eff Date:	**10/01/2012 (date of next salary increase)**
Calc Base:	**35360 (increased salary for year 2)**

9. Continue adding the additional entries for TBA-Post-Doc 1 for each period of the budget is applicable. (Increasing the salary by 4% each year and adjusting the Effective Date to the anniversary date for each period.)

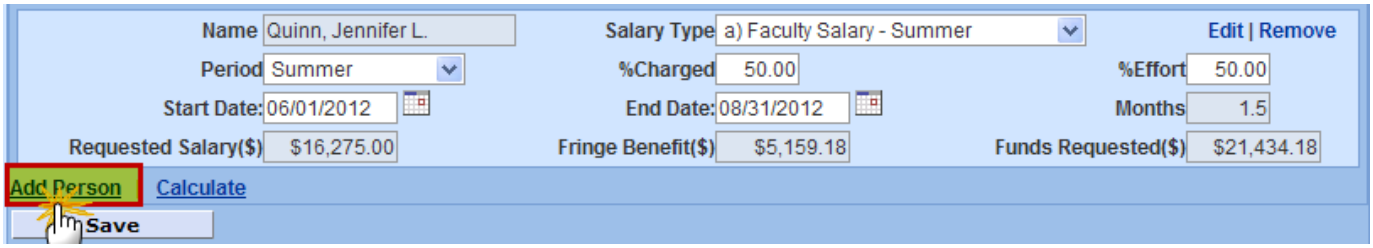
   For the example given above, the Budget Persons Window should display the separate entries for the **TBA Post-Doc 1** with an increased salary at the anniversary start date for each period and it should look like this:



10. Click the [**SAVE**] button save all the changes you have made.

11. Navigate to the Personnel Budget section by selecting the **PERSONNEL BUDGET** link in the **Budget Navigation Panel** on the left hand side of the screen.

12. Click the **ADD PERSON** link to add a personnel budget detail for the Post-Doc.



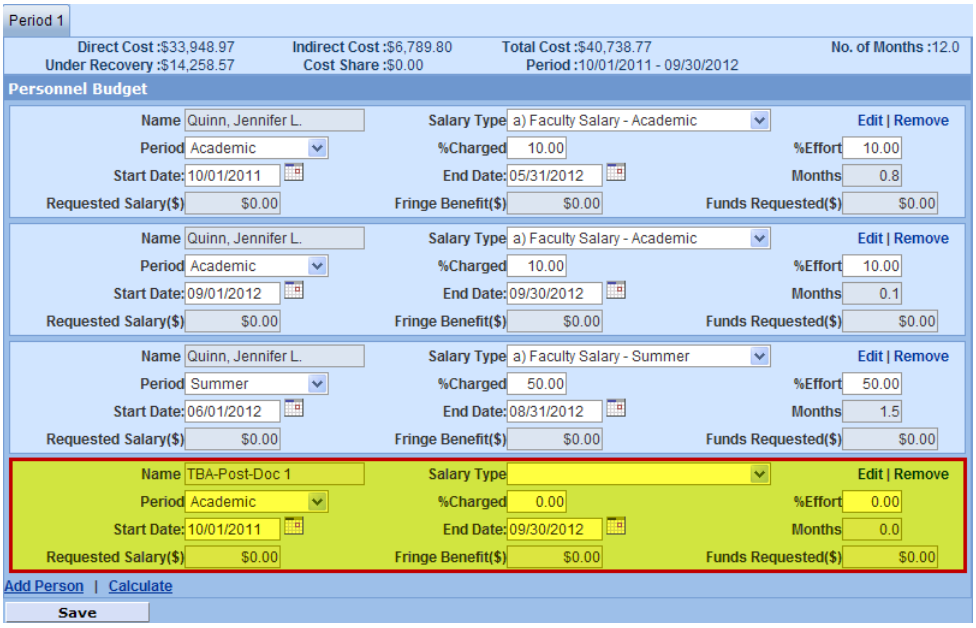
Budget Personnel Section will open. The individuals listed in this window are the individuals that were previously entered in the **Budget Personnel Section**; notice the multiple entries for the individual with Anniversary Date of Hire; *in this example, **TBA-Post-Doc 1.***

13. Select one of the **TBA-Post-Doc 1**.

It does not matter which entry you click on for the TBA Post-doc 1, Coeus will use the correct TBA-Post Doc 1 entry based on the Effective Date entered and the dates of the period the individual is being added to.

14. Click the [**SAVE**] button to add the individual to the Personnel Budget.

The **Personnel Budget Section** will display the individual selected:



11. Complete the details of the budget entry for the Post-Doc 1 in the by selecting the appropriate **Salary Type**; you can chose from the following:

For our example, we will chose **a) Post-Doc (Non-Senior) – Manual Inflation**

Post Doc (Non-Senior) is used for TBA Post-Docs since they are not considered Senior/Key Personnel. This category will map to the Post-Doctoral Associates under Other Personnel on the R&R Budget form.

12. Check and adjust if necessary the **Start Date** and **End Date** fields for the individual added. The **Start Date** and **End Date** for the selected personnel default to the Start and End Date of the proposal period. Typically, Post-Docs work the full period/calendar period. If that is the case you do not need to modify the dates.

13. Select the appropriate **Period** from the drop down list. The field defaults to ***Academic*** and must be changed to reflect the appropriate period.

    The **Period** defines the committed time frame for the individual and is used to calculate the number of Person Months that populates the Grants.gov budget forms.

    In this example, select **Calendar** from the Period drop-down menu.

14. Enter the percentage of the person's **salary** to be charged to the project in the **% Charged** field -i.e. portion of costs borne by sponsor. (This value cannot be greater than the % Effort value.)

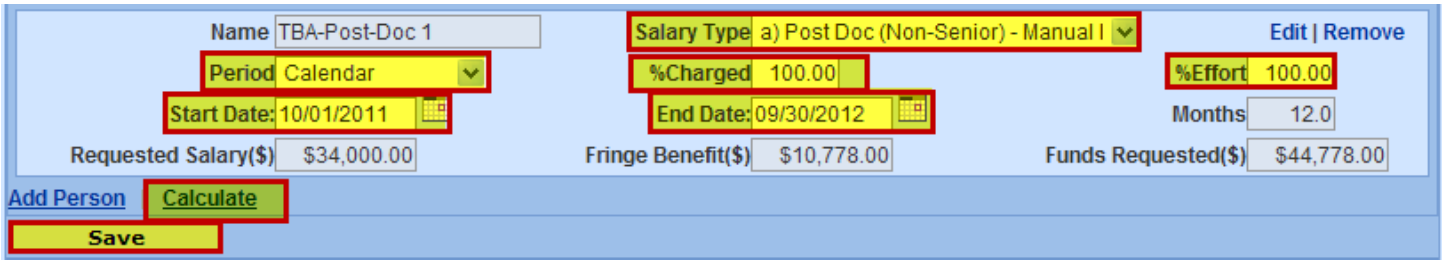
    In this example, enter **100.**

15. Enter the percentage of the person's time to be charged to the project in the **% Effort** field.

    Note** - When % Effort is greater than the % Charged, Cost Sharing will be generated when the [Calculate] button is clicked. If there is no salary cost sharing, then the % Charged and % Effort fields are the same. (See related topic - ***Cost Sharing)

    In this example, enter **100.**

16. Click the **CALCULATE** link for the system to calculate the Salary information numbers and click the [**SAVE**] button to save your entries. When you click the **CALCULATE** link, the Employee Benefit costs are calculated as well.



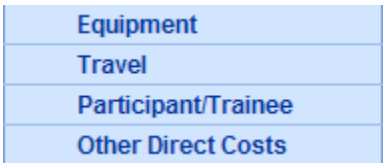
When the out-years of the budget are generated, Coeus will enter the appropriate salary for this individual, for each budget period based on the Effective Date of the salary and the Period dates.

End of Procedure

o ENTERING NON-PERSONNEL BUDGET INFORMATION

Non-Personnel Budget Items within a budget describe what goods or services will be purchased out of the award funded to the proposal. Such items include equipment, maintenance contracts, travel expenses, tuition fees, supplies, and other operating expenses.

As described earlier, Coeus Lite has several sections that can be used to add non-personnel budget items. These sections are:



You will begin by adding the budget items to Period 1 of the budget, and Coeus will use the information entered as the base for the remaining years.

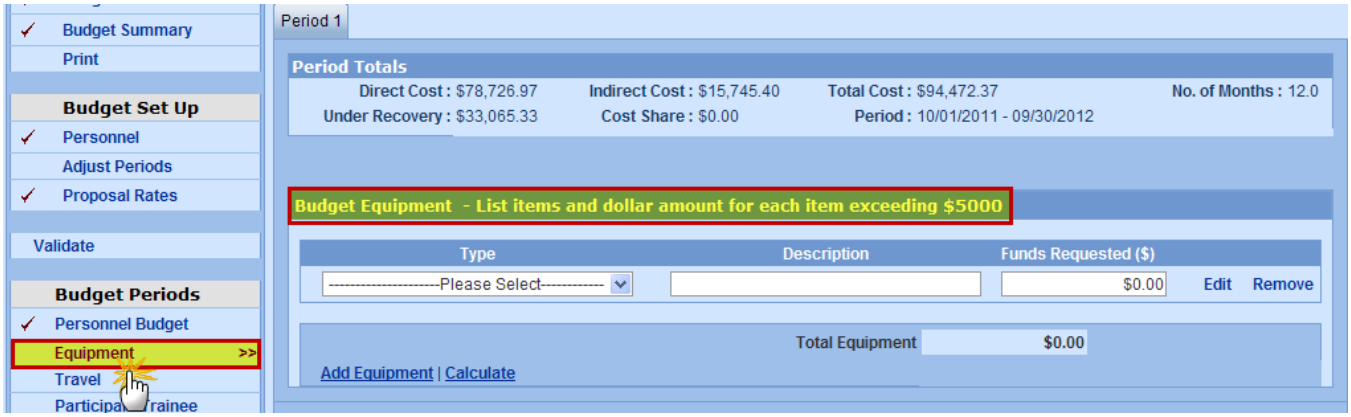
➢ *Adding Equipment*

To add equipment items that are being purchased using the funds from this proposal please follow the following procedure.

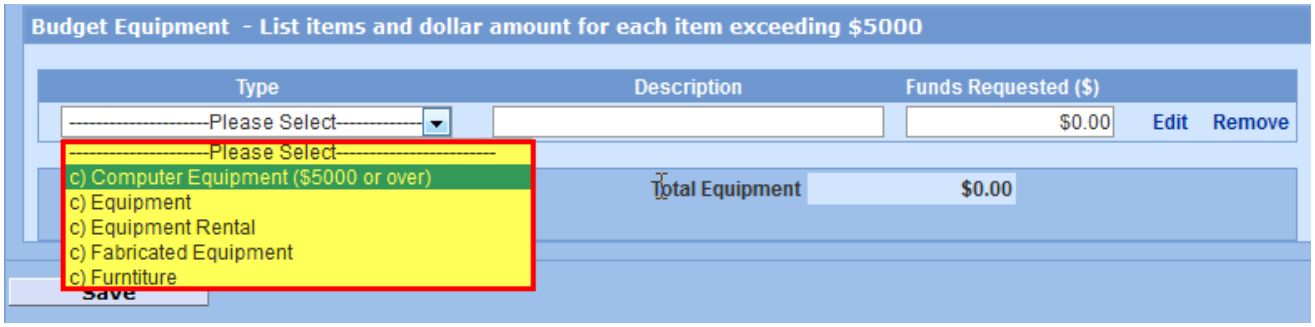
PROCEDURE

1. To begin adding Equipment items, select the **EQUIPMENT** link in the **Budget Navigation Panel** on the left hand side of the screen.

   The **Budget Equipment Section** will open



2. Select the type of **Equipment** being purchased from the Type drop-down menu.



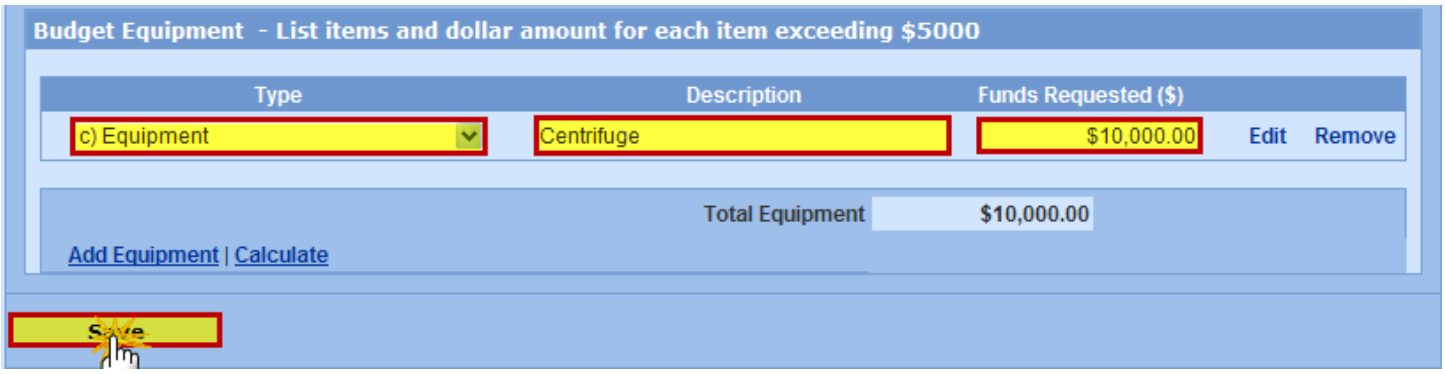
3. Enter the description of the Equipment in the **Description** field. **This field is required for equipment! (**The description entered in the **Equipment** line item will print on the Grants.gov detailed budget forms

   For example, click in the **Description** *field and enter "**Centrifuge".***

4. Enter the cost in the **Funds Requested** field.

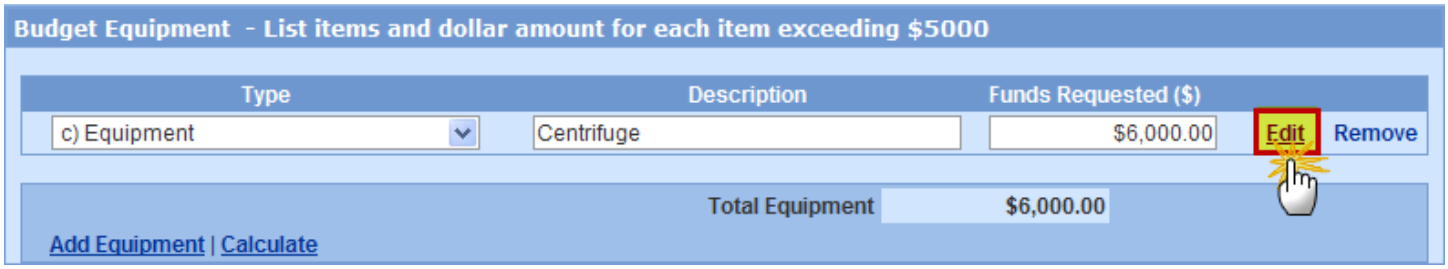
   For example, click in the **Funds Requested** *field and enter "**10000**" (enter dollar amount with no commas).*

5. Click the [SAVE] button to save your entry.

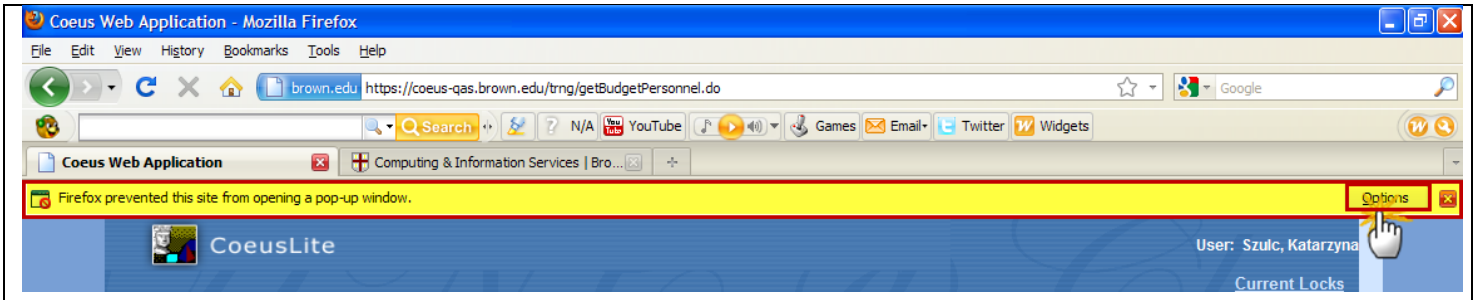


Equipment must be budgeted using individual budget items for each piece of equipment with a description entered in the Description field. This is required for Grants.gov submissions, but it is also good practice for all budgets.

To view the details of the Budget Item, click on the EDIT link located in the right hand corner of the Budget item.



If the **pop-up blocker is turned on**, on your computer you will receive a message similar to this one:



You must click on the [**OPTIONS**] button to turn off the pop-up blocker in order to be able to access the details of the budget item.

After you click on the **EDIT** link, the following Line Item Window will open:

In this window you can:

- Verify/Modify whether On Campus or Off Campus rates are being applied (Defaults to **On Campus** rates, if **Off Campus** Rates apply the [**OFF CAMPUS**]radio button should be selected)

- **Start Date** & **End Date** fields default to the Budget Period dates. ***These should not be modified***

- Enter a Description (Internal Purposes only except for Equipment line items). The Description field is required for Equipment and each piece of equipment must be budgeted using individual line items.

- Enter the Estimated Cost - Cost values can be entered to the penny, but are rounded to the nearest dollar value when printed. However, the more precise values are used in calculations

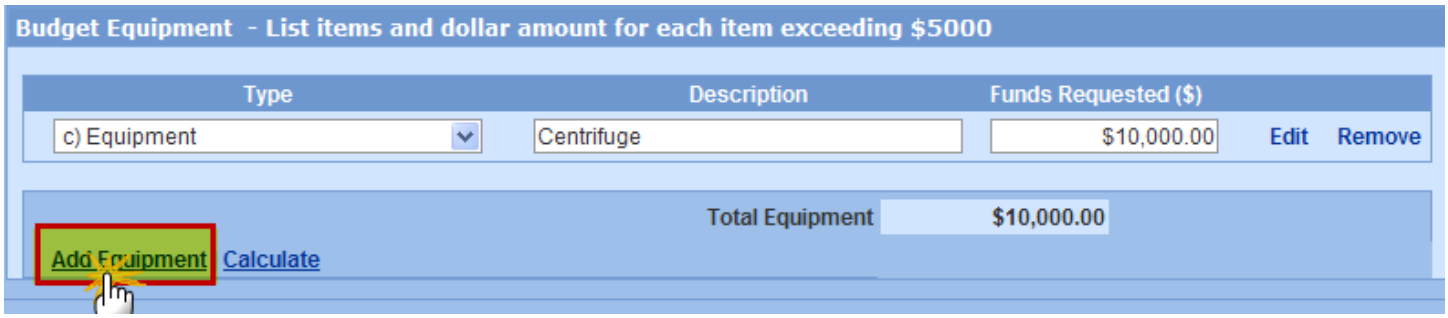
- Enter a Quantity - Leave the **Quantity** field blank, unless you want to record a quantity for your records. ***This value does not affect the line item cost.*** (In other words, the Cost is not multiplied by the Quantity to get a total cost for the line item.) The **Quantity** field can only be whole numbers (fractions in that field will cause an error)

- Turn off Inflation (The **Apply Inflation** checkbox is defaulted with a check and is not based on if the line item/cost element/sub code is set up in the rates table to calculate inflation. If the Line Item selected is set to have inflation applied to it, you can choose to uncheck the **Apply Inflation** checkbox if you do not want Coeus to calculate inflation on this particular line item)

- Enter Cost Sharing is applicable - Leave the **Cost Sharing** field blank unless a portion of the cost of the line item is cost shared (i.e. by department or OVPR funds). Refer to the topic ***Cost Sharing*** for more information on entering the amount funded by the other source in the Cost Sharing field

- Submit or Not Submit Cost Sharing for this line item (if cost sharing is present). Refer to the topic ***Cost Sharing*** for more information.
- Save and Apply any changes you made to Current Period
- Save and Apply and changes you made to Current and Later Periods

6. To add additional equipment items to your budget, click on the **ADD EQUIPMENT** link and follow the above described instructions



End of Procedure

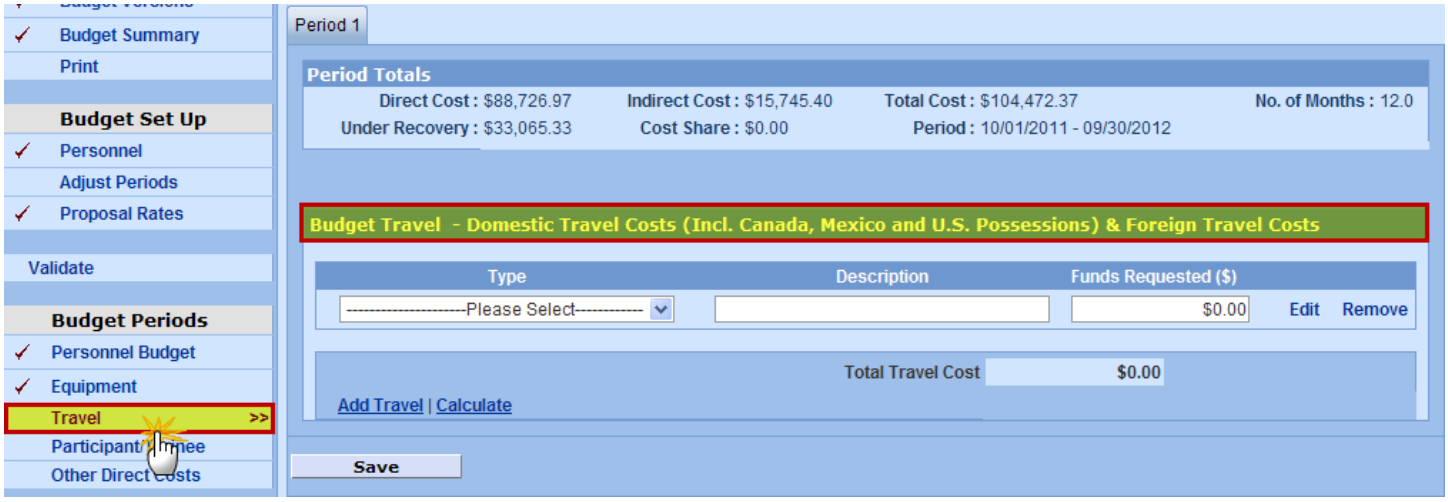
➢ *Adding Travel Costs*

To add travel that will be funded by this proposal, please follow the following procedure.

PROCEDURE

1. To begin adding Travel costs, select the **TRAVEL** link in the **Budget Navigation Panel** on the left hand side of the screen.

   The **Budget Travel Section** will open



2. Select the type of Travel that will take place from the **Type** drop-down menu.

3. Enter the description of the travel in the **Description** field. This field optional.

4. Enter the total cost of the type of travel in the **Funds Requested** field.

   For example, click in the **Funds Requested** *field and enter "**5000**" (enter dollar amount with no commas).*

5. Click the [**SAVE**] button to save your entry.

6. To add additional types of travel to your budget, click on the **ADD TRAVEL** link and follow the above described instructions.

End of Procedure

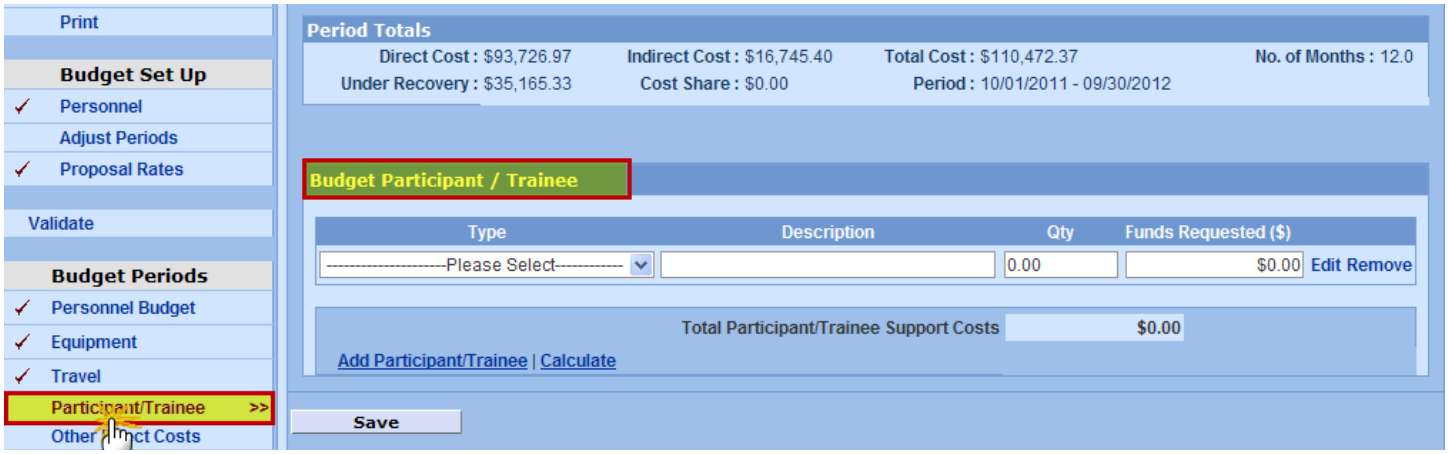
➢ *Adding Participant/Trainee Expenses*

To add Participant/Trainee costs that will be charged to this proposal, please follow the following procedure.

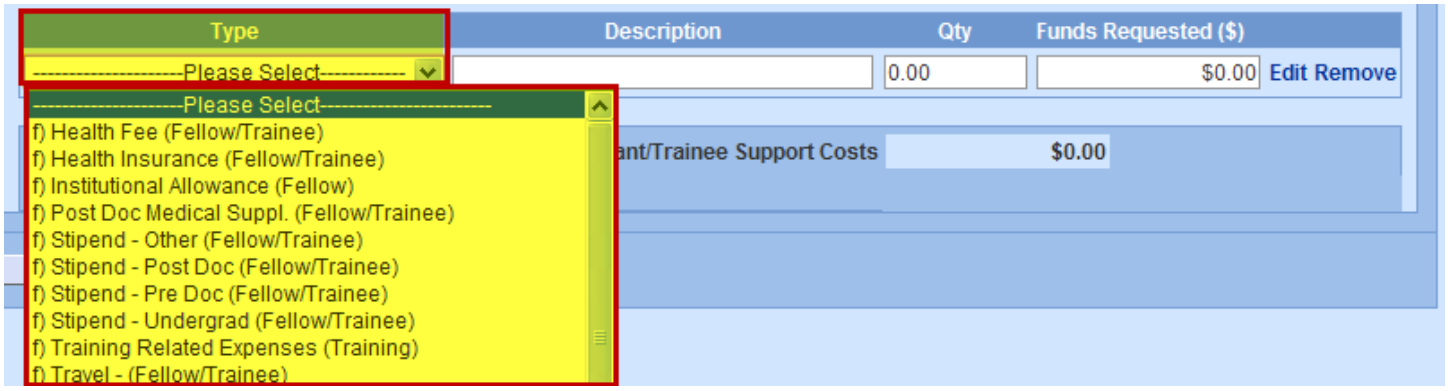
PROCEDURE

1. To begin adding Participant/Trainee costs, select the **PARTICIPANT/TRAINEE** link in the **Budget Navigation Panel** on the left hand side of the screen.

   The **Budget Participant/Trainee Section** will open



2. Select the applicable type of **Participant/Trainee** cost from the Type drop-down menu.



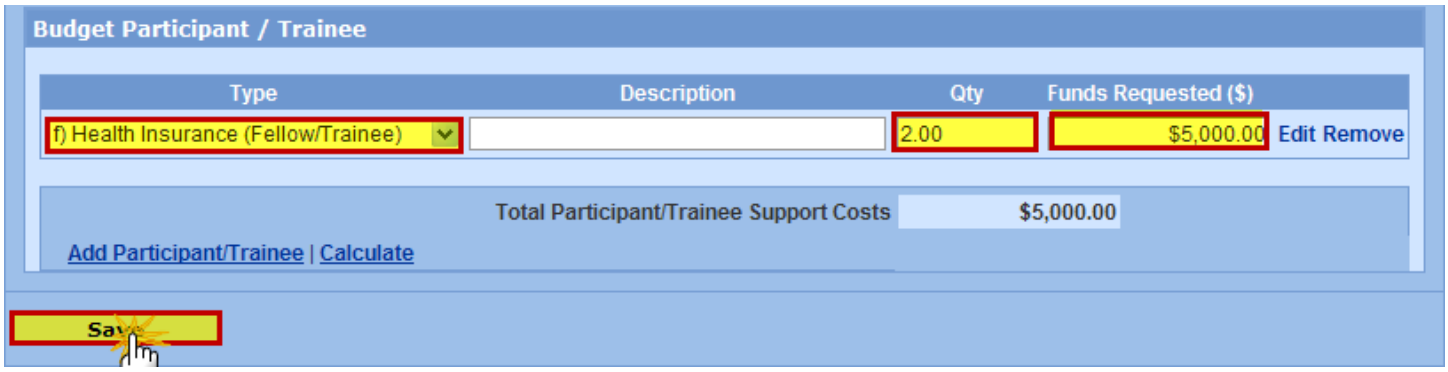
3. Enter the description in the **Description** field. This field optional.

4. Enter the quantity in the **Qnt** field.

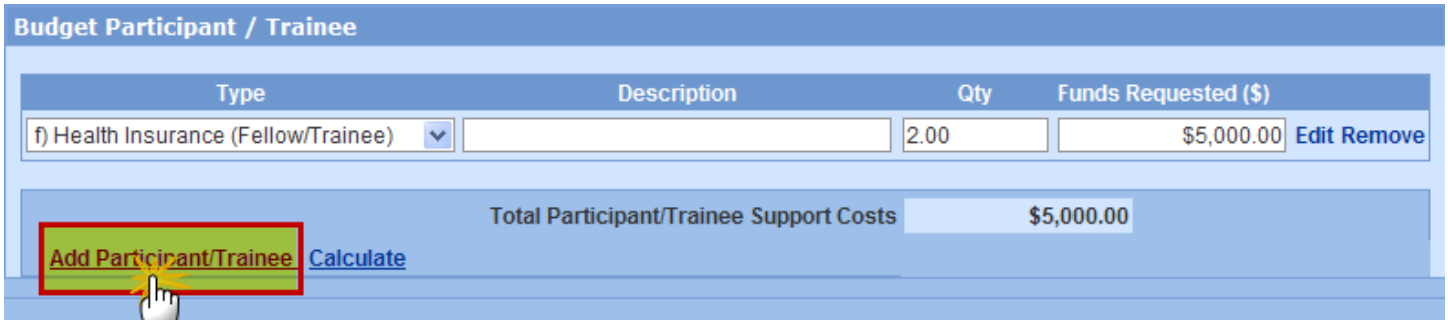
5. Enter the total cost in the **Funds Requested** field.

   For example, click in the **Funds Requested** *field and enter "**5000**" (enter dollar amount with no commas).*

6. Click the [**SAVE**] button to save your entry.



7. To add additional types of Participant/Trainee costs to your budget, click on the **ADD PARTICIPANT/TRAINEE** link and follow the above described instructions



End of Procedure

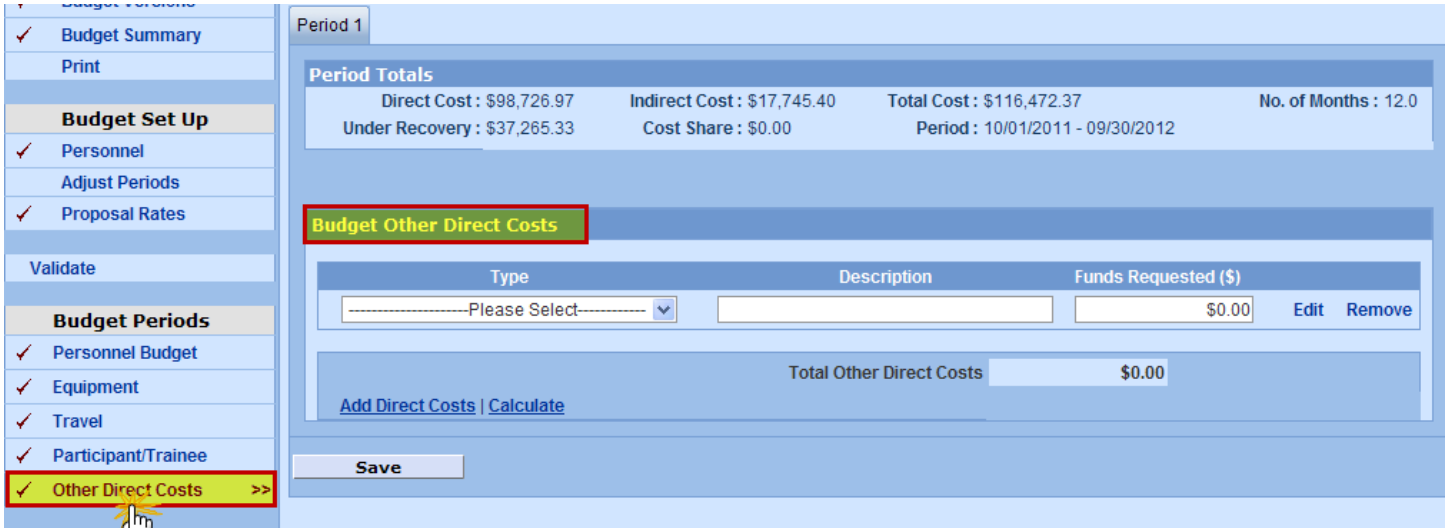
➢ *Adding Other Direct Costs*

To add Other Direct Costs that will be charged to this proposal, please follow the following procedure.

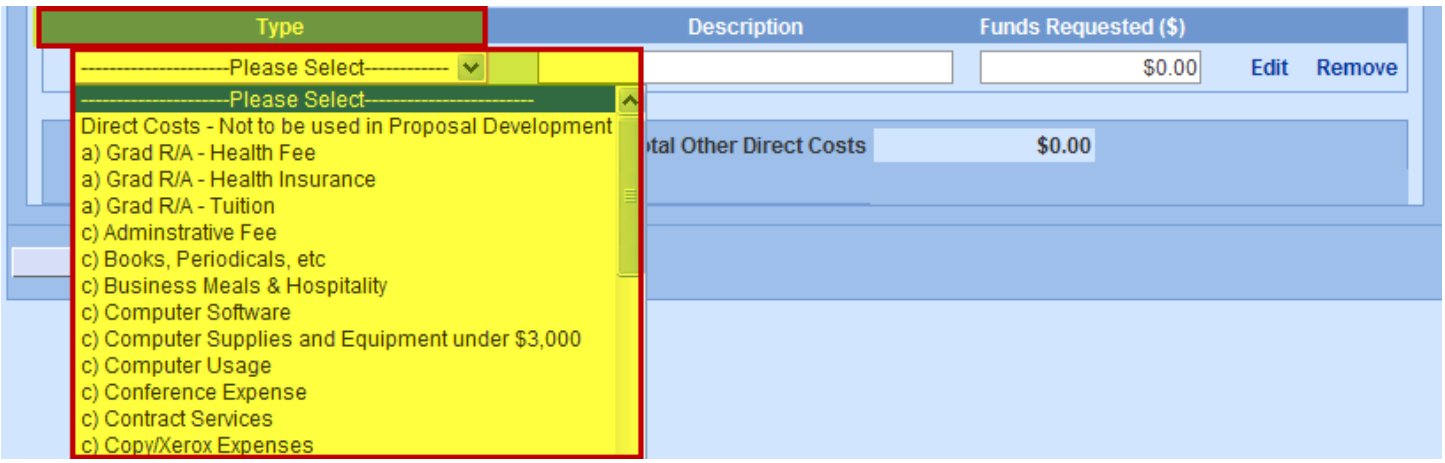
PROCEDURE

1. To begin adding Other Direct Costs, select the **OTHER DIRECT COSTS** link in the **Budget Navigation Panel** on the left hand side of the screen.

   The **Budget Other Direct Costs Section** will open



2. Select the applicable type of the **Other Direct Costs** from the Type drop-down menu.



3. Enter the description in the **Description** field. This field optional.

4. Enter the total cost in the **Funds Requested** field.

   For example, click in the **Funds Requested** *field and enter "**1000**" (enter dollar amount with no commas).*

5. Click the [**SAVE**] button to save your entry.

6. To add additional types of Other Direct Costs to your budget, click on the **ADD DIRECT COSTS** link and follow the above described instructions

End of Procedure

X. COMPLETING REMAINING BUDGET PERIODS

Budgets in Coeus are created by Period. Once the first period is completed with budget items, Coeus uses that as a base to calculate amounts for future periods. The generated budget periods can then be modified to customize your budget accordingly.

o GENERATING REMAINING BUDGET PERIODS

Once all of your Budget Items are added to the Period 1 budget, Coeus has a function to generate the remaining budget periods. The budget items are copied into each period and inflation is applied, if applicable, to the budget items within each budget period.

The **Generating all Periods function** can be done only once per budget version; therefore, before you generate the remaining budget periods, you should review the Period 1 budget for accuracy.

PROCEDURE

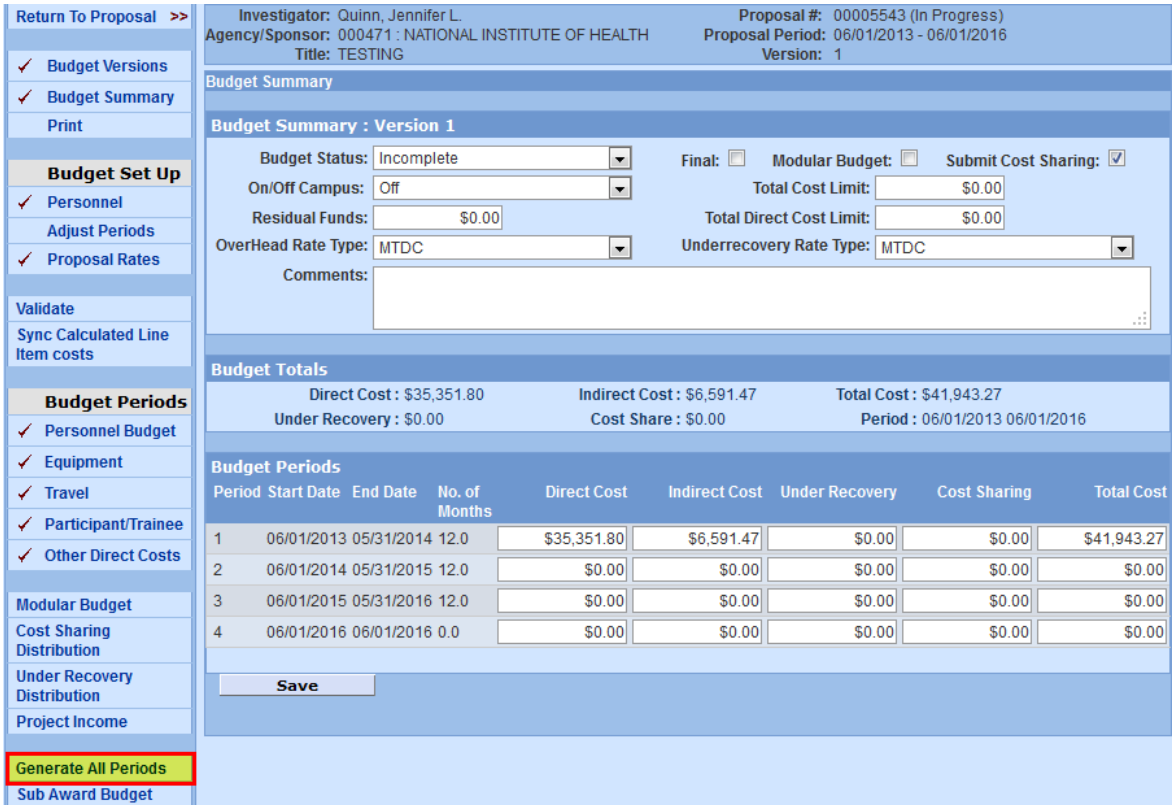
1. Review Period 1 budget.

   Review you Personnel, Non-Personnel, and Subcontract budget items to make sure you have included all the items that you will be needed for future periods.

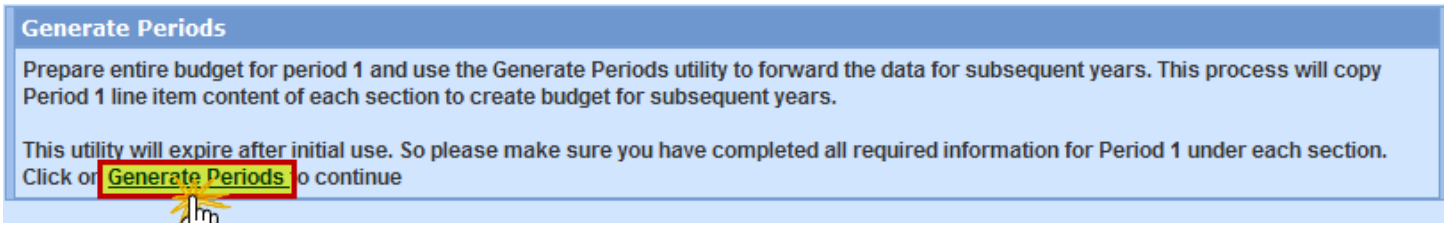
2. Check the Inflation Rates by navigating to the **Proposal Rates Section** to make sure that the inflation rates that you want to apply are the rates that are stored in that table.

   If you need to modify the Inflation rates, see the topic - ***Adjusting Proposal Rates (F&A, Inflation)***.

3. To Generate the Remaining Periods, click on the **GENERATE ALL PERIODS** link in the **Budget Navigation Panel** on the left hand side of the screen.

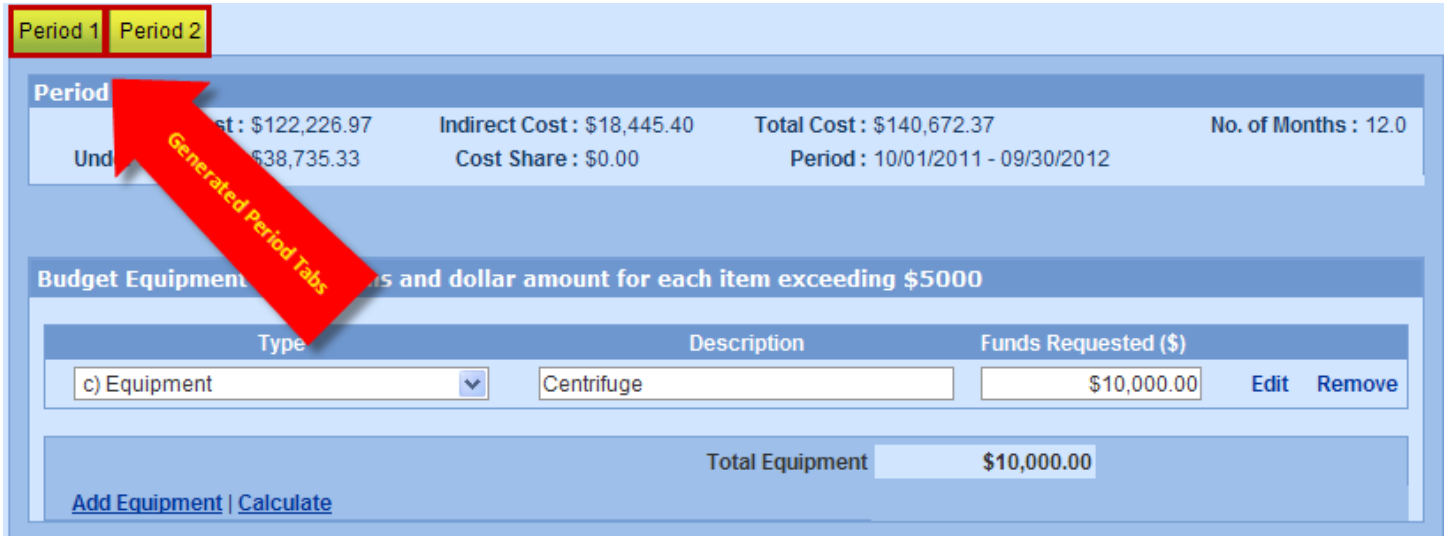


4. The following message will appear:



5. Click on the **GENERATE PERIODS** link within that message to continue. You will receive the following message letting you know that the budget periods have been generated successfully.

6. Period tabs will be displayed for each period of the proposal in each of the **Budget Periods Sections** (*Personnel Budget Section, Equipment Section, Travel Section, Participant/Trainee Section, and Other Direct Costs Section*).



Each tab will display the same budget items in each period with the appropriate inflation of the costs.

Period 1 Tab of the Travel Section:

Period 2 Tab of the Travel Section:

All the budget items from Period 1 populated Period 2 with an inflation calculated on the budget items that take inflation.

Notice that the **Equipment** and **Subcontract** line items have no inflation calculated; these cost elements, are programmed in Coeus not to calculate inflation.

With all the Budget Periods generated, you may need to make a number of adjustments to the budget. See topic - ***Modify Budget Items by Period***.

End of Procedure

o MODIFYING LINE ITEMS BY PERIOD

After you have generated all the budget periods, you may need to make adjustments to the budget, such as deleting an expense that isn't appropriate in a later period, or adding budget items to one or more periods.

Once your budget periods have been generated with using the Period 1 budget as the base, you can further modify a specific budget period.

There are several adjustments that can be made to a selected budget period:

1. Editing a Non-Personnel Budget Item
2. Editing a Personnel Budget Item
3. Add a Budget Item
4. Delete a Budget Item

PROCEDURE

➢ *Editing a Non-Personnel Budget Item*

Budget Items can always be modified during the budget building process and any or all budget periods can be modified.

The information below is a sample of what may be edited:

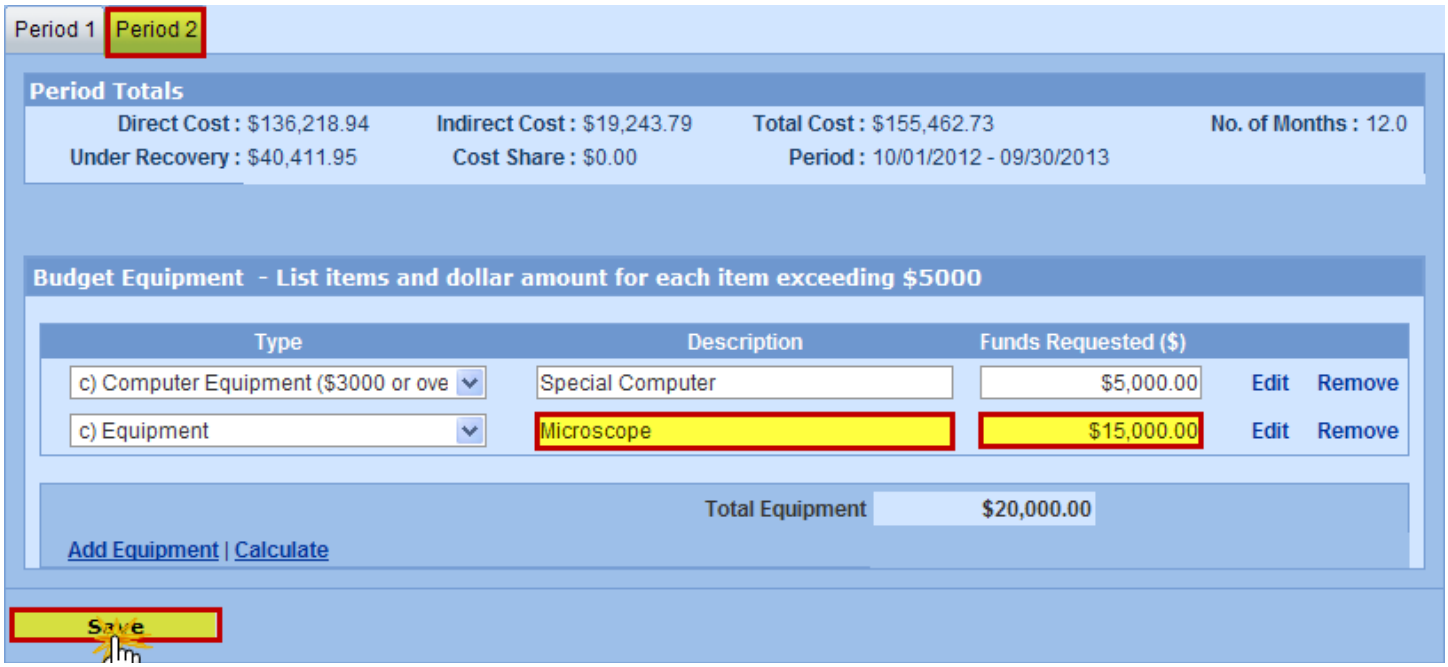
A. **Description**, **Qnty**, **Funds Requested** fields, etc. of a selected cost element.

1. Open the **Budget Section** where your budget item is entered.

   In this example, click on the **EQUIPMENT** *link in the* ***Budget Navigation Panel*** *on the left hand side of the screen*

2. Select the **Period** and the item in that section that you want to edit and make the necessary changes.

   In this example, let's select period 2 and select the ***Equipment*** *item and change the* **Description** ***to Microscope, and the*** **Funds Requested** ***to $15,000.***



3. Click the [**SAVE**] button to save your entry.

➢ *Editing a Personnel Budget Item*

To edit personnel salary you must modify Individual's % Effort in a Personnel budget details of a salary line item:

1. Open the Personnel Budget Section by selecting the **PERSONNEL BUDGET** link in the **Budget Navigation Panel** on the left hand side of the screen.

2. Select the Budget Period in which you want to make the change in.

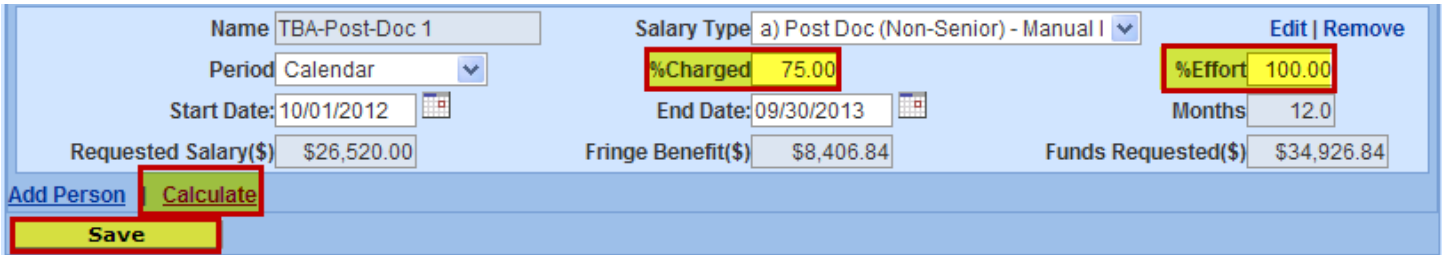
   In this example, click | ***Period 2 Tab*** *|.*

3. Select the individuals you want to make the changes to

   In this example, let select TBA-Post-Doc 1

4. Modify the % Charged and % Effort fields for the selected personnel.

   In this example, change the ***% Charged to 75 and leave the % Effort at 100%****.*



5. Click the **CALCULATE** link to calculate the new funds requested for the individual. The selected individual's salary will be modified based on the new %Charged/Effort entered

6. Click the [**SAVE**] button to save your entry.

➢ *Adding a Budget Item*

There are times that you want to specifically add a Budget item to just a certain period.

1. Open the Budget Section where you want to add a budget item.

   In this example, click on the **TRAVEL** *link in the* ***Budget Navigation Panel*** *on the left hand side of the screen*

2. Select the Budget Period in which you want to add the budget item to.

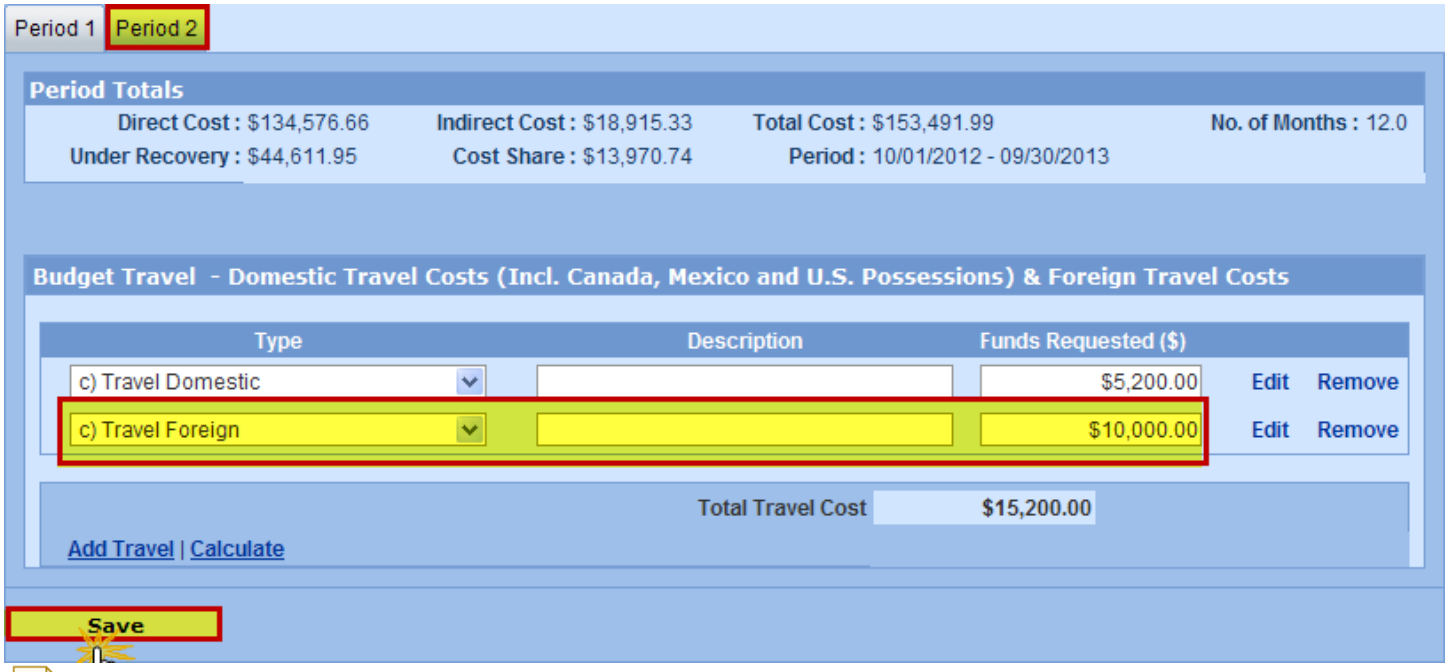
   In this example, click | ***Period 2 Tab*** *|.*

3. Click on the **ADD TRAVEL** link to add a new line that you will be able to enter the information in.

4. Select the type of Travel that will take place from the Type drop-down menu.

   For this example, let's add ***Travel – Foreign*** *with cost of $10,000*

5. Complete the other necessary fields and Click the [**SAVE**] button to save your entry



Follow the instructions in the topics: **Entering Personnel Budget Items, Entering Non-Personnel Budget Items, and Entering Subcontract Budget Items** for more details on how to enter the required information.

➢ *Deleting a Budget Item*

There are times when you may want to delete certain line items from a budget period.

1. Open the Budget Section where you want to **DELETE** the budget item from.

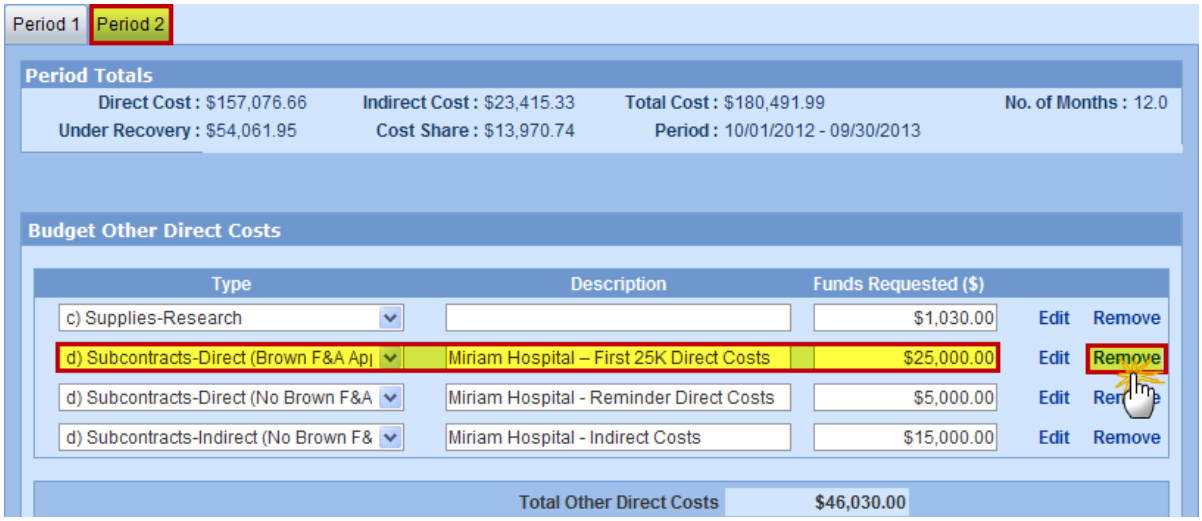
   In this example, click on the **OTHER DIRECT COSTS** *link in the* ***Budget Navigation Panel*** *on the left hand side of the screen*

2. Select the Budget Period in which you want to **DELETE** the budget item from.

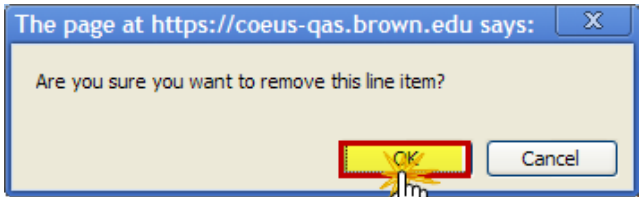
   In this example, click | ***Period 2 Tab*** *|.*

3. Click on the **REMOVE** link next to the budget item that you want to **DELETE**.

   In this example, select the ***Subcontract – Direct (Brown F&A Applied-NIH)*** *Budget Item.*



4. You will receive the following message:



5. Click the [**OK**] button to complete the delete process.

6. Click the [**SAVE**] button to save your entry.

Follow these instructions to delete other budget items.

➢ *Applying Budget Items to Future Periods*

You may discover that you need to add a budget item for one or more periods. If the item is only needed in one period, you can simply add the budget item in the period.

If the budget item is needed in several consecutive periods, you can add the budget item in the first period where it's required and then apply it to the later periods.

This is especially helpful because Coeus will calculate the correct amount of inflation for the later budget periods.

PROCEDURE

There are times that you want to specifically add a Budget item to just a certain period.

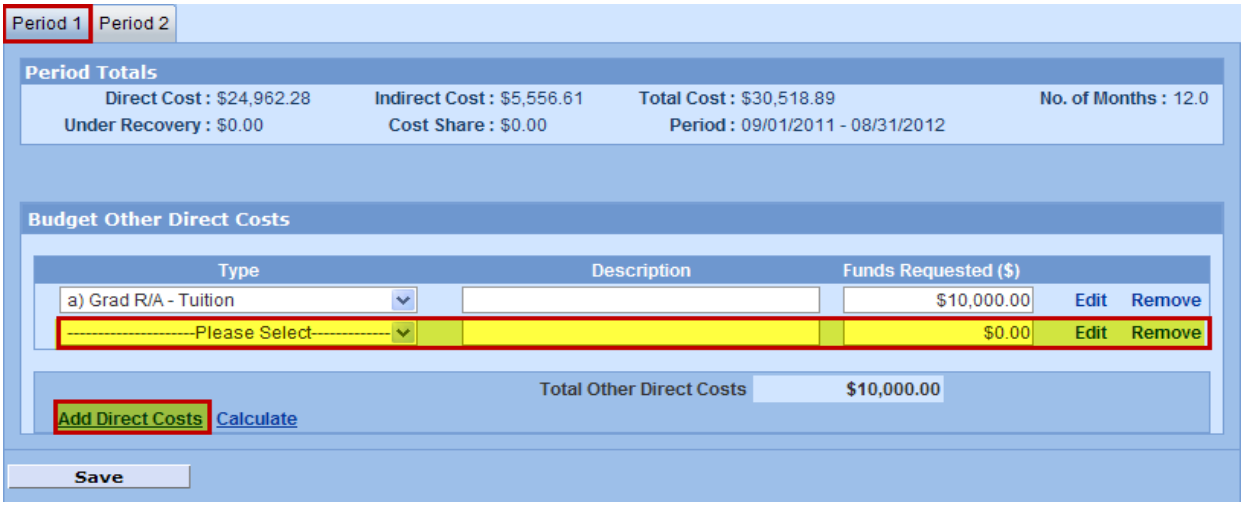
1. Open the Budget Section where you want to add a budget item.

   In this example, click on the ***OTHER DIRECT COSTS*** *link in the* ***Budget Navigation Panel*** *on the left hand side of the screen*

3. Select the Budget Period in which you want to add the budget item to.

   In this example, click | ***Period 1 Tab*** *|.*

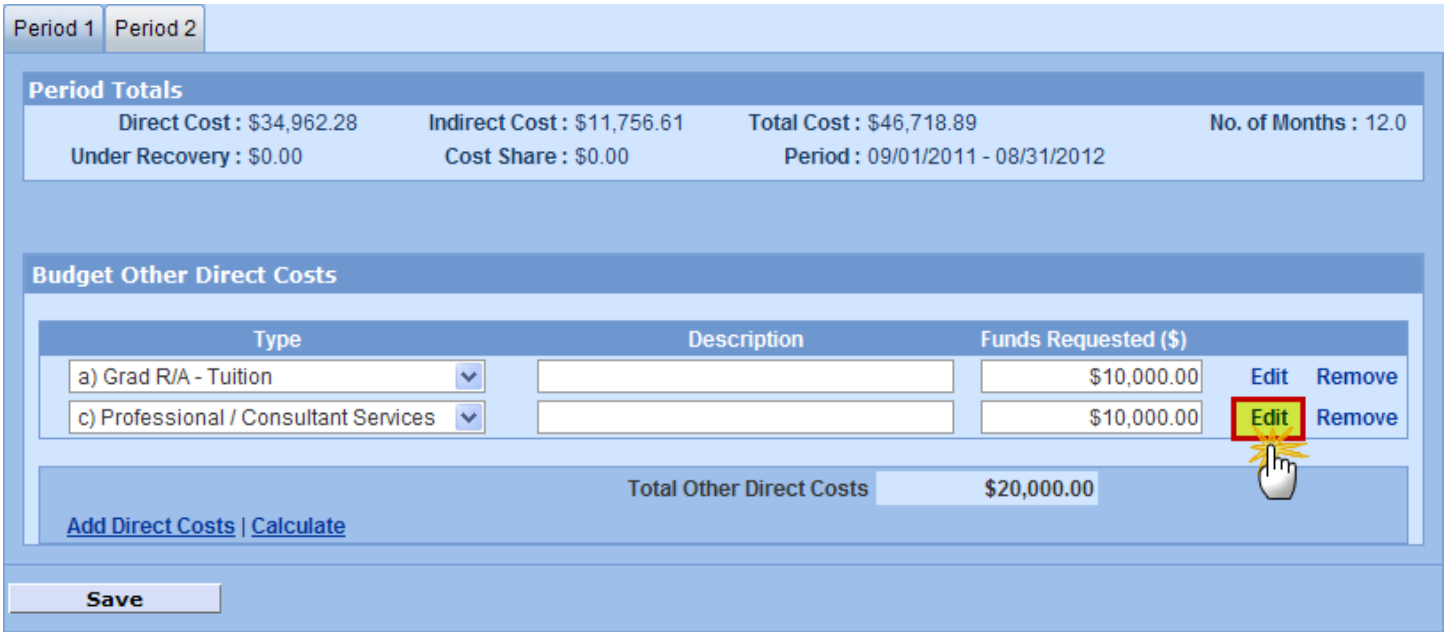
4. Click on the **ADD DIRECT COSTS** link to add a new line that you will be able to enter the information in.



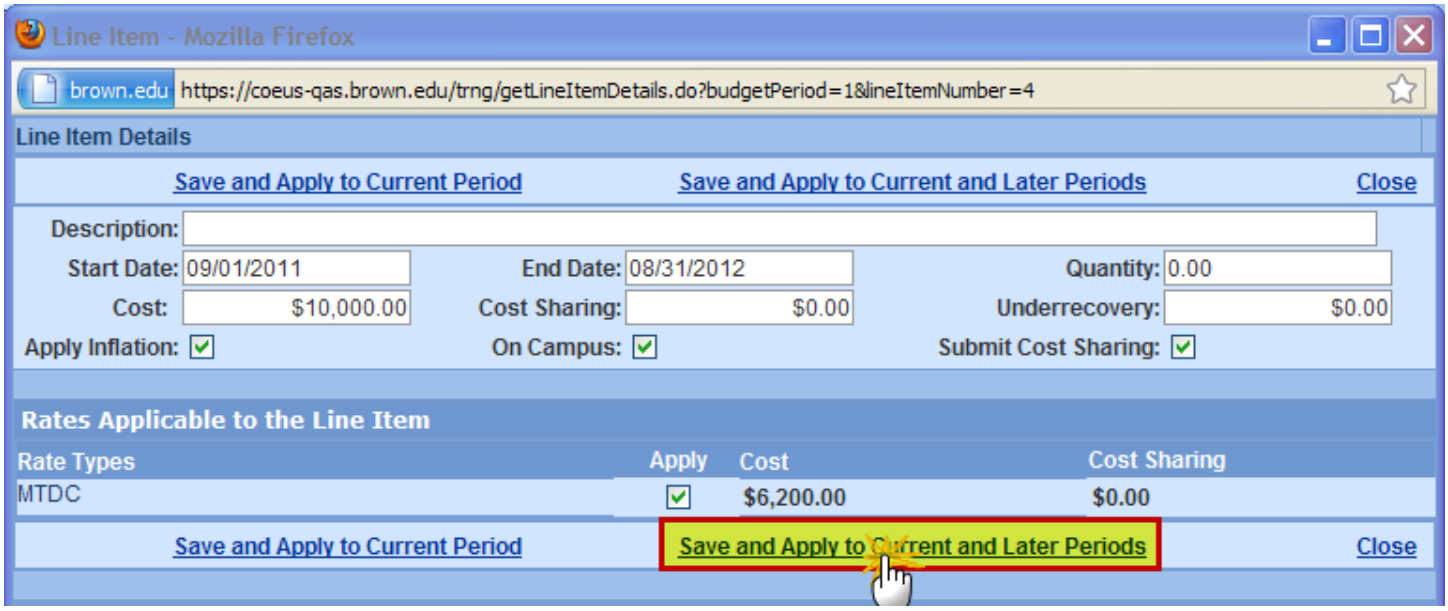
5. Select the type of Direct Costs that you want to add from the Type drop-down menu and complete the required information.

   *For this example, let's add **Professional/Consultant Services** with cost of $10,000*

6. Click the [**SAVE**] button to save your entry.



7. Click on the **EDIT** link next to the budget item to open the Line Item Window.



8. To apply the Budget item to future periods, click on the **SAVE AND APPLY TO CURRENT AND LATER PERIODS** link.

9. The budget item will be applied with the correct amount of inflation to the remaining budget periods.

10. Repeat this procedure for all other Line items you need to add to your budget and apply to later periods.

End of Procedure

XI. OTHER BUDGET FEATURES

This section will introduce you to other Budget Features available in Coeus. More closely it will explain how to create a Modular Budget and how to enter Cost Sharing in a budget.

o NEW SUB AWARD BUDGET PROCESS NEW

If your proposal is a Grants.gov submission and you will be issuing Sub Awards, you need to upload the Sub Award budgets in the **Budget Section** of Coeus.

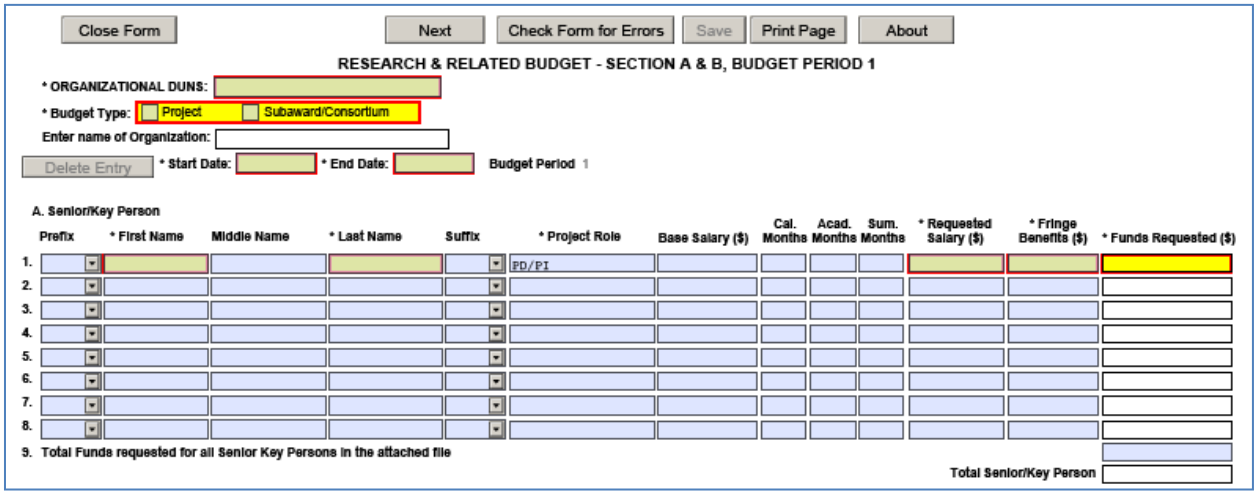
The **Budget Section** of Coeus Lite now contains a **Sub Award Budget Section**. Users are no longer required to use Coeus Premium if the proposal includes a Sub Award.

The new sub award budget process is a user-friendly process that automatically adds Sub Award Line items/Cost Elements to the budget based on:

→The Sub Award Budget Uploaded; or
→The Sub Award Budget Details entered manually in the new Sub Award Details Window (non-grants.gov proposals only)

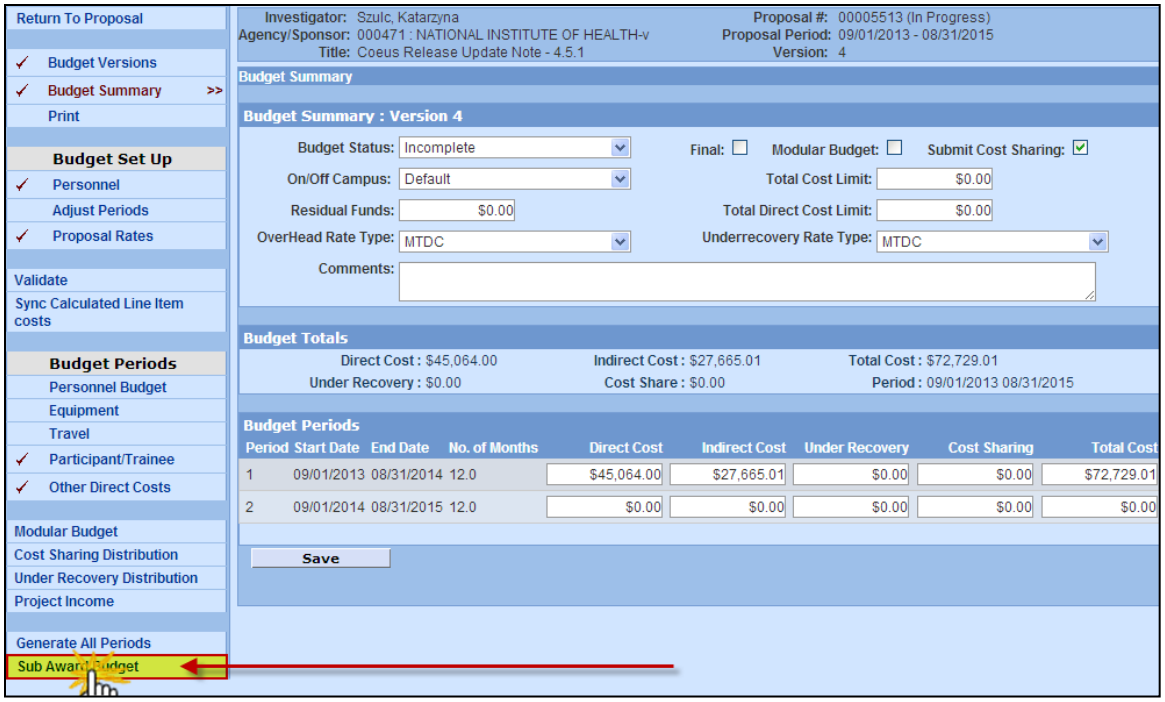
Users will no longer have to manually add **Sub Award Line Items**/**Cost Elements** in each budget period, including determining the first $25,000, F&A exemption, etc.

Subcontract budgets are entered on the Adobe Sub Award Budget Attachment (RR Budget V1.0, V1.1, or V1.2) Form extracted from the applicable Grants.gov Adobe form package.



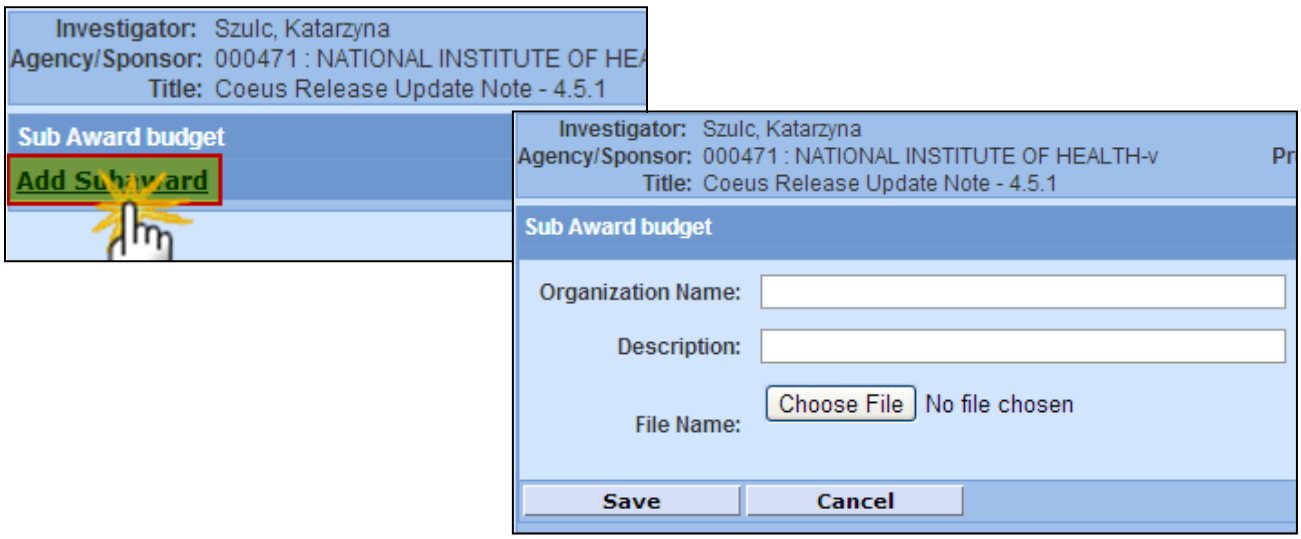
➢ *Ability to Upload Sub Award Budgets in Coeus Lite* NEW

1. While in a **Budget Section** in Coeus Lite, click on the **SUB AWARD BUDGET** link in the left hand navigation panel.



The **Sub Award Budget Section** will open.

2. Click on the **ADD SUBAWARD** link to expand the window and reveal required fields.



Next section will go over the procedure for completing the Sub Award budget in Coeus Lite in detail.

➢ *Sub Award Budget Upload Process* NEW

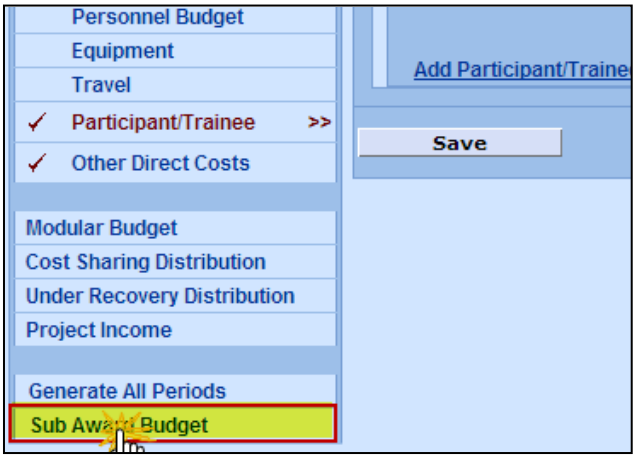
In this topic you will learn how to upload, translate and include Sub Award budgets to your proposal. Complete your budget in Coeus as you usually would with the following EXCEPTIONS:

→ DO NOT add any Sub Award Cost Elements into your budget manually.
→ Generate all your Budget Periods before entering Sub Award Budget details.

PROCEDURE

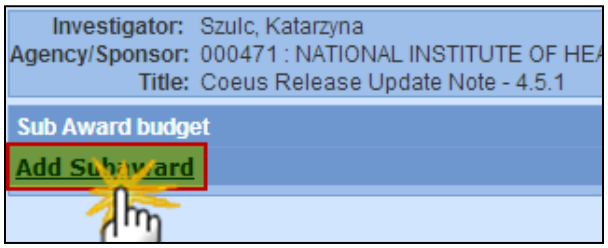
These steps must be followed for every detailed Sub Award budget file you want to include with the proposal submission.

1. Once your Budget Periods are generated, click on the **SUB AWARD BUDGET** link in the left hand navigation panel.

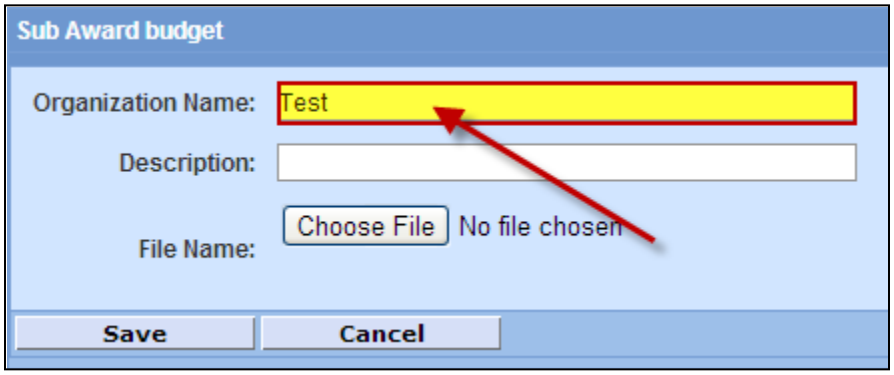


The **Sub Award Budget Section** will open.

2. Click on the **ADD SUBAWARD** link to expand the window and reveal required fields.

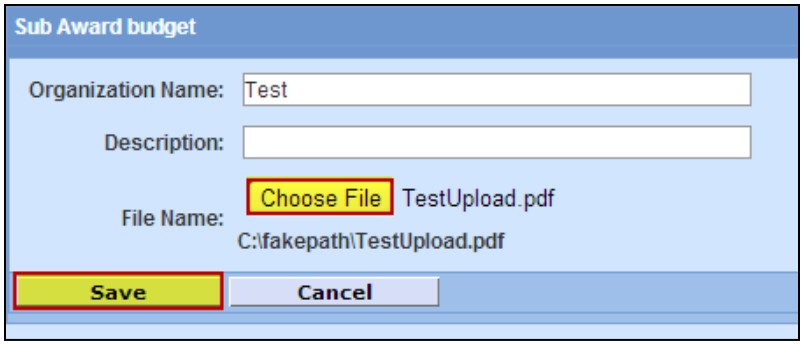


3. Enter the required information in the **Organization Name** field in accordance with the required naming conventions. (Enter the name with **no spaces or special characters**.)

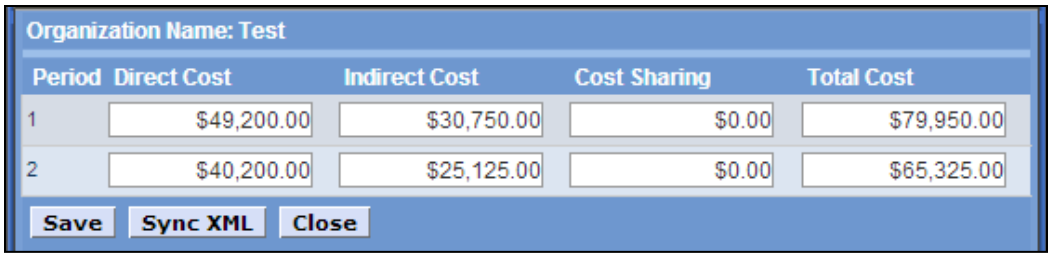


4. Click on the [**CHOOSE FILE**] button to search your computer and select the Sub Award Budget file you want to upload.

5. Once you select the file you want to upload, click on the [**SAVE**] button.



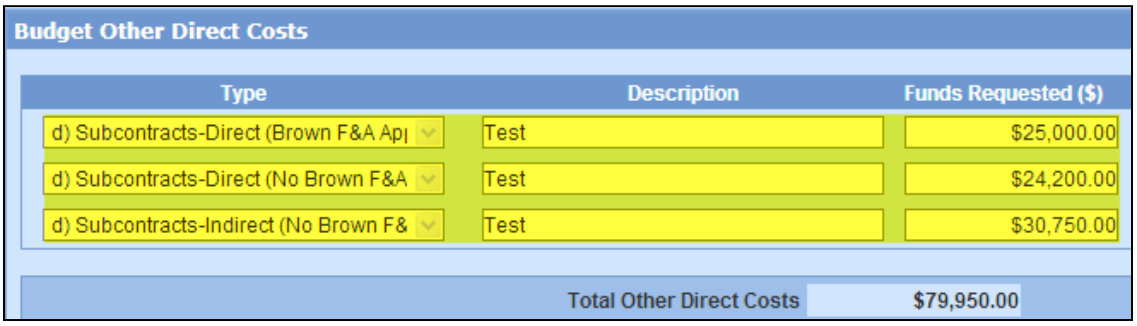
6. Click on the **DETAILS** link to open the Sub Award Details Entry Window.



The information in the Sub Award Details Entry Window is automatically pulled in from the uploaded Sub Award Budget Form, including the extracted Direct, Indirect, and Total Sub Award Costs.

7. Close out of the **Sub Award Budget Section** by navigating to a different section of the Budget.

You will notice that upon closing out of the **Sub Award Section**, the **Subcontract Line Items/Cost Elements** are automatically added to the applicable project periods.



End of Procedure

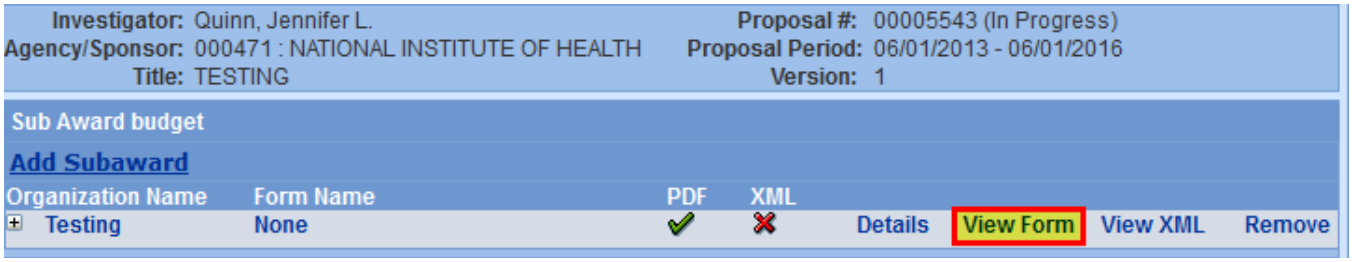
➢ *Viewing the Uploaded Sub Award File* NEW

To view the uploaded Sub Award form:

1. Once your Budget Periods are generated, click on the **SUB AWARD BUDGET** link in the left hand navigation panel.

   The **Sub Award Budget Section** will open.

2. Click the **VIEW FORM** link.



The file will display in a new browser window.

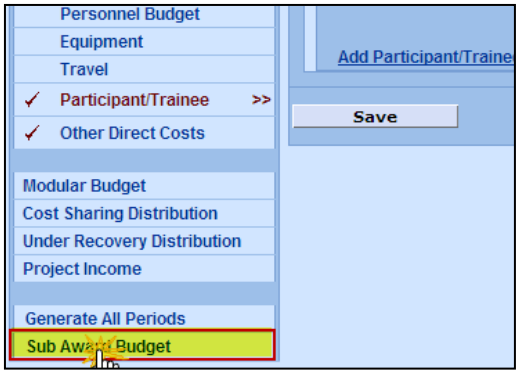
➢ *Sub Award Budget Manual Entry Process* NEW

Complete your budget in Coeus as you usually would with the following **EXCEPTIONS**:

→DO NOT add any Sub Award Cost Elements into your budget manually.
→Generate all your Budget Periods before entering Sub Award Budget Details

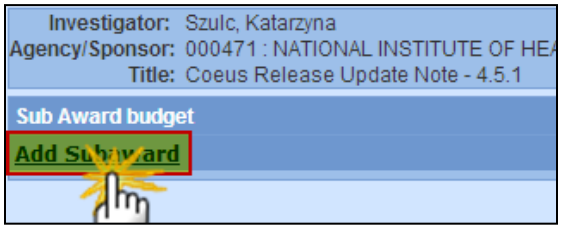
PROCEDURE

1. Once your Budget Periods are generated, click on the **SUB AWARD BUDGET** link in the left hand navigation panel.

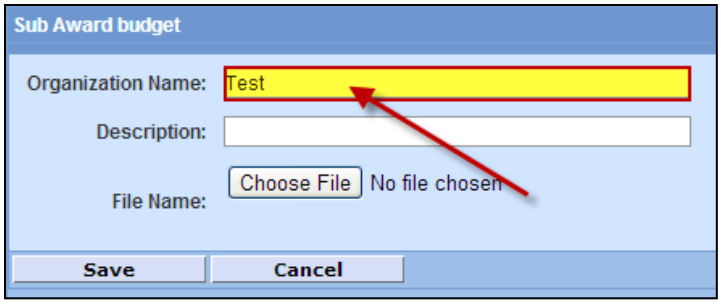


The **Sub Award Budget Section** will open.

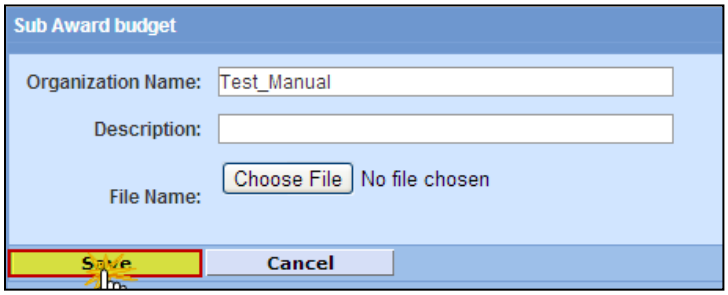
2. Click on the **ADD SUBAWARD** link to expand the window and reveal required fields.



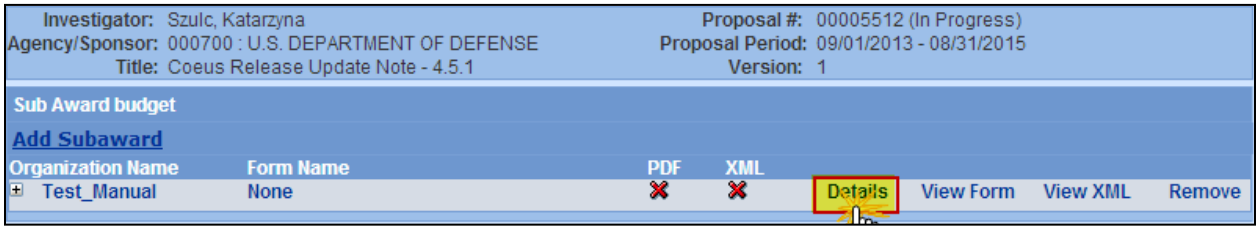
3. Enter the required information in the **Organization Name** field in accordance with the required naming conventions.



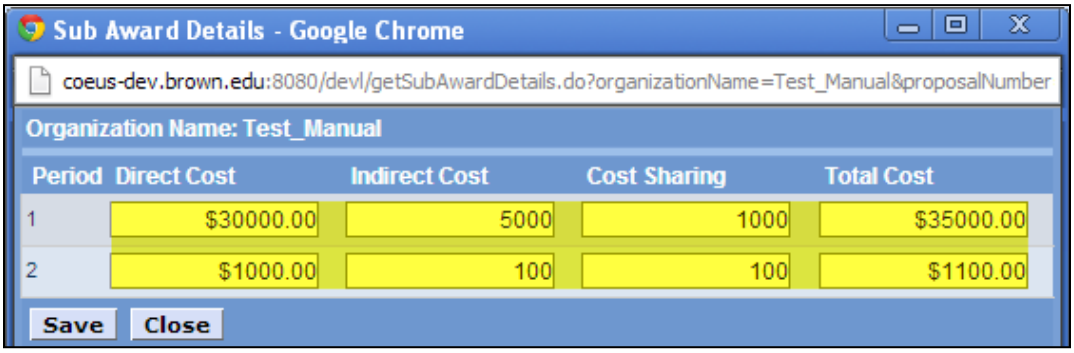
4. Click on the [**SAVE**] button.



5. Click on the **DETAILS** link to open the Sub Award Details Entry Window.



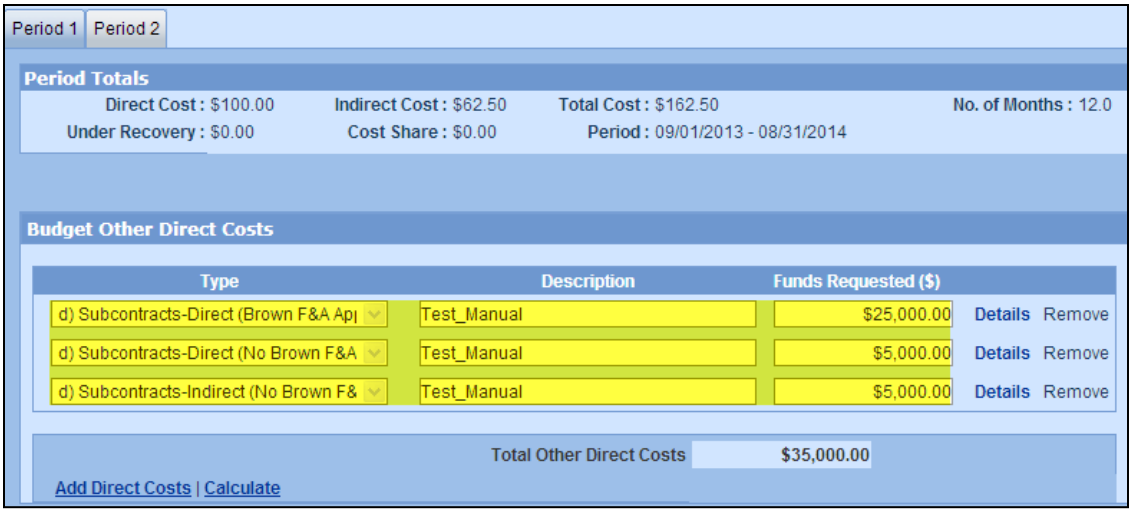
6. In the Sub Award Details Entry Window enter the Sub Award's applicable Direct, Indirect and Cost Sharing Costs for each year.



7. In the Sub Award Details Entry Window click on the [**SAVE**] button to close the window and return to the **Sub Award Budget Section**.

8. Close out of the **Sub Award Budget Section** navigating to a different section of the Budget.

You will notice that upon closing out of the **Sub Award Section**, the **Subcontract Line Items/Cost Elements** are automatically added to the applicable project periods.



End of Procedure

o Creating a Modular Budget

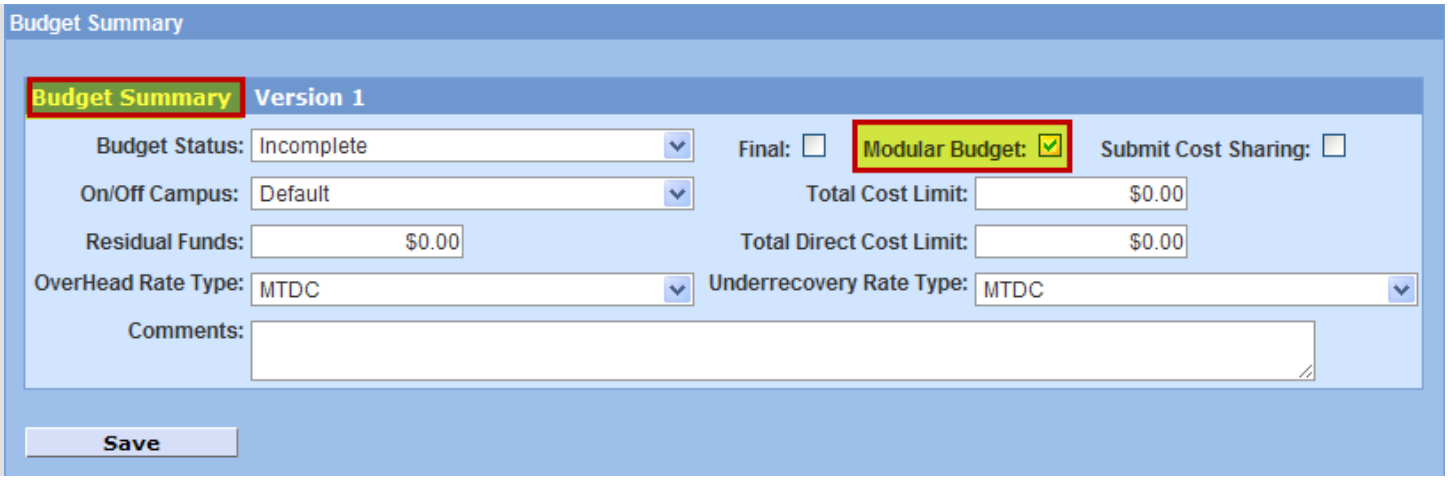
Modular Budgets, one of the two NIH budget components, are applicable to certain research grant applications from domestic organizations requesting $250,000 or less per year for direct costs. International organizations and others that do not fall under this definition and they should use the detailed budget forms. Note consortium/contractual F&A costs are not factored into the direct cost limit. They may be requested in addition to the $250,000 limit. Modular budgets are simplified; therefore, detailed categorical information is not to be submitted with the application. The modular budget is only applicable to R01, R03, R15, R21, and R34 applications.

Coeus builds the Modular Budget from the Detailed Budget created; therefore the Detailed Budget must be entered first.

Procedure

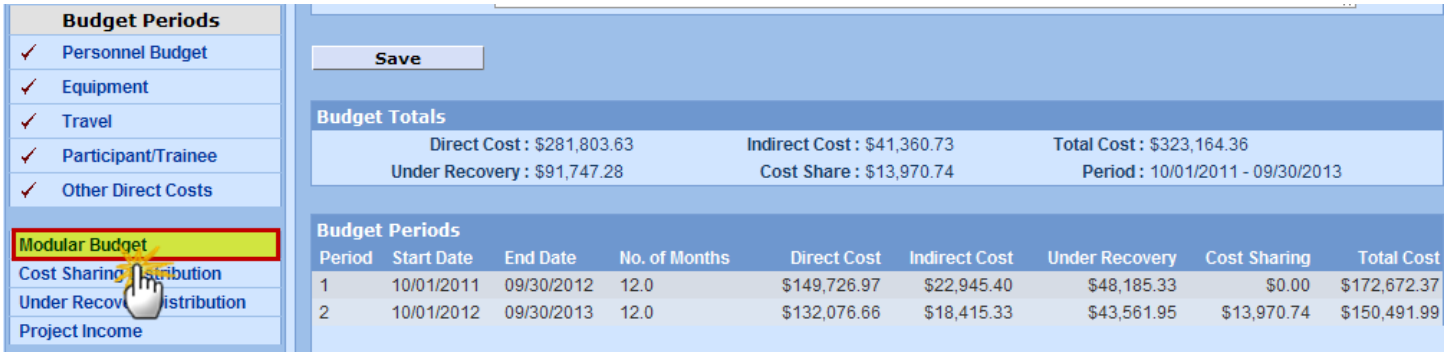
2. In the **Budget Section**, navigate to the **Budget Summary Section**.

3. In the **Budget Summary Section**, click the **Modular Budget** checkbox to have it checked.

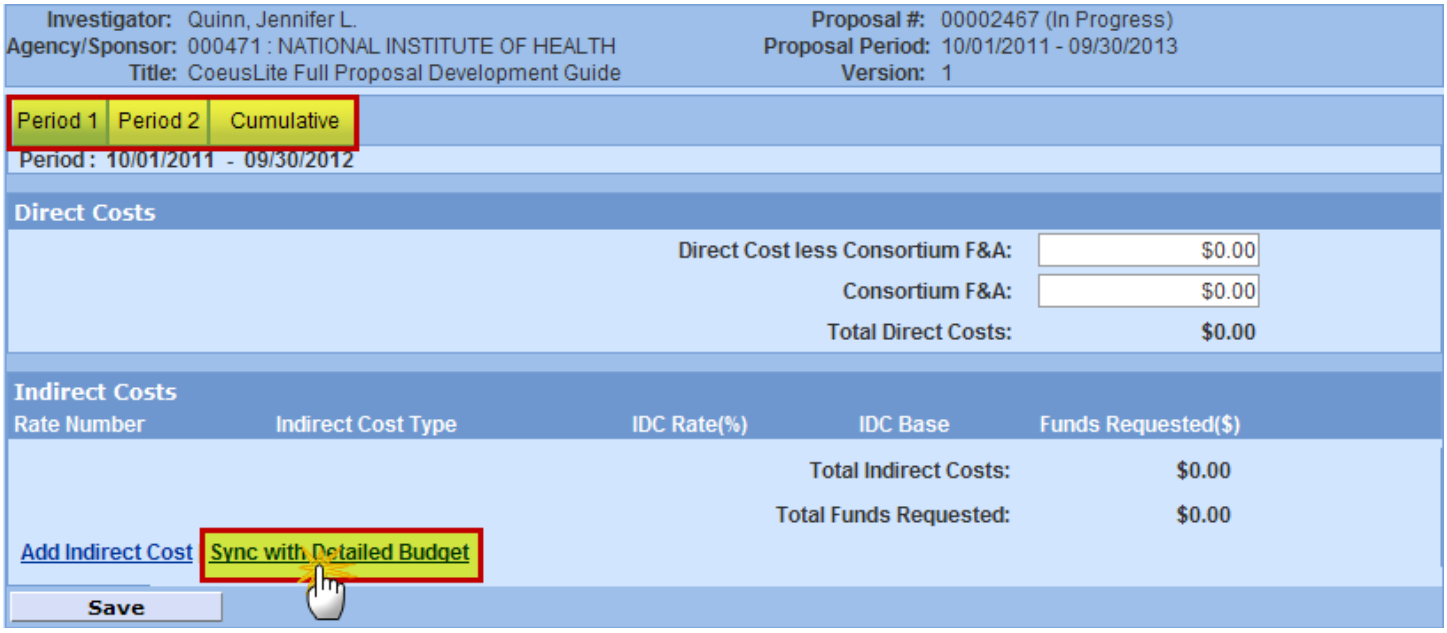


4. Click the [**Save**] button to save the change you made.

5. click on the **Modular Budget** link in the **Budget Navigation Panel** on the left hand side of the screen

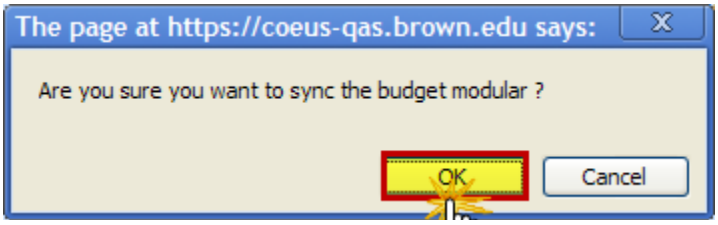


The **Modular Budget Section** will open.



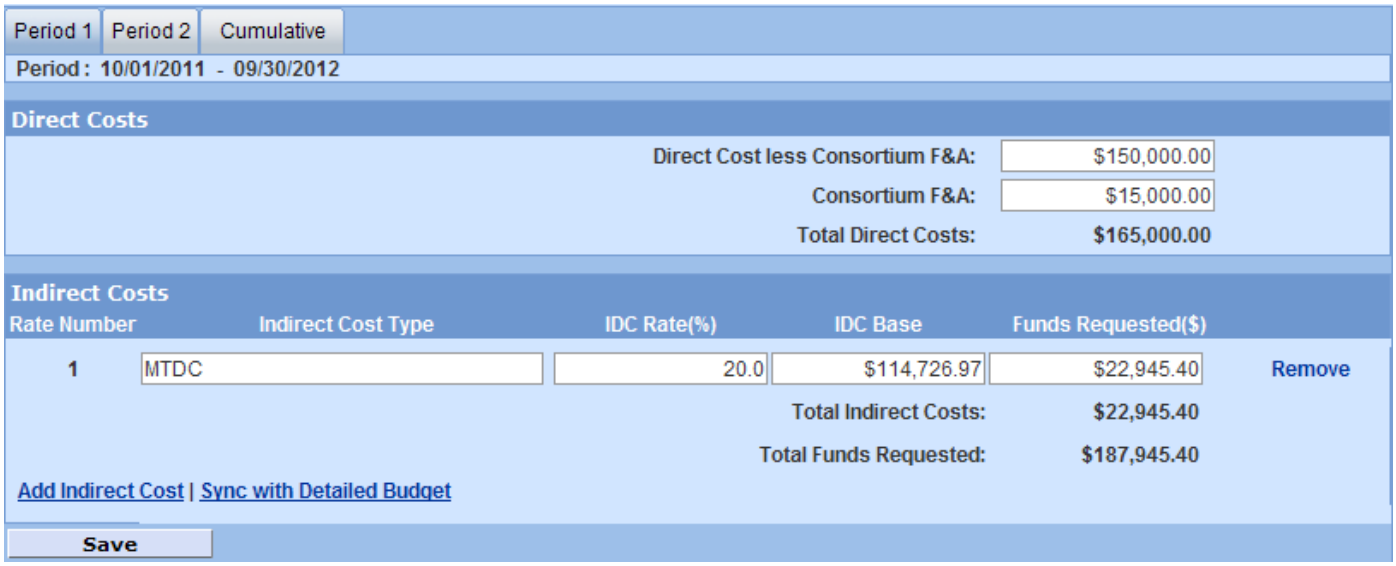
There are tabs for each budget period located at the top of the window. In addition, there is a tab labeled, Cumulative, which shows the totals for all the periods of your Modular budget.

6. Since the details of the Detailed Budget do not populate the Modular Budget section until you synchronize the budgets. Click the **SYNC WITH DETAILED BUDGET** link. The following message will be displayed.



7. Click the [**OK**] button.

When you synchronize the budget by clicking the **SYNC WITH DETAILED BUDGET** link, Coeus brings in the associated rates and Direct and Indirect costs from the detailed budget and applies them to the budget periods in the Modular budget.



The Modular Budget Section (each period tab) has the following fields:

Direct Costs Area:

- **Direct Costs less Consortium F&A** – this field is the summary of the direct cost budget items excluding [d) Subcontracts-Indirect (with Brown F&A) and d) Subcontracts-Indirect (without Brown F&A)] for that period, **it is rounded up to the nearest $25,000**.

- **Consortium F&A** – this field is the total F&A included in subcontract budget(s) [d) Subcontracts-Indirect (with Brown F&A) and d) Subcontract-Indirect (without Brown F&A)]. **This total is not rounded.**

- **Total Direct Costs** – this field is the total of the **Direct Costs less Consortium F&A** and **Consortium F&A.**

Indirect Costs Area (Each period has an indirect costs area that shows the total indirect costs for each IDC Rate within that period. If there are multiple IDC Rates within a period, a separate row will be displayed for each IDC Rate):

- **Indirect Cost Type** – this field indicates the type of IDC base, such as modified total direct cost (MTDC) or total direct cost (TDC), etc.

- **IDC Rate (%)** – this field indicates the rate of indirect cost applied.

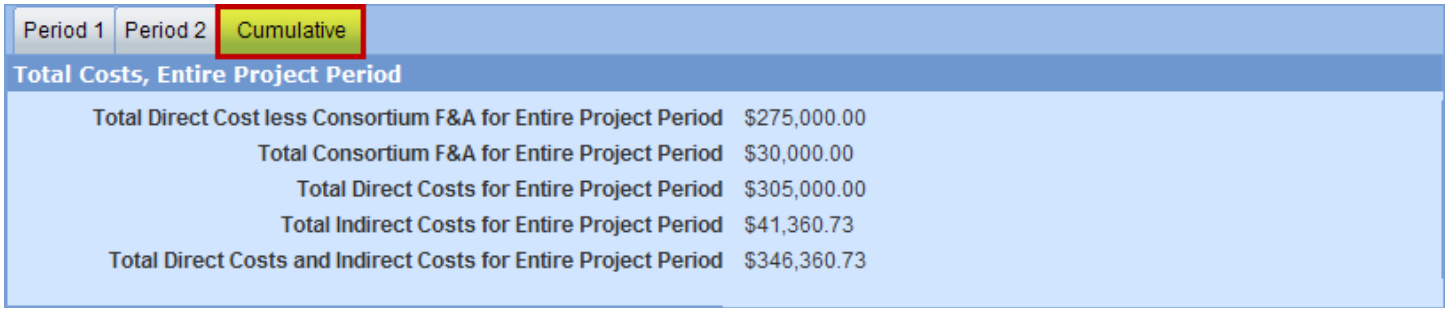
- **IDC Base** – this field total of the direct cost line items that accrue IDC.
  ***Note - Coeus populates this field with the IDC Base of the Detailed budget. This field should be modified to be the IDC base calculated from the Modular Budget.**

- **Total Indirect Costs** – this field displays the total Indirect Costs requested.

Total Direct and indirect Costs Area

- **Funds Requested** – this field displays the total Direct Costs plus the applicable F&A.

8. To view the Modular Budget for another period, click on that period. To view the Total Modular budget for all the periods, click on the Cumulative Tab.



Period 1 | Period 2 | Cumulative

Total Costs, Entire Project Period

Total Direct Cost less Consortium F&A for Entire Project Period	$275,000.00
Total Consortium F&A for Entire Project Period	$30,000.00
Total Direct Costs for Entire Project Period	$305,000.00
Total Indirect Costs for Entire Project Period	$41,360.73
Total Direct Costs and Indirect Costs for Entire Project Period	$346,360.73

9. You can make any changes necessary to the synchronized Modular Budget by clicking in the field and changing the value. Remember to make adjustments to the modular budget for each individual period if necessary.

If you manually edit the fields in the Modular Budget window do not click on the SYNC WITH DETAILED BUDGET link again. If you do click the SYNC WITH DETAILED BUDGET link, any data that you had entered in the fields will be overwritten with the information from the Detailed Budget!

10. When the Modular Budget is complete click [**SAVE**] button to save your entry.

For Grants.gov submissions, once you have completed the Modular Budget, you need to make sure that the **PHS398 Modular Budget** form is set to **"Include"** with your submission.

To include the Modular Budget Form with your submission follow these steps:

1. In the **Proposal Development Section**, select **GRANTS.GOV** link in the Navigation Pane on the left side of the screen to open the **Grants.gov Section**.
2. Scroll down to the **Forms Pane**.
3. For the PHS398 Modular Budget form, click on the checkbox in the "Include" column. (Make sure it is checked!)

Forms

Form Name	Mandatory	Include	Desc
PHS Cover Letter V1-2		☐	Available
RR SF 424 V1-2	✔	✔	Available
RR Other Projects V1-3	✔	✔	Available
RR Key Person Expanded V1-2	✔	✔	Available
RR Budget V1-1		☐	Available
RR SubAward Budget V1.2		☐	Available
PHS398 Cover Page Supplement V1-4	✔	✔	Available
PHS398 Modular Budget V1-1		☑	Available
PHS398 Research Plan V1-3	✔	✔	Available
PHS398 Checklist V1-3	✔	✔	Available
Performance Site V1-4	✔	✔	Available

4. Click the [**Save**] button to save the changes.

Submission of a Modular Budget may also require the following additional narratives/attachments: **Personnel Justification, Consortium Justification, and Narrative Justification.**

These documents need to be uploaded in the **Upload Attachments Section** of the Proposal in the Upload Proposal Attachments Tab. For complete instructions on how to upload Narratives please refer to the **Uploading Attachments (Narratives) Section of this guide.**

You have successfully created a Modular Budget from a Detailed Budget.

End of Procedure

o COST SHARING

All Brown University Cost-Sharing on proposals need the appropriate approvals and account numbers. Cost Sharing is recorded in Coeus budget Items or the Rates table.

Following types of Cost Share may exist in a Proposal:

- **Salary & Fringe** is cost shared by putting forth more % Effort than you are charging in the Personnel Budget Detail window.
- **Equipment & Other Direct Costs** are cost shared by manually entering the amount covered by Brown in the Budget - Line Item Detail window.
- **F&A (Indirect Costs)** is cost shared by reducing the overhead rates in the Rate table for the proposal and answering the Yes/No question 0B16 as "No." (This type of Cost Sharing requires a manual update to the Institute Proposal record)
- **NIH Salary Cap** is the difference between what is charged to the grant and the full budgeted salary of the individual.
- **NONBRN** is Subaward cost sharing that must be entered in the Subaward Budget Section but is not tracked by Brown. NEW

PROCEDURE

➢ *Entering Cost Sharing*

1. To begin entering Cost Sharing, navigate to the **Budget Section**.
2. Navigate to the Section of your Budget that you want to enter the cost sharing in. Follow the next steps to enter the different types of Cost Sharing to your Budget.

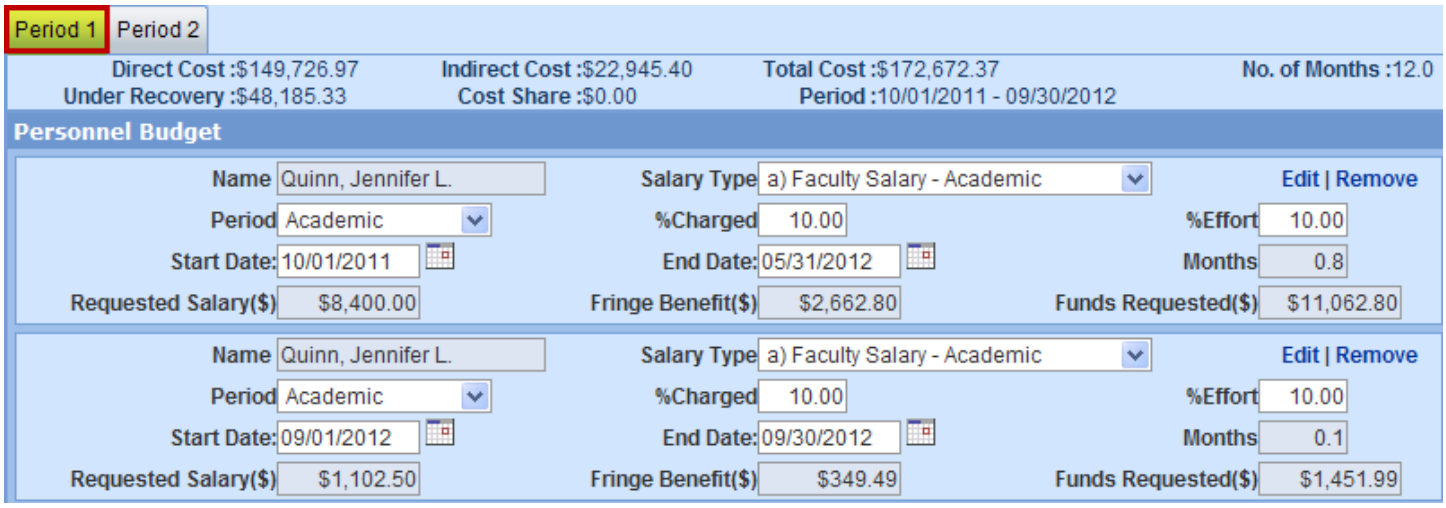
➢ *Entering Cost Sharing for Salary and Fringe Benefits*

- Identify which individuals will have their salary partially/fully covered by Brown.
- Once you have identified the person, you will need to go into the **Personnel Budget Section** of the Budget and then the Appropriate Period Tab within that section, to modify the **% Effort** and **% Charged** to generate

cost sharing of Salary and Fringe.

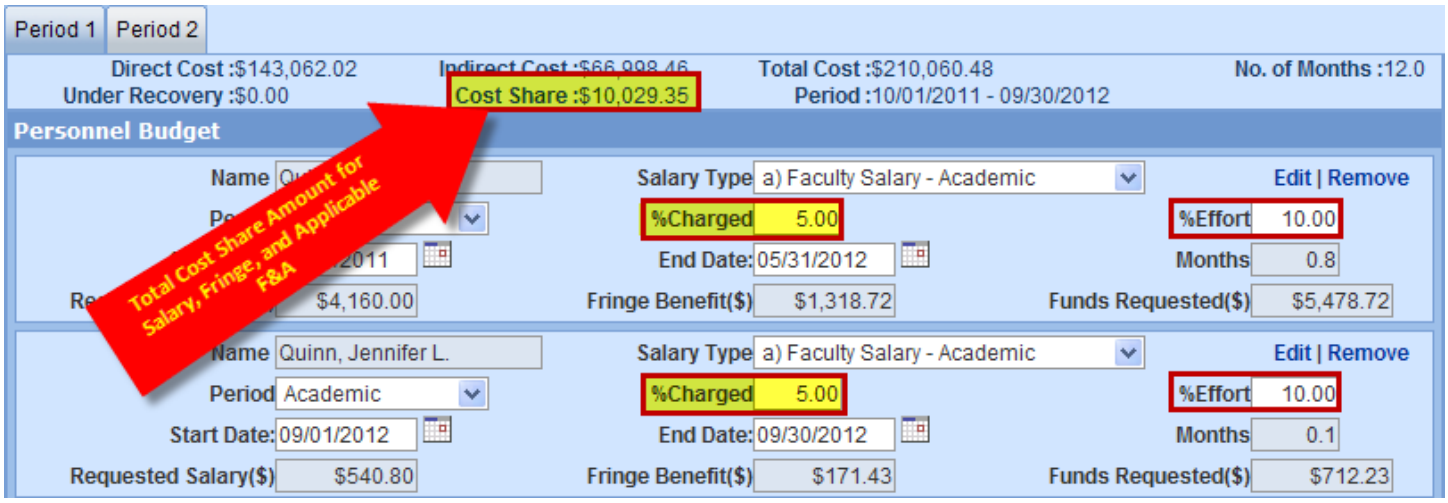
For this exercise you will enter cost sharing for faculty personnel in Period 1 Tab in academic period.

1. Navigate to the **Personnel Budget Section** and click on the Period 1 Tab.



*In the example, Jennifer L. Quinn will be putting forth 10% Effort on the project but **charging only 5%.** 5% of the salary and fringe will be cost shared by the department.*

2. Adjust the **%Charged** field to "**5**" and click the **CALCULATE** link to generate 5% of the salary & fringe to be cost shared



The **Cost Share** field displays the total amount of **Salaries, Fringe and applicable F&A** cost shared for the Personnel in that Particular Period Tab.

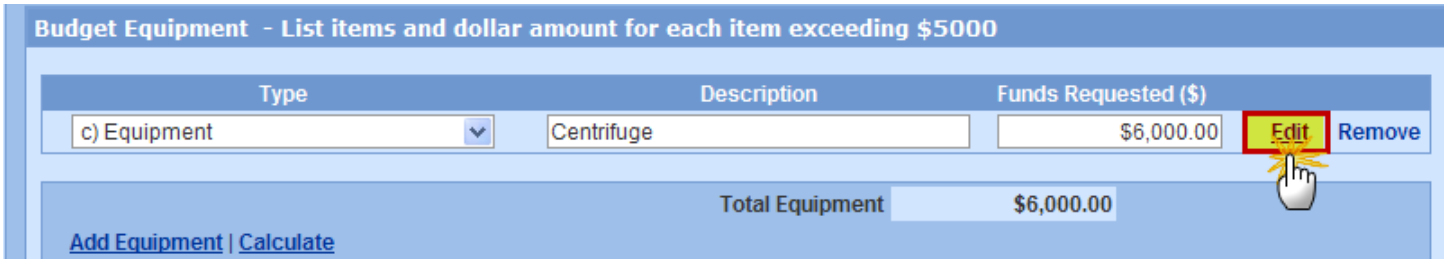
3. When you complete entering the cost share for all the personnel, click the [**SAVE**] button to save your entry

➢ *Entering Cost Sharing for Equipment and Other Direct Costs*

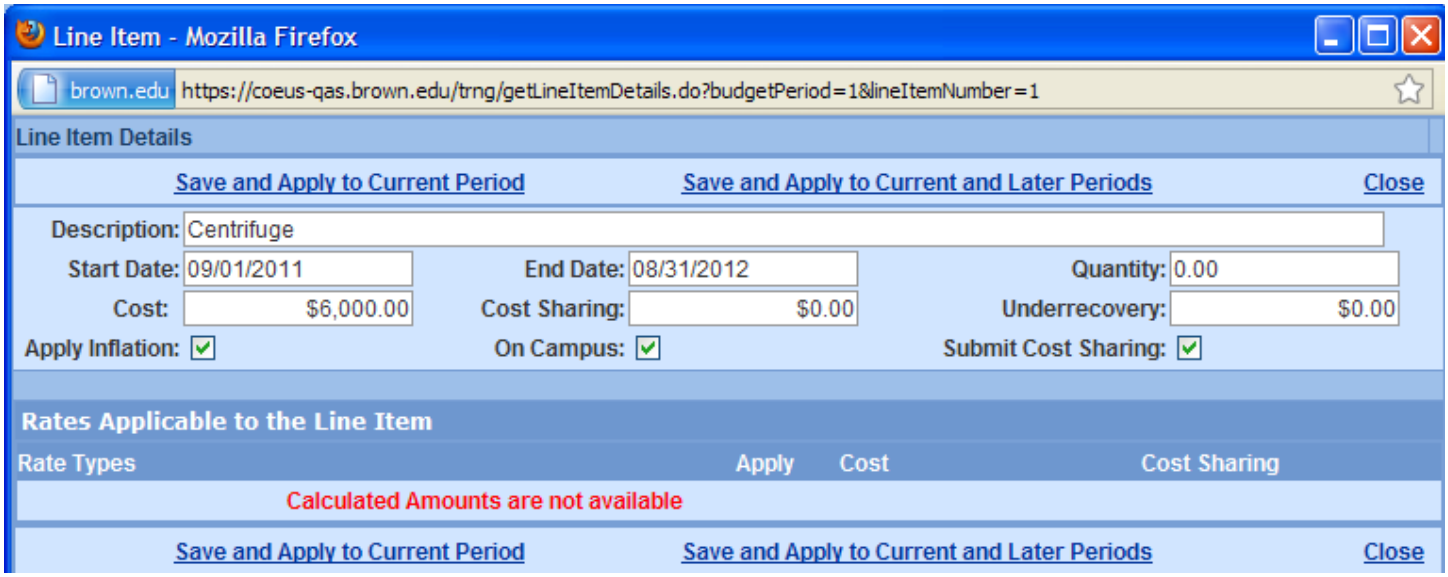
- Identify which Cost Elements Budget Items will be partially/fully covered by Brown.
- Once you have identified the item, you will need to manually enter the amount covered by Brown for the Cost Element in the Line Item Detail Window.

For this exercise you will enter cost sharing for Equipment in Period 1 Tab.

1. Navigate to **Equipment Section**, Period 1 Tab



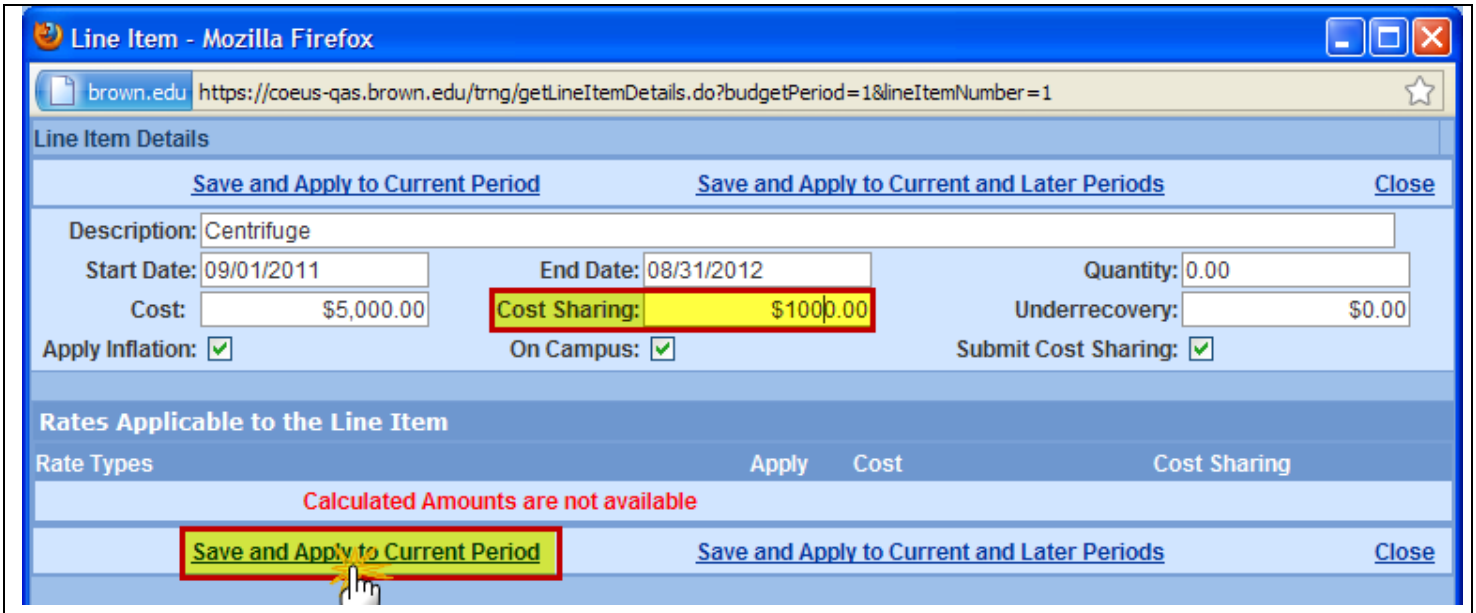
2. Click on the **EDIT** link next to the budget item to open the Line Item Window



This window displays various details for that budget line item, including Cost and Cost Sharing. **The amount entered in the Cost Sharing field is not subtracted from the Cost field. It is what is being cost shared in addition to the sponsor's cost.**

*In this example, the equipment total cost is $6,000. We will enter $5,000.00 in the **Cost** field and "**1,000.00**" in the **Cost Sharing** field to get the total of $10,000.*

3. Click in the **Cost Share** field and enter "**1000**".



4. When you have completed entering the details for the Equipment Cost Sharing, Click the **SAVE AND APPLY TO CURRENT PERIODS** link. (OR if you want to apply the change to later periods also you can click the **SAVE AND APPLY TO CURRENT AND LATER PERIODS** link.)

If you had any other Direct Costs being cost shared, you would enter them for the corresponding Budget - Line items just like you did in the example above.

➢ *Indicating Cost Sharing for F&A (Indirect Costs)*

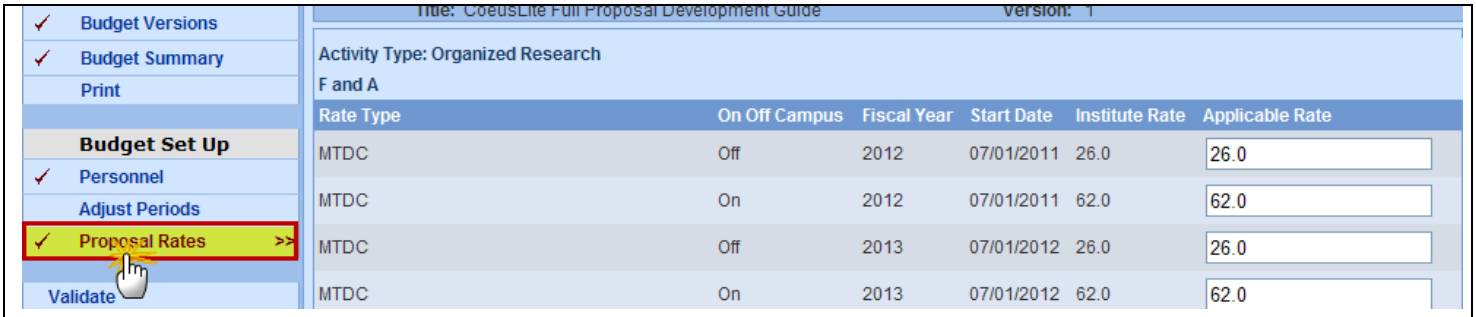
F&A Cost Sharing is not directly entered in the Coeus budget. It is indicated on the proposal record and manually updated by OSP on the Institute Proposal record. There is a two-step process for indicating F&A Cost Sharing on a proposal.

1. **Reduce the overhead rates** in the **Proposal Rates Section** of the proposal.
2. **Answer the Yes/No Institutional Issues Question 0B16** as "No."

This is typically done when you initially create the budget, but can be modified at a time.

Step 1: Reducing the overhead rates in the **Proposal Rates Section**

1. While in the **Budget Section**, click on the **PROPOSAL RATES** link in the **Budget Navigation Panel** on the left hand side of the screen.



In this example, you will Reduce the MTDC (F&A Rate) (University's standard rate that is defaulted for all proposals) from 62.00% to 10.00%.

2. Click in the **Applicable Rate** field and enter "**10**" for all the Fiscal Years of the proposal.

Select the Applicable Rate field to modify based on whether the project is occurring ON / OFF Campus.

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
MTDC	Off	2012	07/01/2011	26.0	26.0
MTDC	On	2012	07/01/2011	62.0	10
MTDC	Off	2013	07/01/2012	26.0	26.0
MTDC	On	2013	07/01/2012	62.0	10
MTDC	Off	2014	07/01/2013	26.0	26.0
MTDC	On	2014	07/01/2013	62.0	10
TDC	Off	2012	07/01/2011	26.0	26.0
TDC	On	2012	07/01/2011	62.0	10
TDC	Off	2013	07/01/2012	26.0	26.0
TDC	On	2013	07/01/2012	62.0	10
TDC	Off	2014	07/01/2013	26.0	26.0
TDC	On	2014	07/01/2013	62.0	10

3. When you are finished modifying the rates, click the [**SAVE**] button.

After changing your Proposal Rates do not hit the [**RESET**] or the [**SYNC**] buttons. If you select [**RESET**] all the changes you have made will be undone and if you select [**SYNC**], the rates will be synced back with the institutional rates.

<u>Step 2: Answering the Yes/No Question 0B16 as "NO"</u>

Reducing the F&A rate on the proposal alone does not indicate that there is Cost Sharing of F&A.

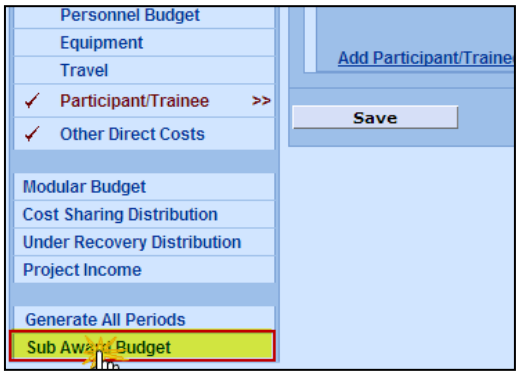
You must answer the **YNQ 0B16** - Is this the maximum F&A rate allowed by sponsor - as "**No**." in the **Yes/No Question Section** of the proposal. Please see *Completing the YES/No Question Section* for Instructions on answering the Yes/No questions.

➢ *Entering Sub Award Cost Sharing* NEW

- Obtain the correct cost sharing amounts and the necessary cost sharing approvals from the subawardee.
- Once you have gathered the necessary information, you will need to manually enter the cost sharing amount covered by the Subawardee in the Sub Award Details Entry Window in the **Sub Award Budget Section**.

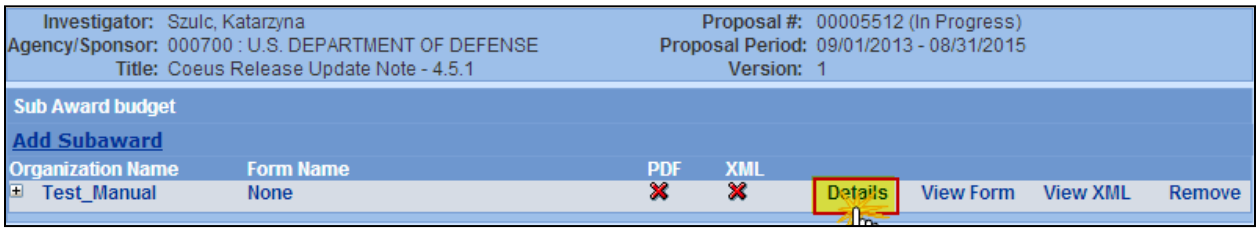
For this exercise you will enter cost sharing for one of your Sub Awards.

1. Once your Budget Periods are generated, click on the **SUB AWARD BUDGET** link in the left hand navigation panel.

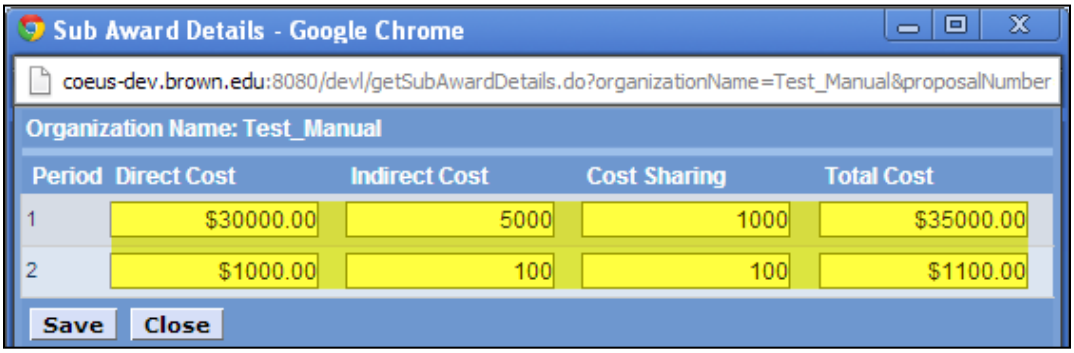


The **Sub Award Budget Section** will open.

2. Click on the **DETAILS** link to open the Sub Award Details Entry Window.



3. In the Sub Award Details Entry Window enter the Sub Award's applicable Cost Sharing Amounts for each year.



4. In the Sub Award Details Entry Window click on the [**SAVE**] button to close the window and return to the **Sub Award Budget Section**.

5. Close out of the **Sub Award Budget Section** navigating to a different section of the Budget.

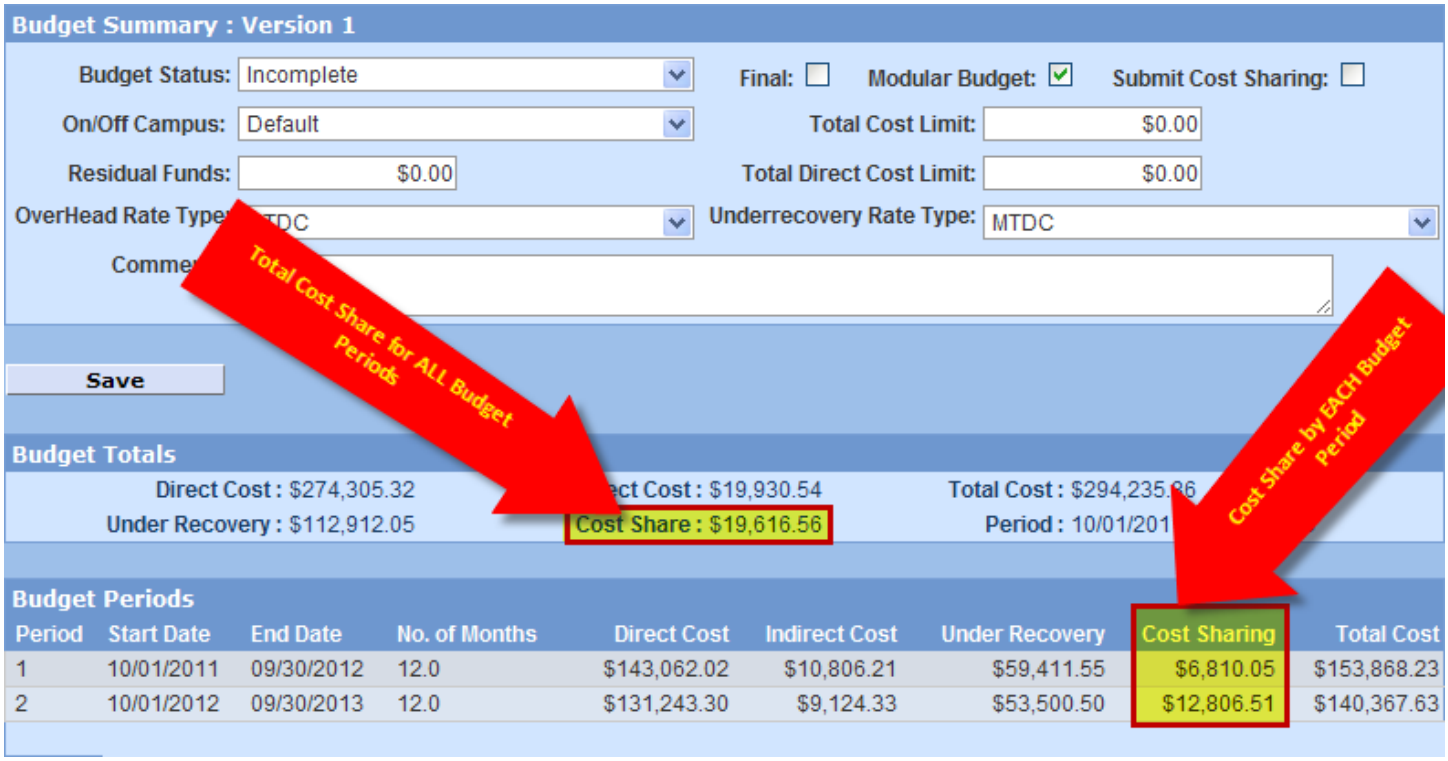
➢ *Viewing Cost Sharing*

You can view the Cost Sharing entered in your proposal in a couple of ways in Coeus.

The total Cost Sharing Amount is shown in the **Budget Summary Section** in your Budget.

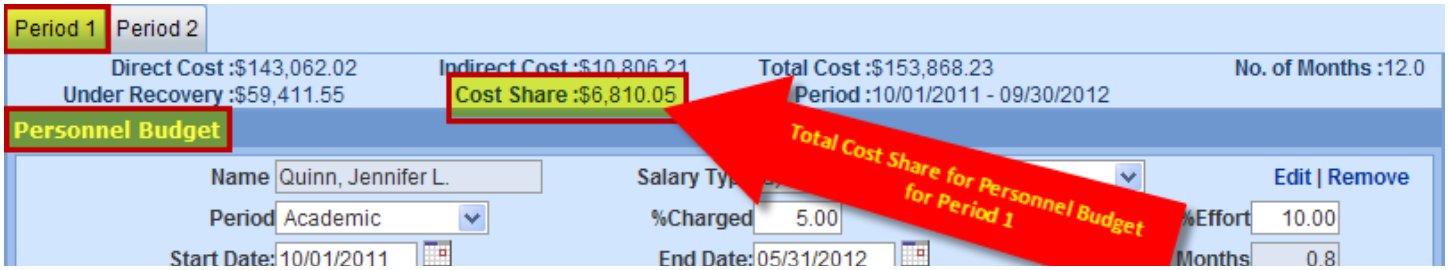
The **Summary Section** has Cost Sharing fields that:

- show the total Cost Sharing for all Periods
- and total Cost Sharing by each period



You can also view the Cost Sharing in each **Budget Section.**

Each **Budget Section** and applicable Period Tab within that section has a field that shows the **Total Cost Sharing** for that particular section and period.



➢ *Submitting Cost Sharing to the Sponsor for Grants.gov Submissions*

Coeus has a new functionality that allows users decide whether or not they want to submit cost sharing present in a proposal to the sponsor. Prior to this enhancement, any cost sharing present would automatically appear on the SF 424 (R&R) form, Box 15 b. Total Non-Federal Funds field.

With this enhancement users are allowed to:

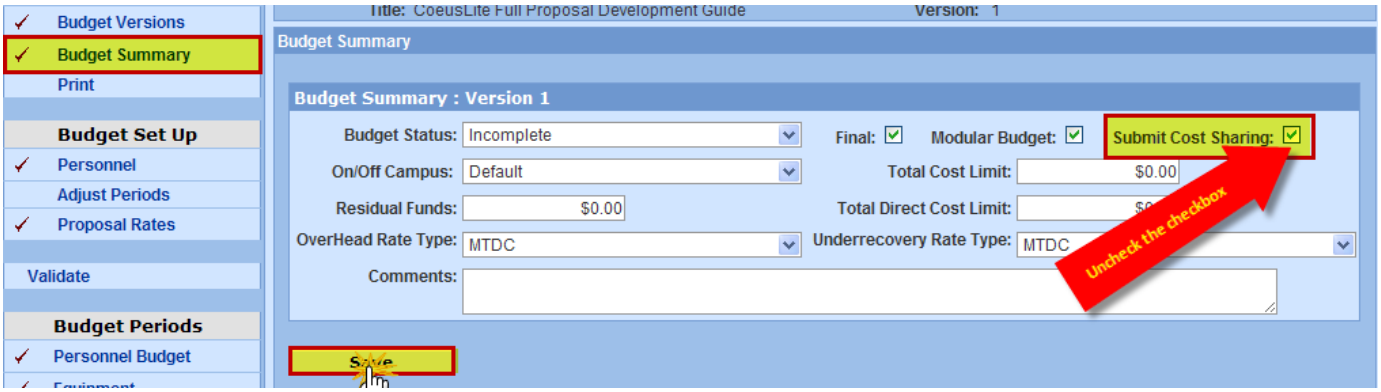
- Submit **NONE** of the Cost Share present in the Budget

- Submit **ALL** the Cost Share present in the Budget
- Submit **SOME** of the Cost Share Cost Share present in the Budget (by line item)

To Submit NONE of the Cost Share present in the Budget:

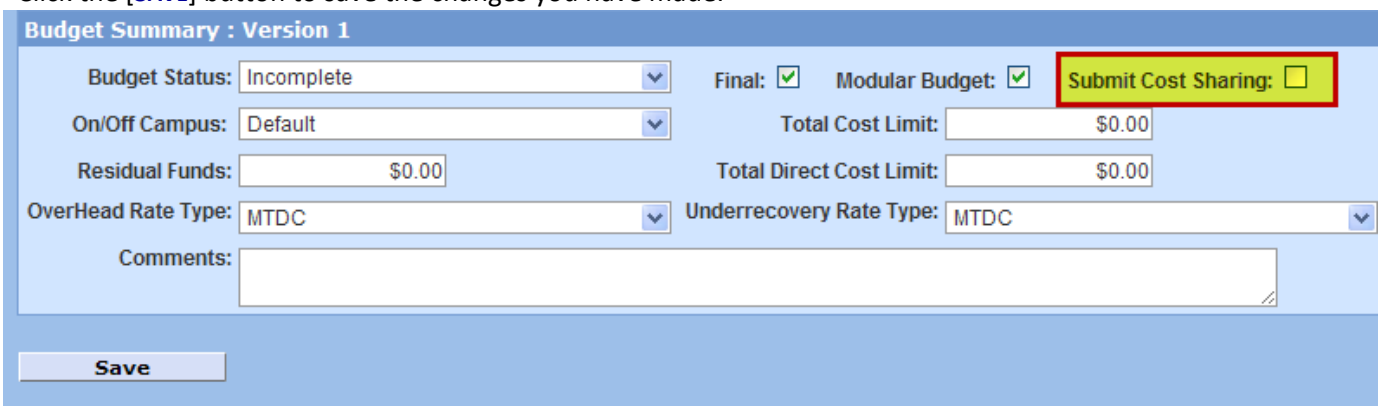
1. Navigate to the **Budget Summary Section** by clicking on the **BUDGET SUMMARY** link in the **Budget Section**.

2. In the **Budget Summary Section** of your budget, there is a checkbox for **Submit Cost Sharing**. **The default selection for this box is checked (meaning that all the cost share would be submitted to Sponsor)**



3. **Uncheck** the **Submit Cost Sharing** checkbox to indicate that you do not want to submit any of the cost sharing present in the budget to the sponsor.

4. Click the [**SAVE**] button to save the changes you have made.

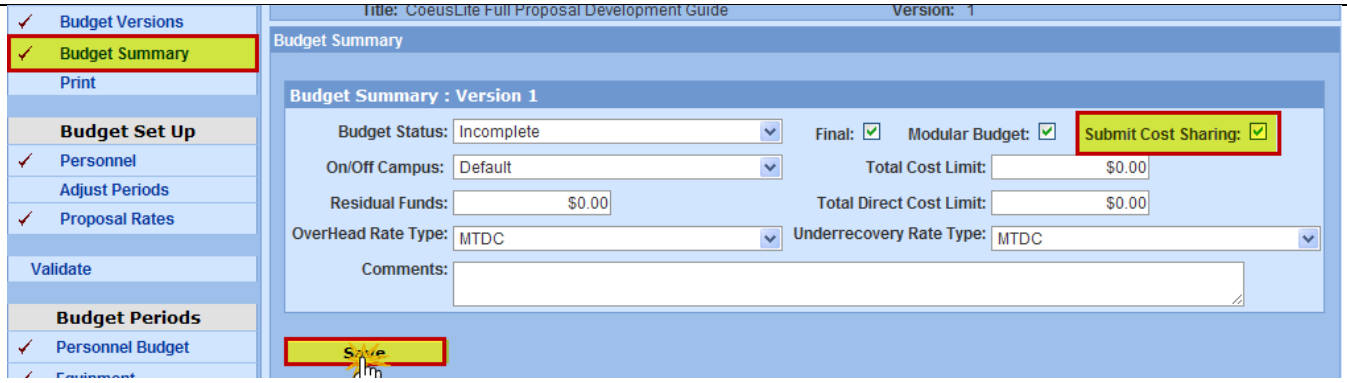


With the **Submit Cost Sharing** checkbox not checked, none of the Cost Share in the proposal will be submitted to Sponsor. Also, in the *SF 424 (R&R) form, Box 15 b. Total Non-Federal Funds* field you will see $0.00

To Submit ALL of the Cost Share present in the Budget:

1. Navigate to the **Budget Summary Section** by clicking on the **BUDGET SUMMARY** link in the **Budget Section**.

2. In the **Budget Summary Section** of your budget, there is a checkbox for **Submit Cost Sharing**. **The default selection for this box is checked (meaning that all the cost share would be submitted to Sponsor)**



3. **Leave** the **Submit Cost Sharing** checkbox **checked** to indicate that you do want to submit ALL of the cost sharing present in the budget to the sponsor.

4. Click the [**SAVE**] button to save the changes you have made.

With the **Submit Cost Sharing** checkbox checked, ALL of the Cost Share in the proposal will be submitted to Sponsor. Also, in the *SF 424 (R&R) form, Box 15 b. Total Non-Federal Funds* field you will see the total amount of cost share present in the proposal budget.

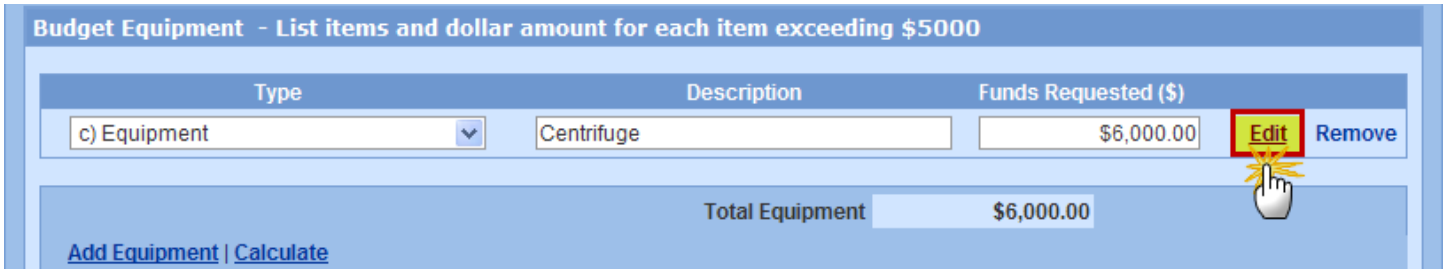
To Submit SOME of the Cost Share present in the Budget (By Line Item):

1. Navigate to the **Budget Summary Section** by clicking on the **BUDGET SUMMARY** link in the **Budget Section**.
2. In the **Budget Summary Section** of your budget, there is a checkbox for **Submit Cost Sharing**. **The default selection for this box is checked (meaning that all the cost share would be submitted to Sponsor)**

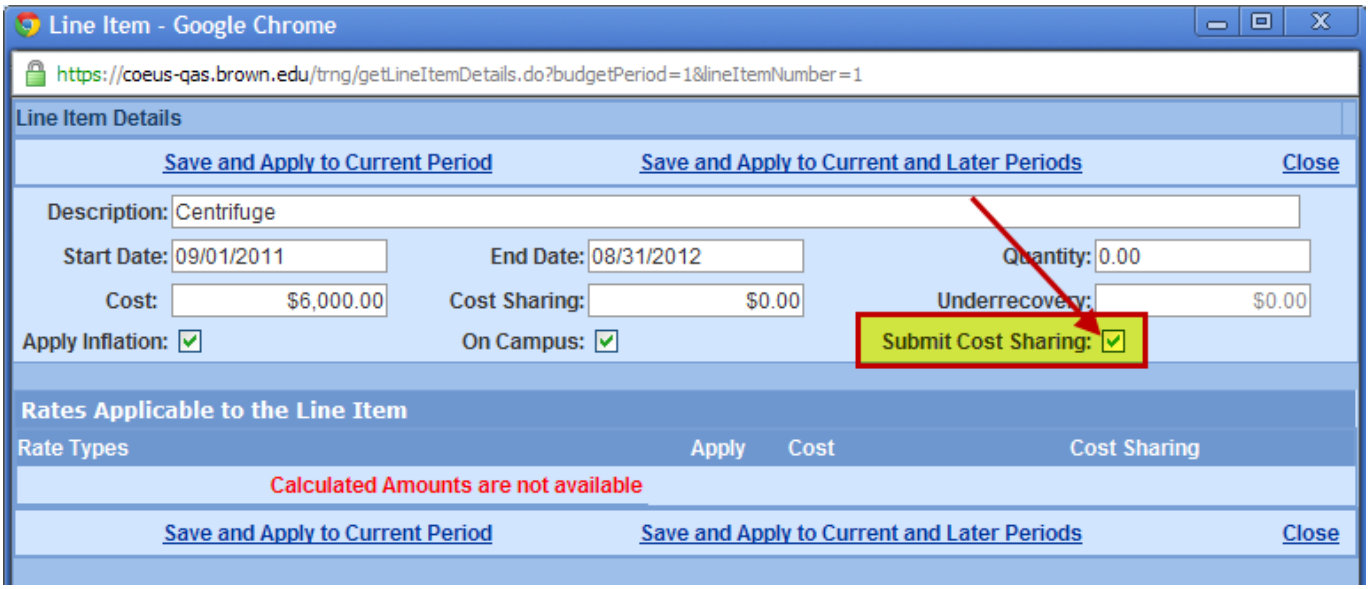
3. **Leave** the **Submit Cost Sharing** checkbox **checked** to indicate that you do want to submit the cost sharing present in the budget to the sponsor.

4. Navigate to **Budget Section** that has the Budget Item that contains Cost Sharing.

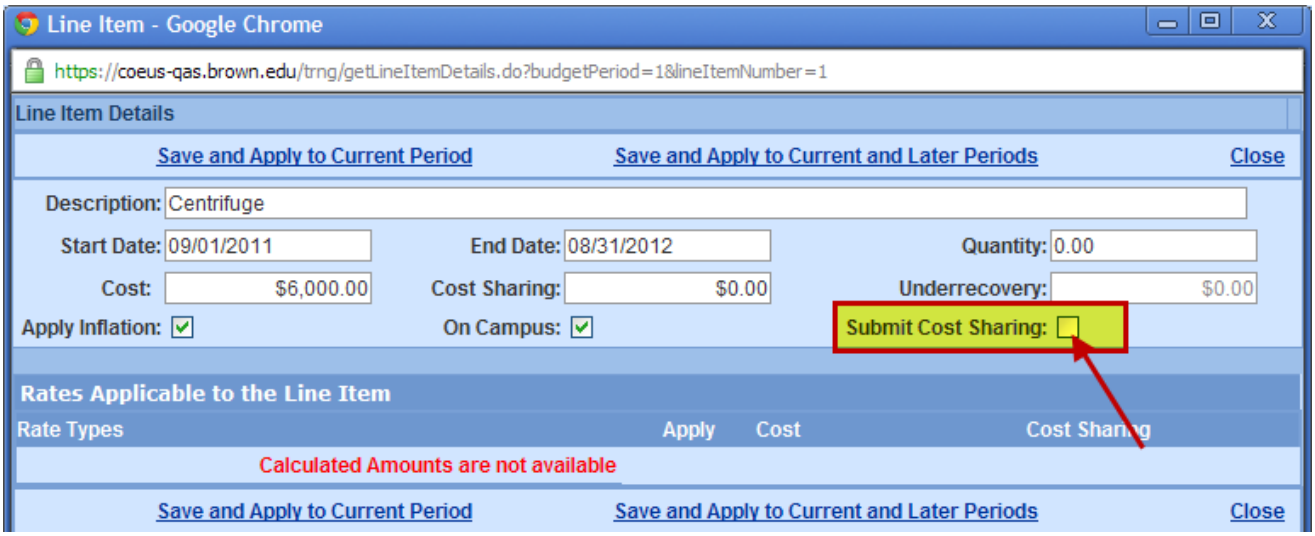
5. Click on the **EDIT** link next to the budget item to open the Line Item Window.



In the Line Item Detail Window there is a **Submit Cost Sharing** checkbox. **The default selection for this box is checked (meaning that the cost share for this line item would be submitted to Sponsor).**



6. If you do **NOT** want to submit Cost Sharing for this line Item, **uncheck** the **Submit Cost Sharing** checkbox.



7. Click the **SAVE AND APPLY TO CURRENT PERIODS** link OR if you want to apply the change to later periods also you can click the **SAVE AND APPLY TO CURRENT AND LATER PERIODS** link.

8. Repeat these steps for all the line items that you do not want to submit cost sharing for.

When the **Submit Cost Sharing** checkbox is **checked** in the **Budget Summary Section**, and then some of the line items have the **Submit Cost Sharing** box **unchecked**, ONLY the Cost Share for the Line Items that have the **Submit Cost Sharing** checkbox **checked** will be submitted to the Sponsor. Also, in the *SF 424 (R&R) form, Box 15 b. Total Non-Federal Funds* field you will only see the total amount of cost share for those line items that have the **Submit Cost Sharing** checkbox **checked**. (All the other line items will be excluded.) For this option the Submit Cost Sharing checkbox on the Summary Tab must be checked.

End of Procedure

VI. MODIFYING THE BUDGET

This section will introduce you to modifying Overhead and Inflation Rates on a Proposal Level, to adjust Budget Dates/Period Boundaries, and how to create alternative budget versions.

o ADJUSTING BUDGET DATES

To change the Budget Dates of a proposal, you must first change the Start and End Dates in the General Info Section of the Proposal. Once those dates are changed, when you navigate to the budget, you'll be asked if you want to adjust the budget to the new time period.

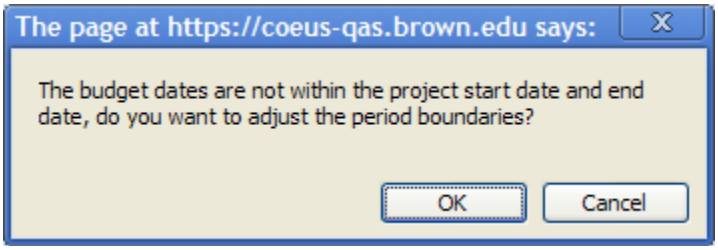
PROCEDURE

1. Navigate to the **General Info Section** of your proposal by clicking on the **GENERAL INFO** link located in the left hand side navigation pane.

2. Type in the new Start and End Dates in the **Start and End Date** fields and click the [**SAVE**] button to save your changes.

3. Navigate to the **Budget Section** of your proposal by clicking on the **BUDGET** link located in the left hand side navigation pane.

   You will receive the following message:



4. Click the [**OK**] button. The **Adjust Period Boundaries Section** will open to confirm the new budget periods. If those are correct, click the [**SAVE**] button.

When changing budget dates, always check the Personnel Section and the Personnel Budget Section to be sure the correct time frames are reflected and if not make sure that you make the necessary adjustments!

End of Procedure

o ADJUSTING PERIOD BOUNDARIES

Coeus creates 12-month budget periods by default, but you can adjust the number of periods and their lengths based on sponsor requirements.

INTRODUCTION

In this topic you will learn how to adjust Period Boundaries.

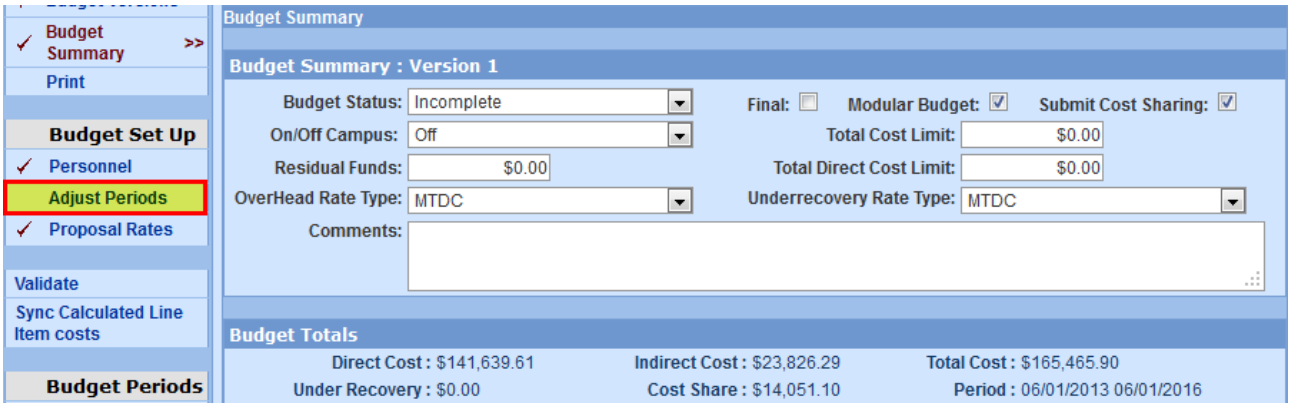
PROCEDURE

1. Navigate to the General Info Section of your proposal by clicking on the **GENERAL INFO** link located in the left hand side navigation pane.

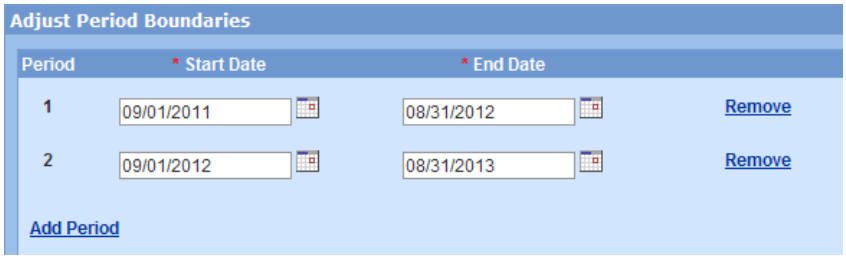
2. If applicable, type in the new Start and End Dates in the **Start and End Date** fields and click the [**SAVE**] button to save your changes. Omit this step if the Start and End Dates are not changing.

3. Navigate to the **Budget Section** of your proposal by clicking on the **BUDGET** link located in the left hand side navigation pane

4. Click on the **ADJUST PERIODS** link located in the left hand side navigation pane of the **Budget Section.**



The **Adjust Period Boundaries Section** will open.

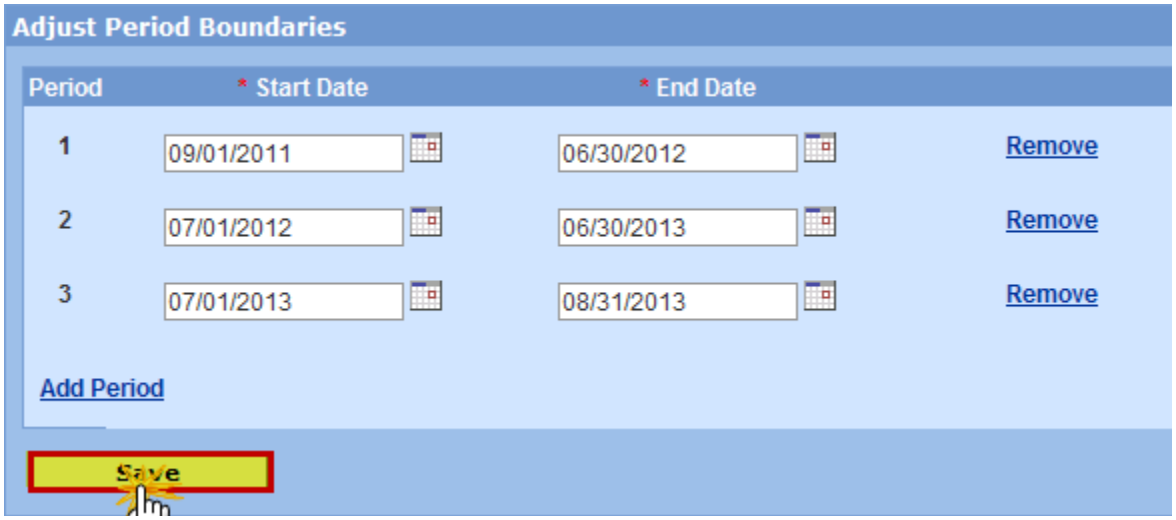


5. Make the necessary changes.

Use the available links for the following actions:

BUTTON	ACTION
Add Period	Add a period at the end of the list
Remove	Delete the selected period

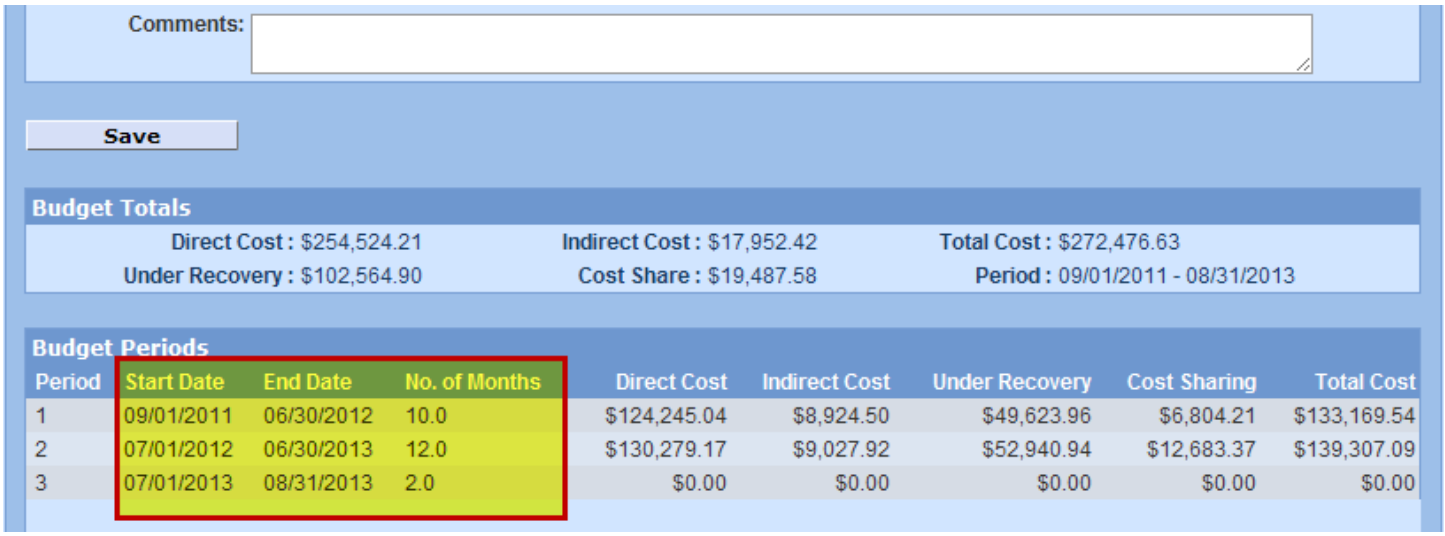
For Example,
Adjust the Dates for Period 1 to: ***09/01/2011 – 06/30/2012***
Adjust the Dates for Period 2 to: ***07/01/2012 – 06/30/2013***
Add Period 3 with the following Dates: ***07/01/2013 – 08/31/2013***



6. Click the [**SAVE**] button to save the changes you have made in that section.

When changing budget dates, always check the Personnel Section and the Personnel Budget Section to be sure the correct time frames are reflected and if not make sure that you make the necessary adjustments!

If you look at the **Budget Summary Section** you can quickly see the changes you have made to the Period Dates:

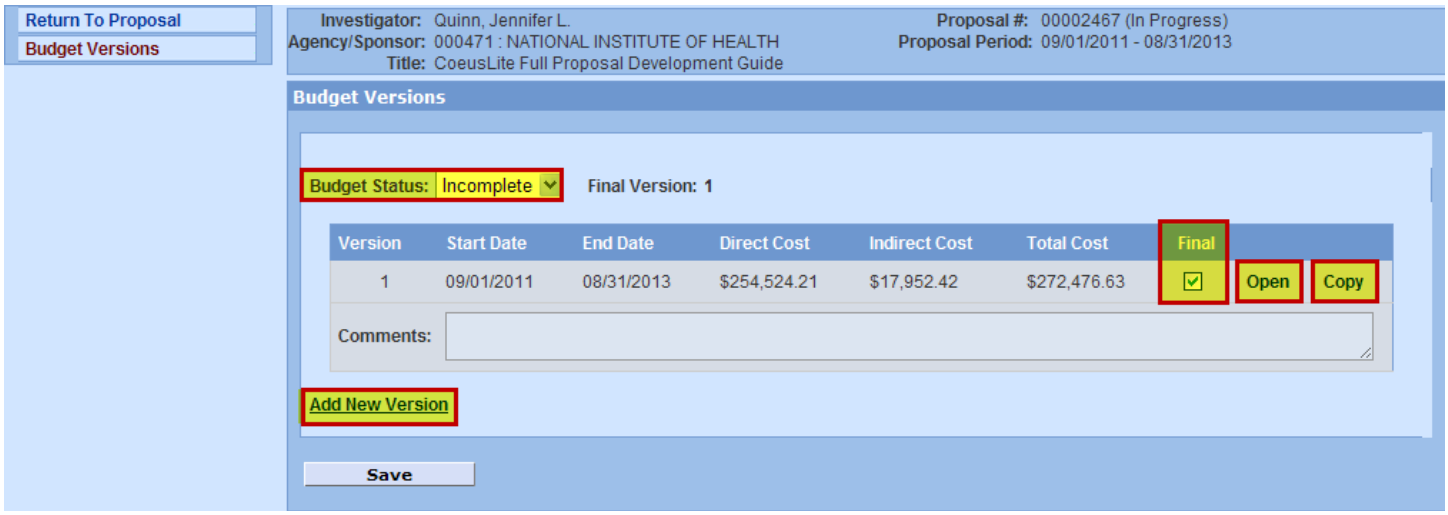


End of Procedure

o CREATING AN ALTERNATIVE BUDGET VERSION

You can create as many budget versions on a proposal as needed. A New budget version can be created or you can make a copy of a previously created budget version and then make changes to it according to your needs.

1. While in the Budget Section click on the **BUDGET VERSIONS** link located in the left hand side navigation pane. The Budget Versions Section will open with the following links:



ADD NEW VERSION	**Allows you to create a whole NEW budget – this will NOT copy over your Budget Persons Table**
OPEN	Allows you to display and modify (is you have the appropriate role) the selected budget
COPY	Allows you to copy the selected budget Allows you to display the selected budget (View Mode)
FINAL	Allows you to mark the budget as final
BUDGET STATUS **Complete/Incomplete**	Allows you to mark your budget as incomplete or complete

If you want to create a New Budget version from scratch, you can select the **ADD NEW VERSION** link and follow the instructions in this guide for completing the required sections of the budget.

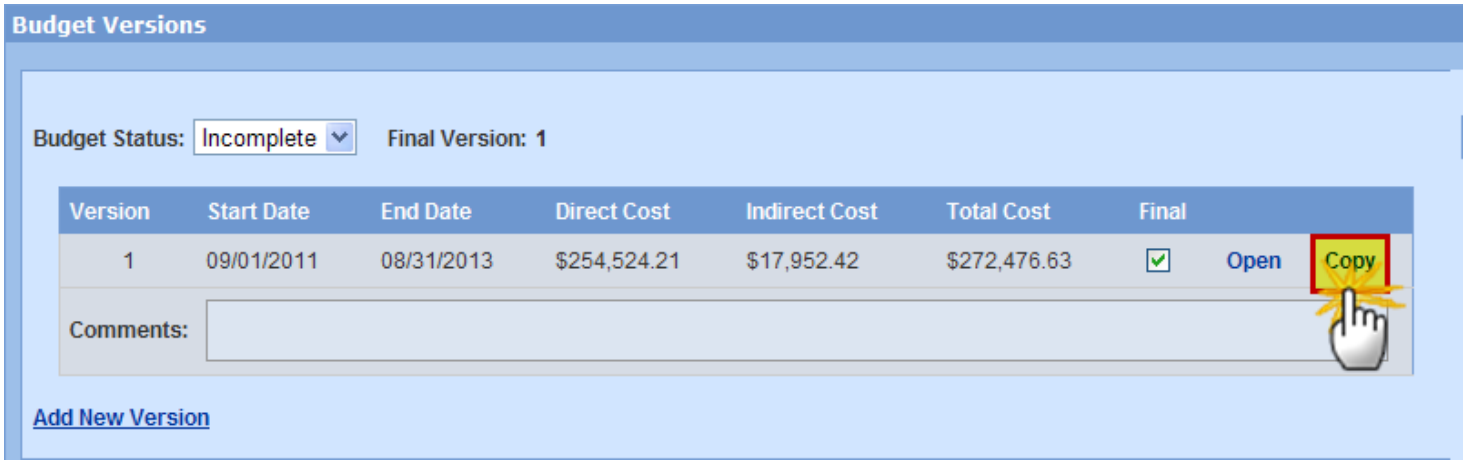
You can also copy the budget you already created and make changes to it according to your needs by selecting the **COPY** link.

You should know what kind of changes you will be making to the budget before you decide if you want to copy Period 1 or all Periods. If you will be making a minor change to the budget that will occur in only one or two periods, you should copy all periods. On the other hand, if you will be making major changes to the budget, but you would like to retain the input from Period 1 to start with, you should copy Period 1 only, make your changes and then generate the remaining budget periods.

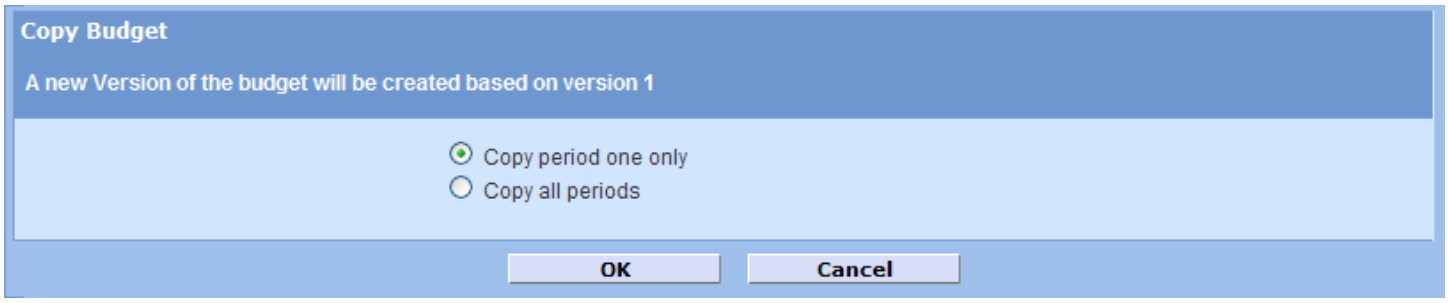
If there is only one version of the budget, it is automatically selected and will be the one copied. However, if there is more than one version of the budget present, you will need to select the version you would like to copy.

PROCEDURE

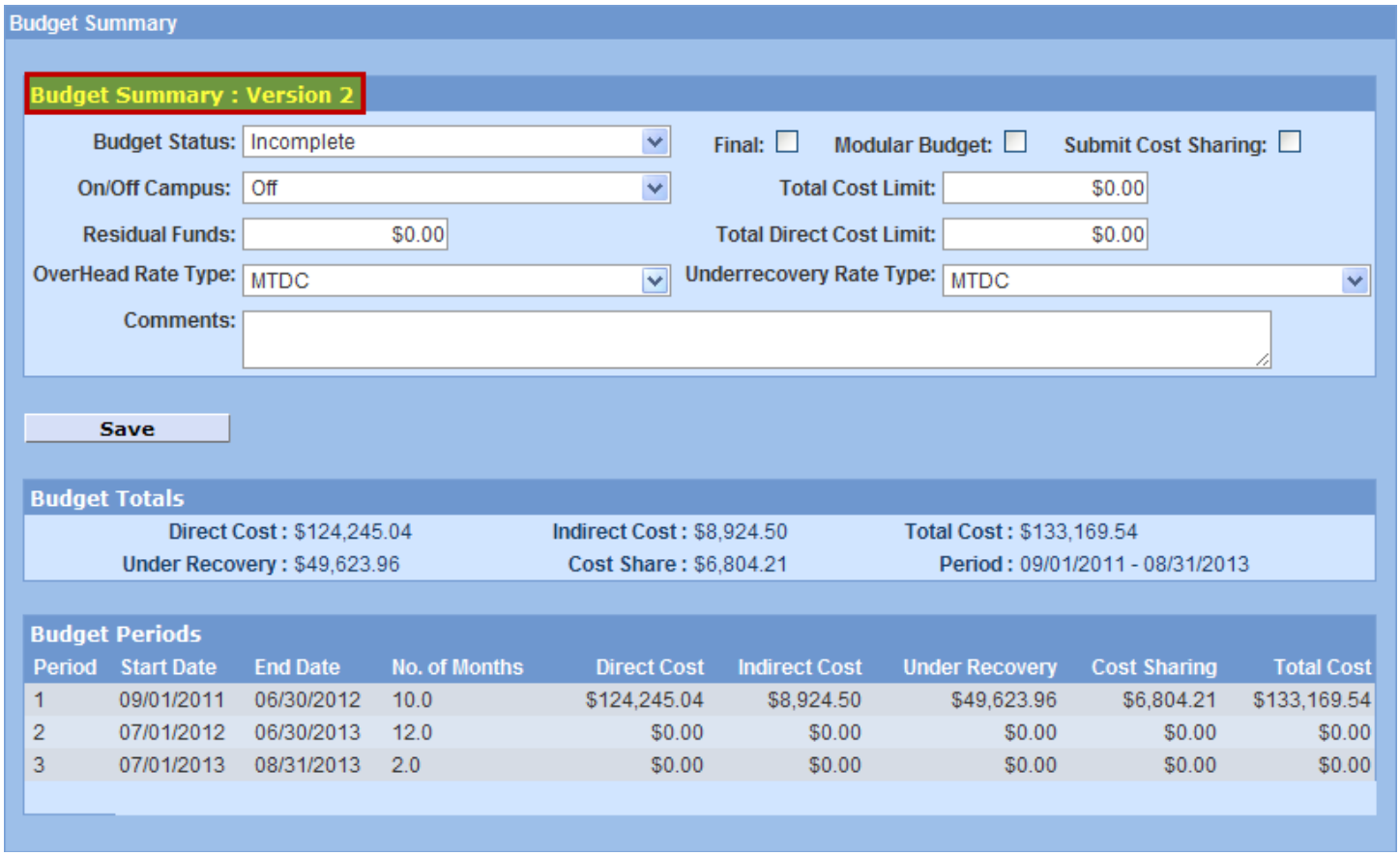
1. In the **Budget Versions Section** select the budget you want to copy and click on the **COPY** link.



The following copy window will open up with two choices: **Copy period one only** or **Copy all periods**.



2. Select the desired copy option and click the [**OK**] button. This will open a copied version of your budget with either one period or all periods, depending on what copy option you have selected.



Note that the copied version has a new Version number which is 2 in our example above.

3. You can write a note to yourself to distinguish between versions of your budget so that you will know what changes you have made in the **Comments** field in the Budget Summary Section (*for example enter "A copy of Budget Version 1")*

4. Sync your proposal rates to the current institute rates and make any changes to the rates that are necessary by clicking on the **PROPOSAL RATES** link.

5. To being making the changes to the new budget versions follow the applicable instructions in this guide.

6. Click the [**SAVE**] button to save the changes you make.

End of Procedure

VII. FINALIZING AND PRINTING BUDGETS

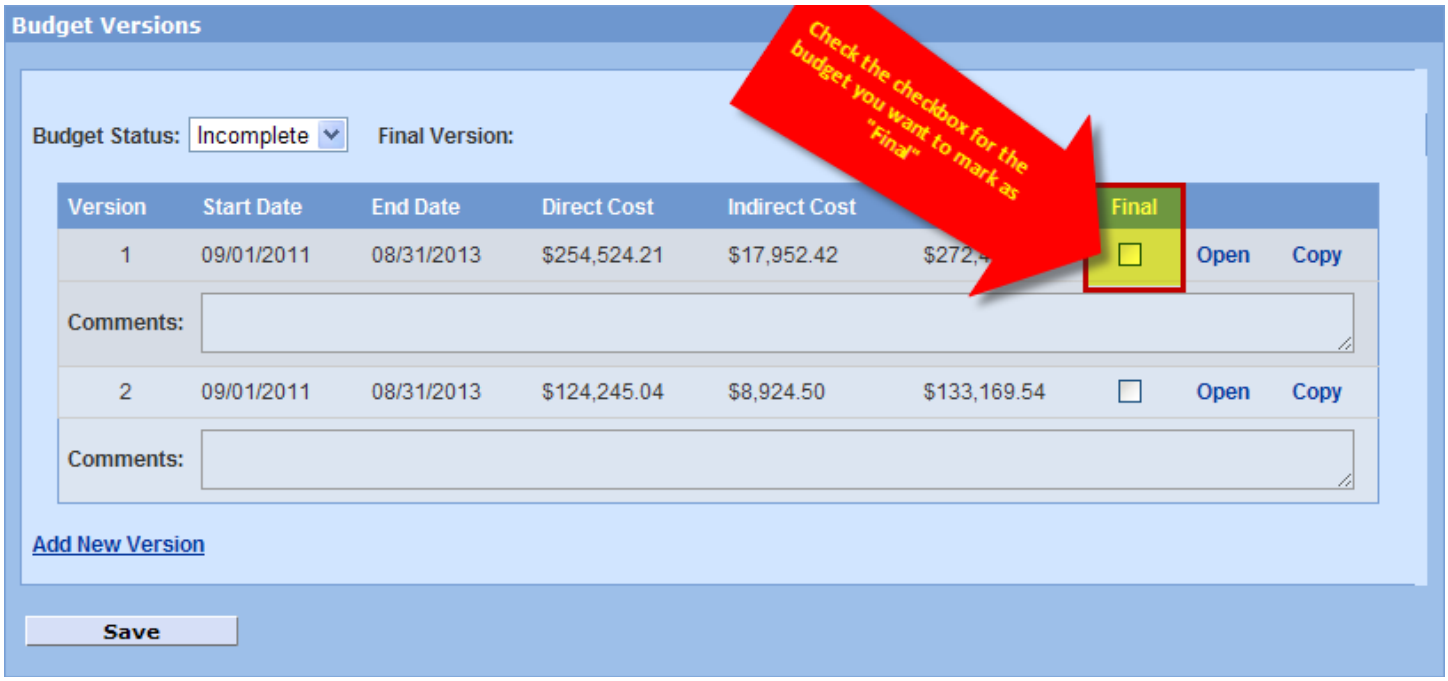
This section will cover how to finalize a budget for submission and how to select the appropriate Grants.gov budget forms. In addition, the topic will cover the various print options for budgets.

o FINALIZING THE BUDGET

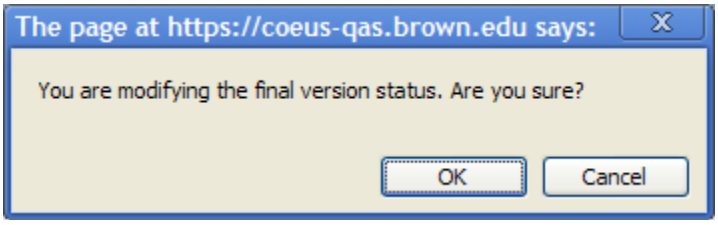
You can work on the budget for as long as you need to, saving it between sessions as needed. A version of the budget needs to be marked as final and complete before the proposal is submitted for routing. If you have created a number of budget versions you need to select one to be the Final Version of your budget.

PROCEDURE

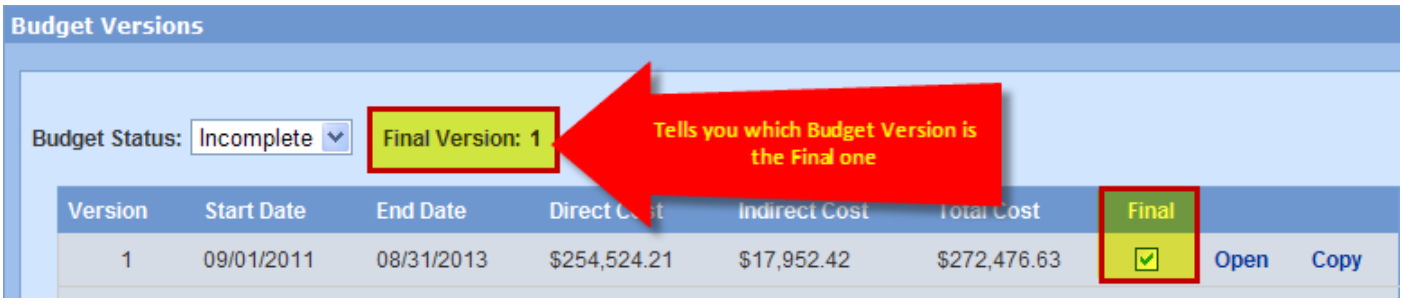
1. In the **Proposal Section**, click on the **BUDGET** link to navigate to the **Budget Versions Section**.



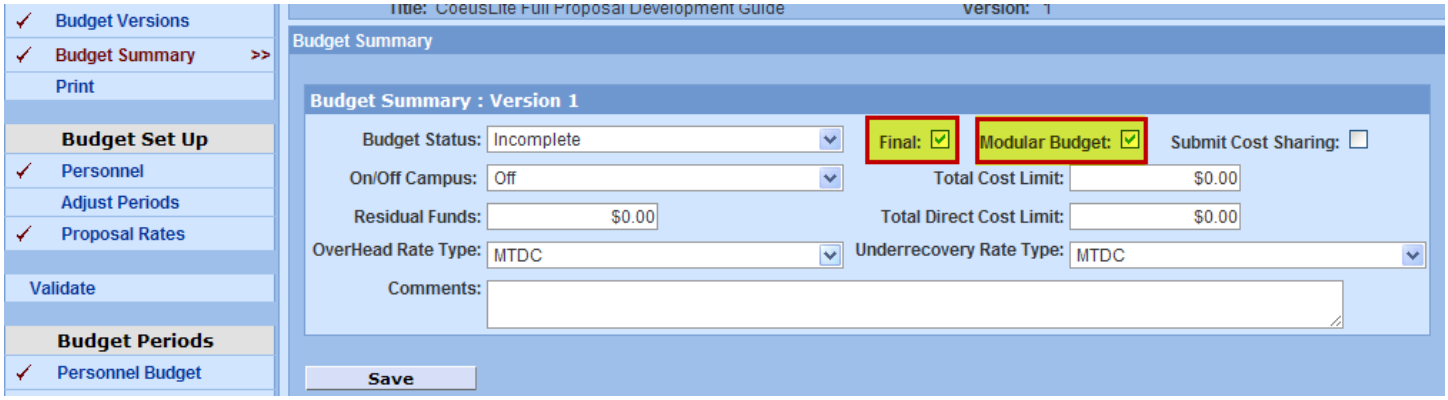
2. Click on the budget you want to select as **Final** and check the **Final** checkbox. Upon checking the **Final** checkbox, you will receive the following message:



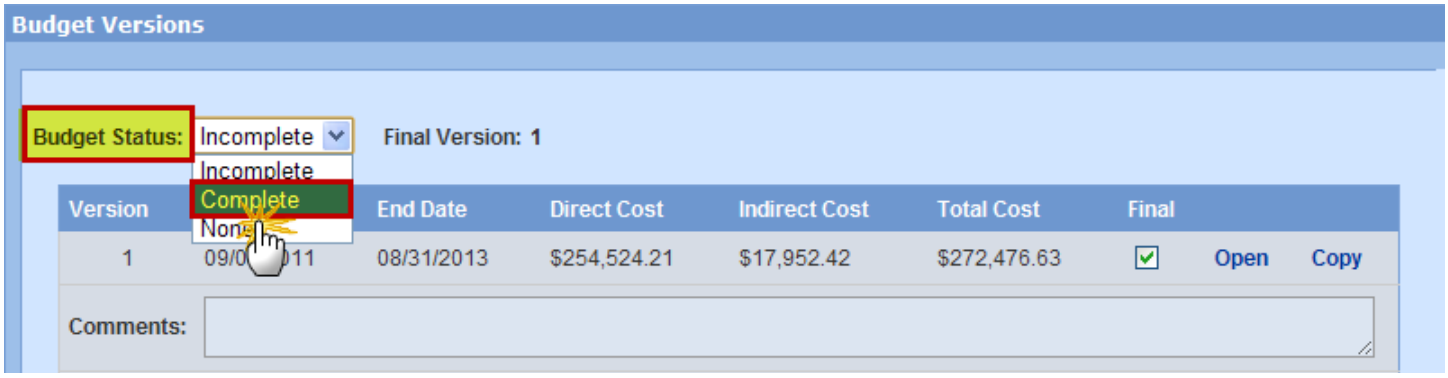
3. Click the [**OK**] button. The Budget Version you have selected will become the final version. Click the [**SAVE**] button.



This indicates that only this version of the budget will be transmitted to the sponsor. (You can also indicate this *Final* status on the **Budget Summary Section** by checking the Final Checkbox). Also, if this budget is a modular budget, be sure that the Modular Budget checkbox is checked on the **Budget Summary Section**.



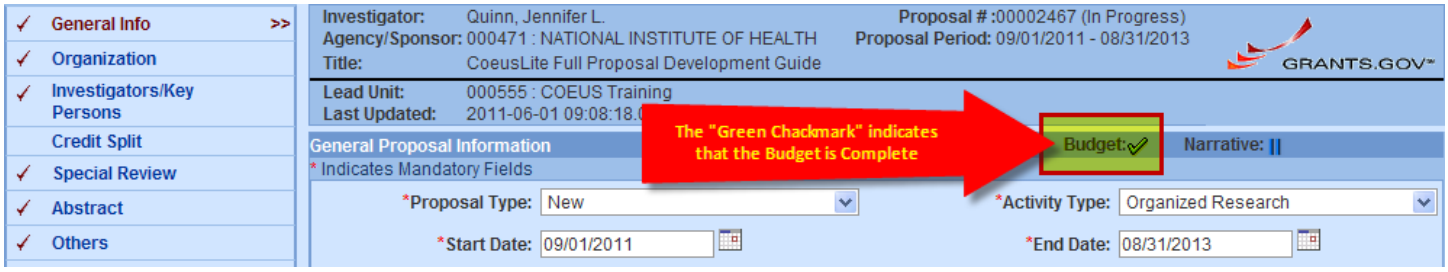
4. In the **Budget Versions Section**, after marking the budget as final, set the status of the final budget to **Complete** by clicking on the **Arrow** to the right of the Budget Status to display the available selections. Select the "**Complete**" option.



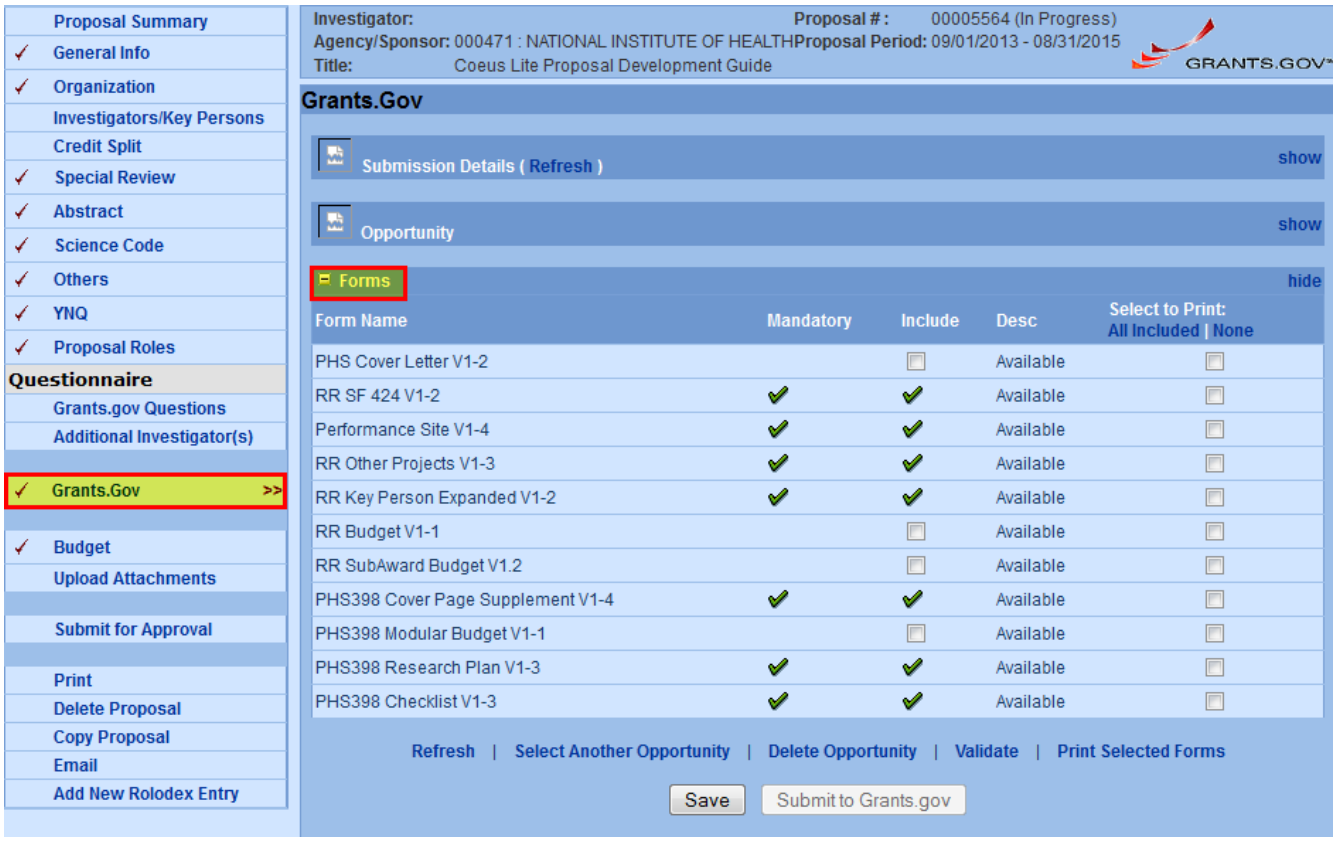
Upon setting the final budget to **Complete**, the budget validations will be run at that time. If you have checked the **Modular Budget** Checkbox but did not create a Modular Budget, the system will let you know and you will need to correct these things before you can set the budget to **Complete**.
Also, after you set your budget to **Complete**, you will only be able to view the budget. When the budget is set to **Complete**, you can no longer open it in **Modify** View. If you want to open it in **Modify** View you will need set the budget back to **Incomplete** status.

5. When you have selected a version as Final and Complete, click the [**Save**] button.

   When you select a budget version as **Final** and **Complete**, Coeus will place a green checkmark next to the **Budget** field in the **General Info Section.**

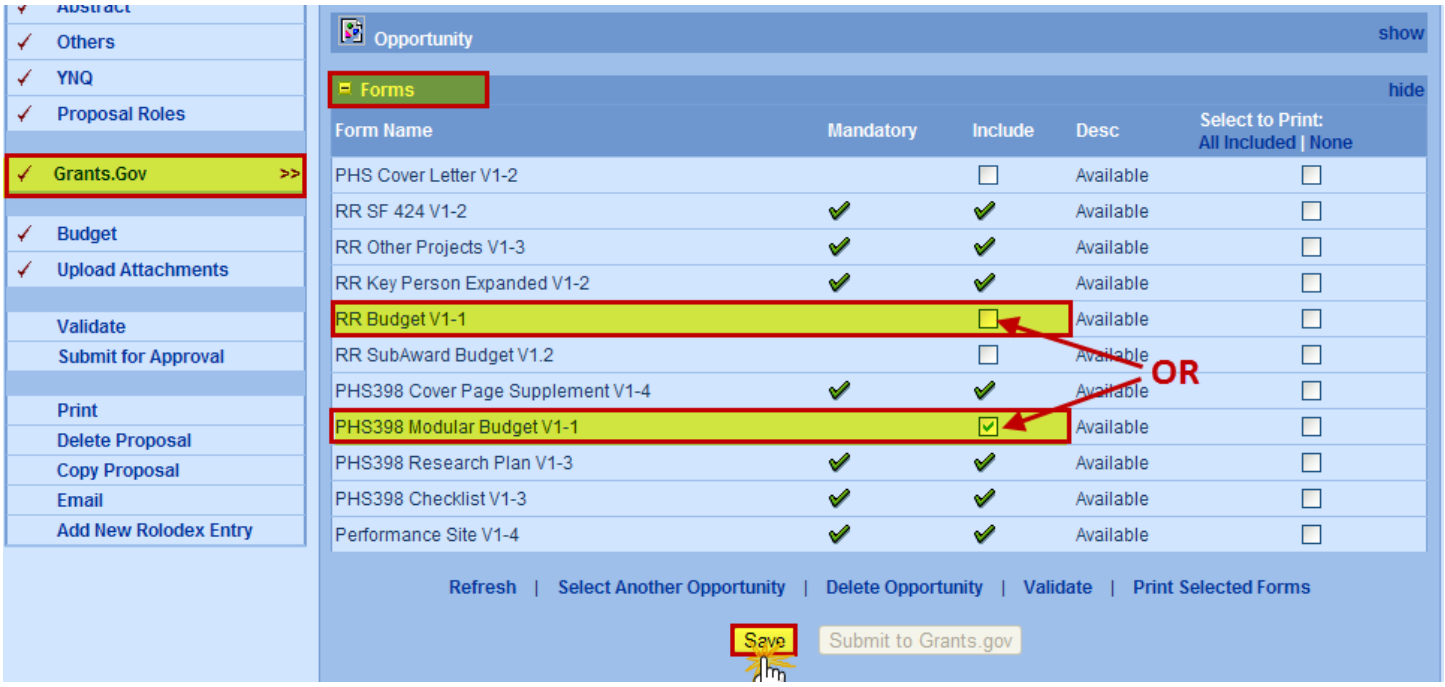


6. To print out the Grants.gov Detailed or Modular Budget Forms, while in the **Proposal Section**, click on the **GRANTS.GOV** link located in the left hand side navigation pane to open the Grants.gov Section.



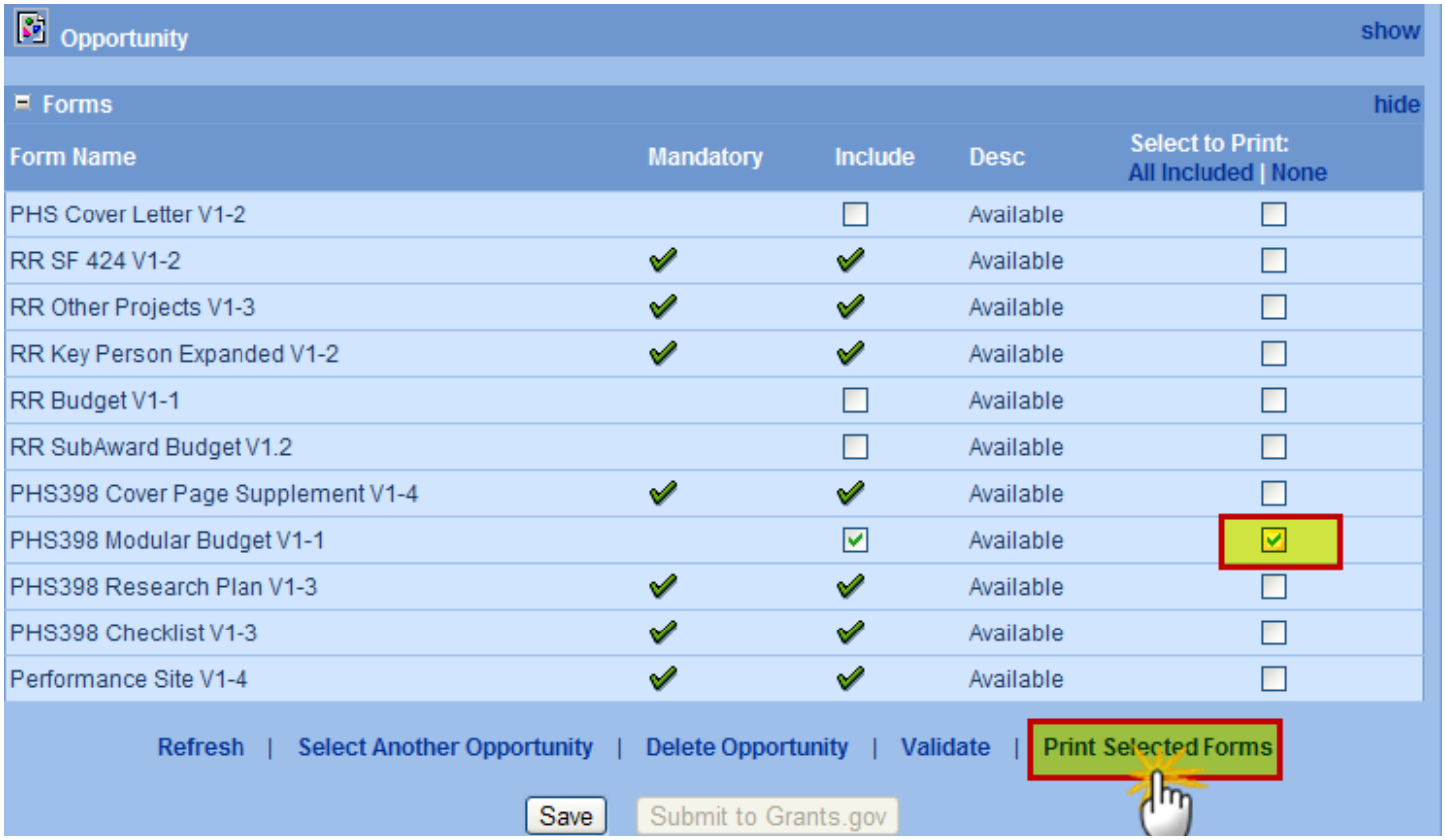
7. In the **Forms Pane** you are able to see all the available forms for this submission and select the forms that you want to include with the submission.

8. If the budget is a Modular Budget click the **PHS398 Modular Budget V1-1 Form** **Include** checkmark to have the form included in the submission. If the budget is NOT a Modular Budget click the **RR Budget V1-1 Form** **Include** checkmark to have the form included in the submission.

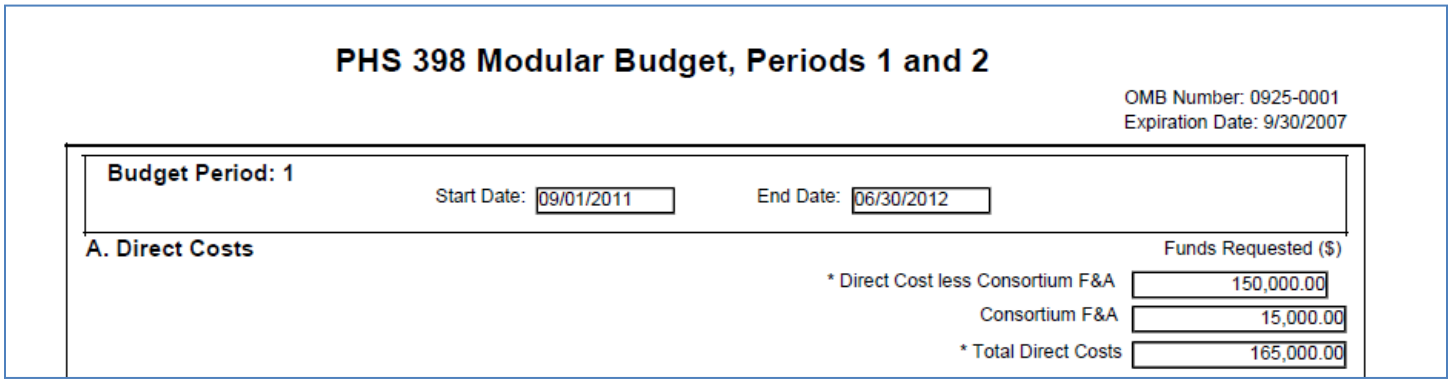


9. After selecting the Budget form you want to include with the submission, click the [**SAVE**] button.

10. To print out the form, check the **Select to Print** Checkbox for the form you want to print and click the **PRINT SELECTED FORMS** link.



The PDF of the budget form will appear in a new browser window



End of Procedure

o PRINTING BUDGET FORMS

There are a variety of Budget forms that can be printed from Coeus Lite. The Budget section contains 4 budget forms that look at different slices of the budget, while the Grants.gov window contains the required Budget forms available for each particular Grants.gov submission.

Coeus Lite gives you the option to print the following Budget Forms:

- Budget Summary by Period
- Cost Sharing Summary by Period

- Cumulative Budget
- Industrial Budget by Period

When you print the forms from Coeus Lite, a PDF document will be generated. Then you can print a hard copy from Adobe.

INTRODUCTION

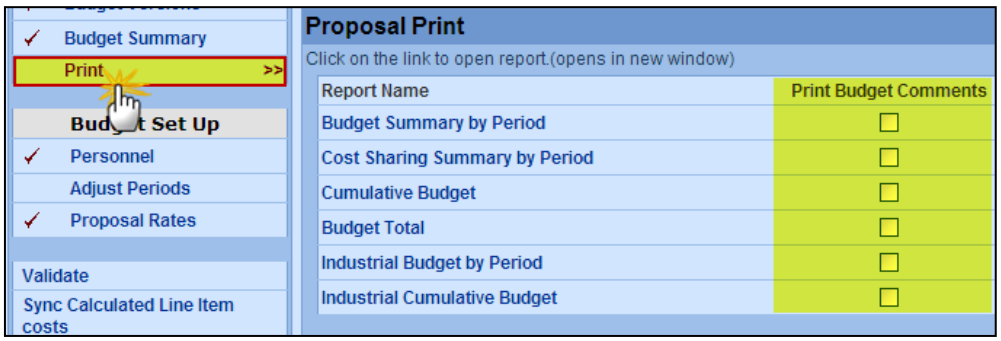
In this topic, you will learn how to print the budget forms from the **Budget Section**, **Grants.gov Section** and **Proposal Section** in Coeus Lite.

➢ *Printing Coeus Lite Budget Forms:*

PROCEDURE

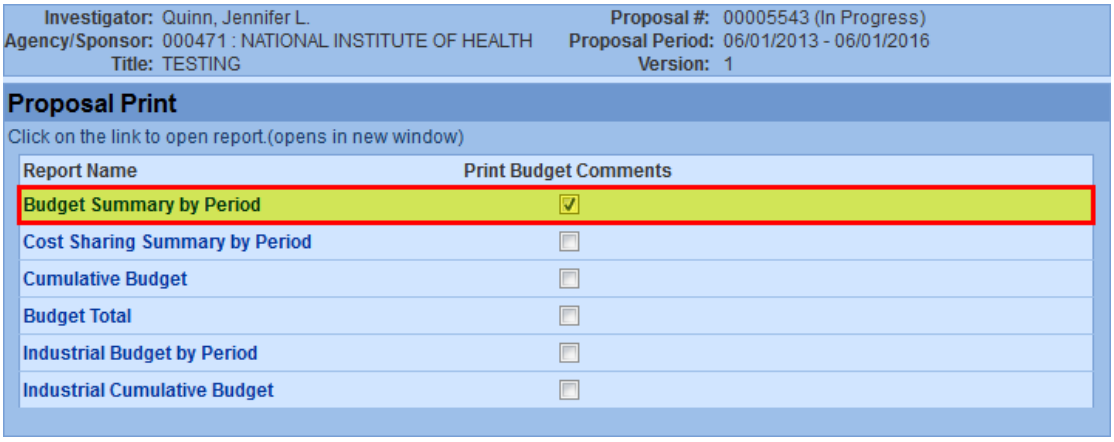
1. Navigate to the **Budget Section** of your proposal.

2. Once in the **Budget Section**, click on the **PRINT** link located in the left hand side navigation pane. The **Proposal Print Section** will open.

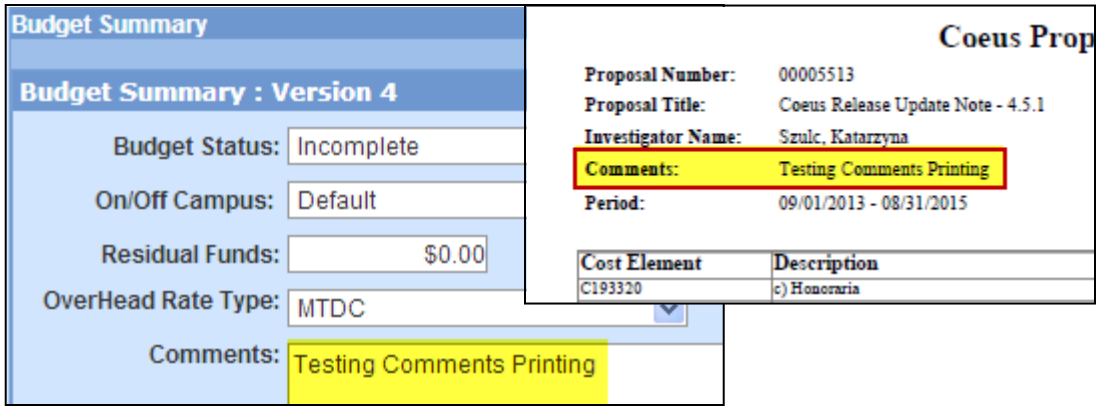


Coeus Budget Forms now have the option to populate the Comments which are entered in the **Comments** field of the Budget Summary Tab. Checkboxes have been added to the Print: Proposal Budget Reports Window that enables you to choose whether you want to print the comments or not. NEW

3. If you wish to print the **Comments**, check the **checkbox** in the Print Budget Comments Column for the form(s) you want to print and then click on the [**PRINT**] button.



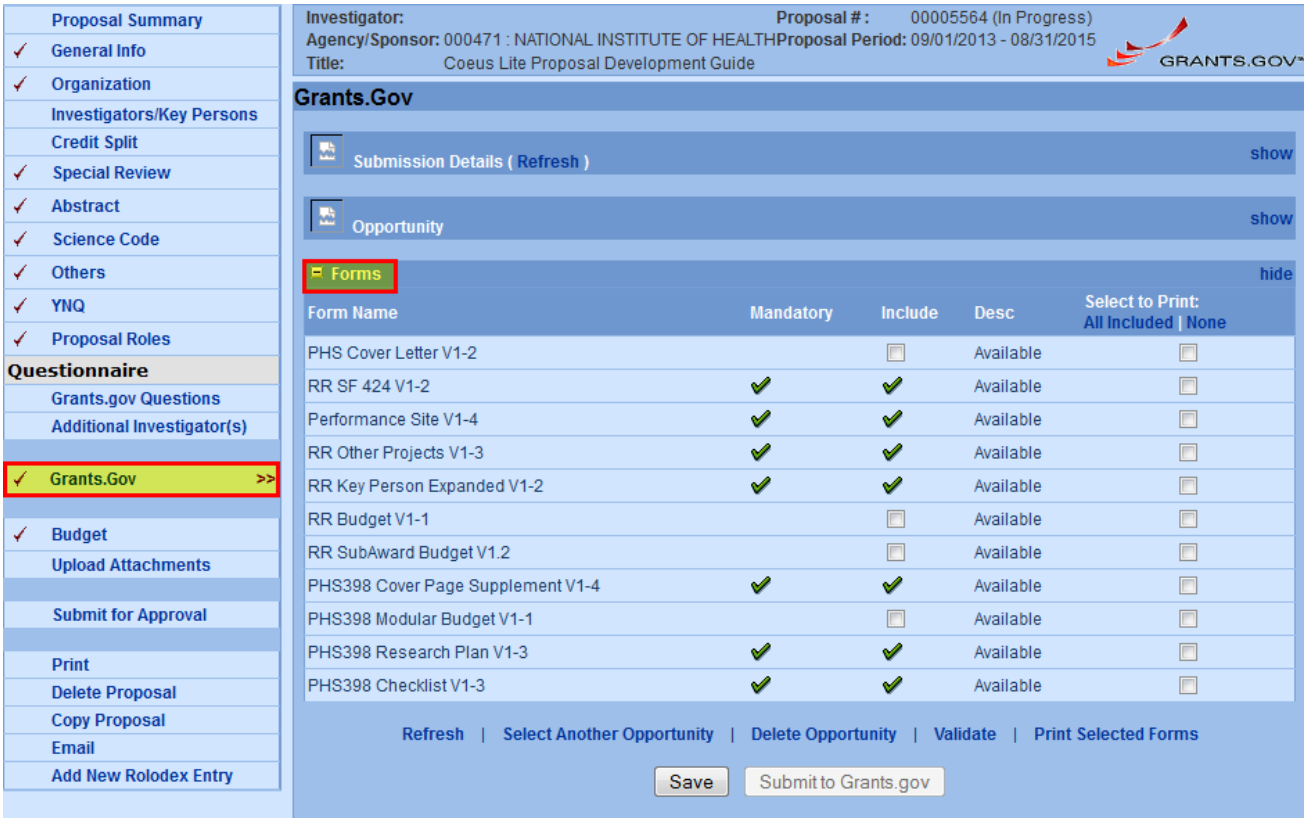
4. The selected form will open as a PDF in a separate window. If you have selected to have the comments printed, the comments entered in the **Comments** field of the **Budget Summary Section** will appear on the form.



➢ *Printing Grants.gov Budget Forms:*

If the proposal you are working on is a Grants.gov submission, you can print the applicable budget forms from the Grants.gov Section.

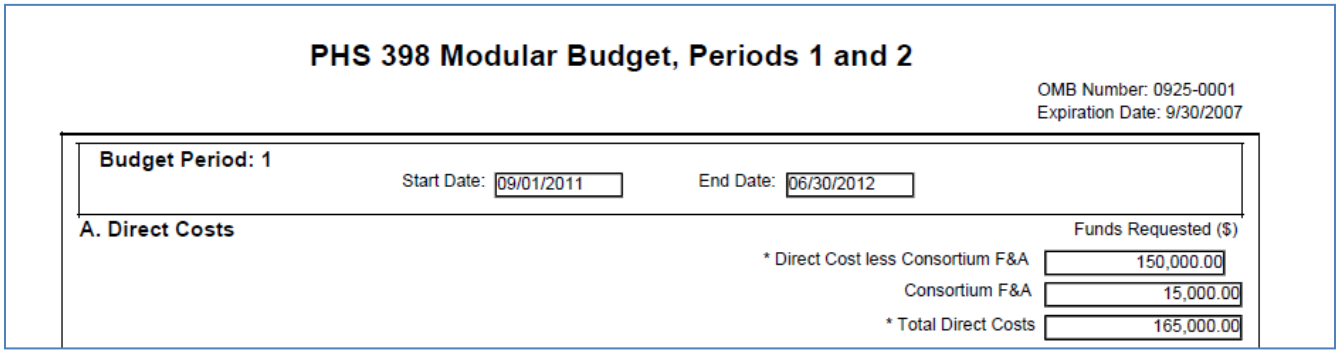
1. To print out the Grants.gov Budget Forms, while in the **Proposal Section**, click on the **GRANTS.GOV** link located in the left hand side navigation pane to open the Grants.gov Section.



2. In the Forms Pane you are able to see all the available forms for this submission and select the forms that you want to include with the submission.

3. To print out a form, check the **Select to Print** checkbox for the form you want to print and click the **PRINT SELECTED FORMS** link.

The PDF of the budget form will appear in a new browser window.



End of Procedure

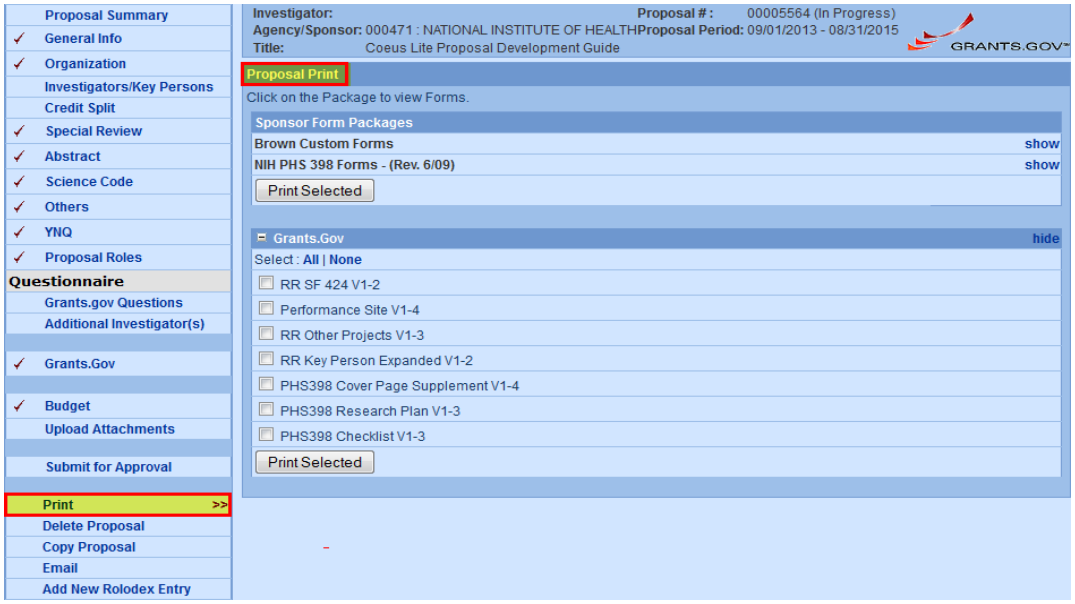
➢ *Printing Non-Grants.gov Budget Forms (PHS398 & NSF Budget)*

Coeus Lite also contains a few Non-Grants.gov Forms (PHS398 and NSF Budget Forms) that may be printed to assist with your proposal preparation.

PROCEDURE

1. To navigate to the Non-Grants.gov forms, while in a **Proposal Section**, click on the **PRINT** link.

   The **Proposal Print Section** will open.

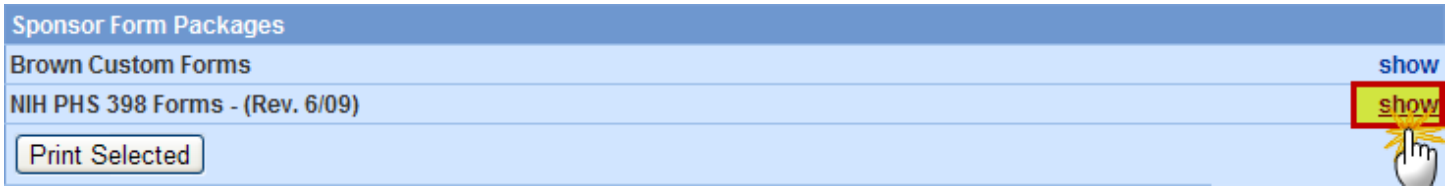


The Brown Custom Forms package will always appear no matter the sponsor.

The other packages that may appear, the NIH PHS 398 - Non-Grants.gov Forms, the NSF Budget Forms depend on the sponsor that you have chosen for your proposal and/or the Grants.gov Forms if the proposal is being submitted though Grants.gov. If the Sponsor is NIH, the NIH PHS 398 Forms will show up. If the sponsor is NSF, for example, then the NSF Budget Forms will show up in place of the NIH package, etc.

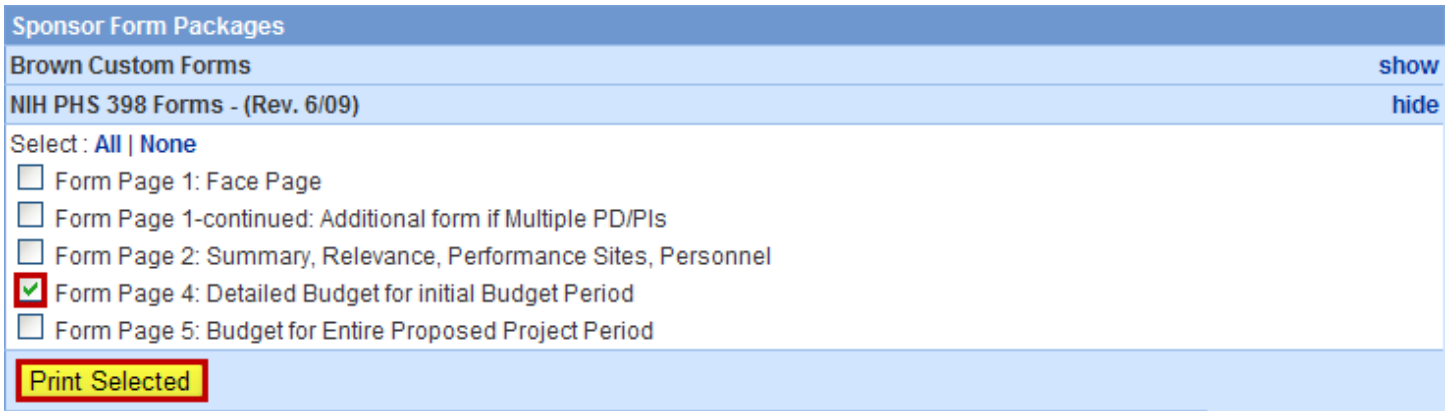
2. In the ***"Sponsor Form Packages"* Section**, select the **NIH PHS 398 Forms – (Rev. 6/09) or NSF Budget Forms**.

3. Click on the **SHOW** link for the forms you want to print to see all the available forms.



4. Select the form you wish to print by checking the checkbox for that form and click the [**PRINT SELECTED**] button.

If you wish to print more than one form, mark the checkboxes for all the ones you wish to print or to print all the available forms, check the **ALL** link.



4. The form(s) will open as a PDF. Use the Adobe Reader button available to print or save the form(s).

End of Procedure

VIII. COMPLETING THE QUESTIONNAIRE

The Questionnaire will need to be completed for specific Grants.gov and all NIH and NSF submissions.

The Coeus Lite Questionnaire Section contains questionnaires that populate certain Grants.gov forms and questionnaires to identify cost sharing and any additional individuals, other than the PI, who meet the definition of an "investigator" (responsible for the design, conduct, or reporting of research) on the project. **The system currently uses the Questionnaire for all NIH and NSF applications, NSF Grants.gov applications, NIH Fellowship Applications and NIH Training Applications.**

Sponsor Specific YNQs have been moved to the **Questionnaire Section** → **Grants.gov Questions**. Only Brown University's Institutional and Regulator Questions will appear in the **Yes No Questions Section** of the Proposal (*OB Questions only*). Non-Federal/Non-Grants.gov Proposals will no longer require Sponsor Specific Grants.gov questions to be answered. NEW

There are eight active questionnaires:

- NIH – Additional Investigator(s) Questionnaire
- NSF – Additional Investigator(s) Questionnaire
- Cost Sharing – Direct Cost
- Cost Sharing – Indirect Cost NEW
- Grants.gov Questions
- NSF Cover Page Form Questionnaire
- PHS Fellowship Supplemental Form Questionnaire
- PHS398 Training Budget Form Questionnaire

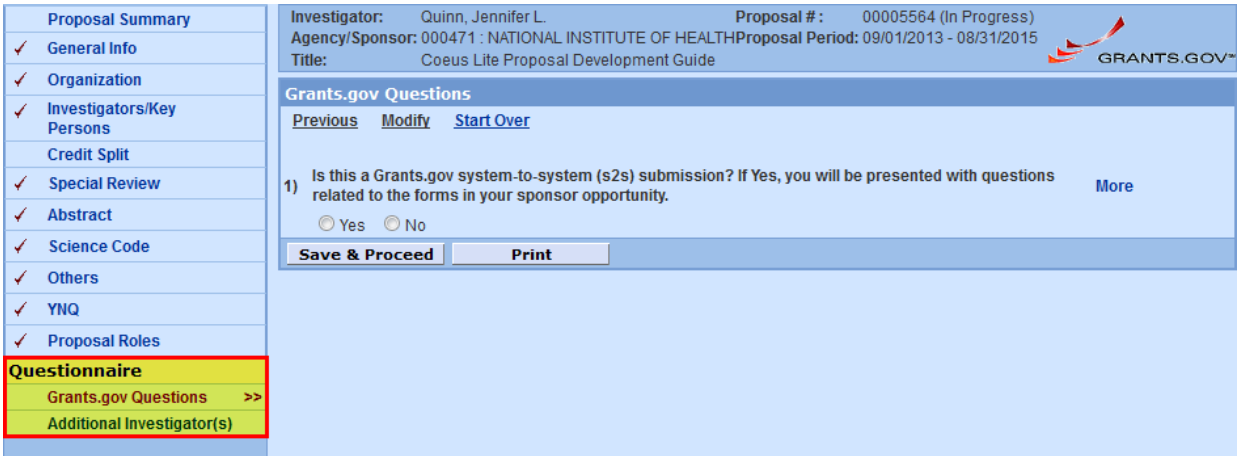
The ***NIH - Additional Investigator(s) Questionnaire*** and the ***NSF – Additional Investigator(s) Questionnaire*** will be available whenever the **Sponsor** or the **Prime Sponsor** selected in the **General Info Section** of the Proposal is NSF or NIH (including all agencies within NIH). The **Cost Sharing questionnaires** will appear when the proposal includes Cost sharing. The other four questionnaires will only be available if the opportunity selected contains forms that are mapped to the questionnaire. All sets of questions within a questionnaire must be answered in order to pass validation checks prior to submission. You will receive a Coeus or Grants.gov error message that prompts you to the questionnaire if it is needed.

Completing the Yes/No Question Section is still required in addition to answering the Questionnaire questions.

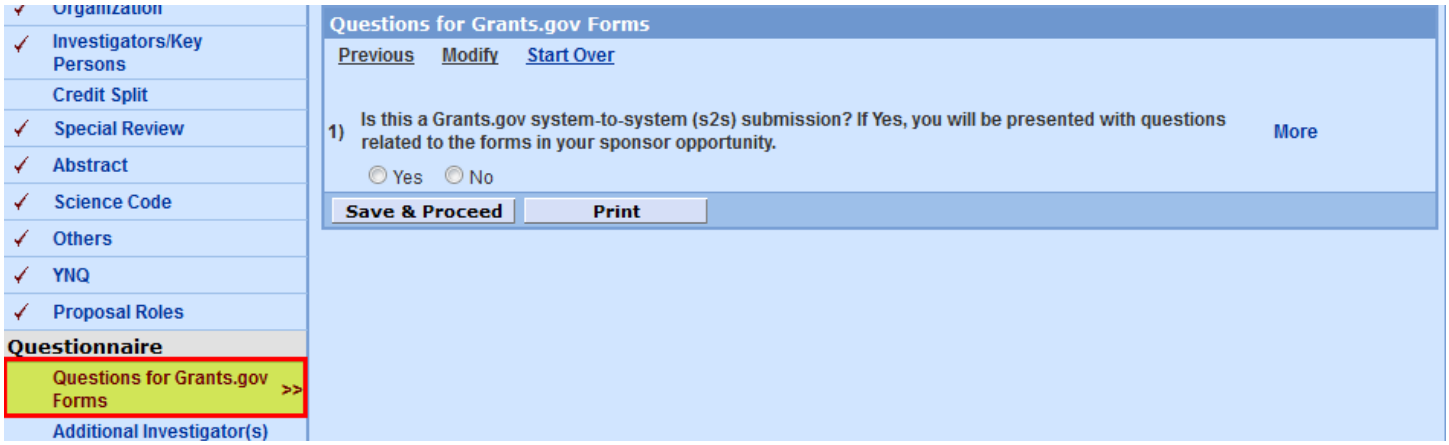
o ANSWERING THE QUESTIONNAIRE

PROCEDURE

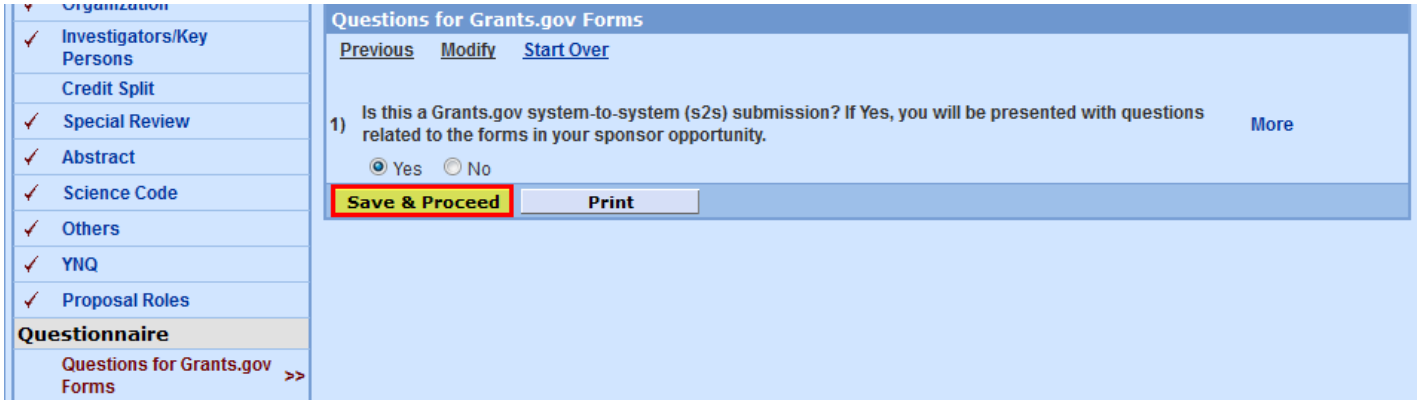
1. To navigate to the **Questionnaire Section**.



2. Click on the **GRANTS.GOV QUESTIONS** link to reveal the questions within the questionnaire.



3. Complete the questions by selecting the appropriate radio button (or by entering the appropriate answer) and click the [**SAVE & PROCEED**] button to continue and to reveal the next set of questions.

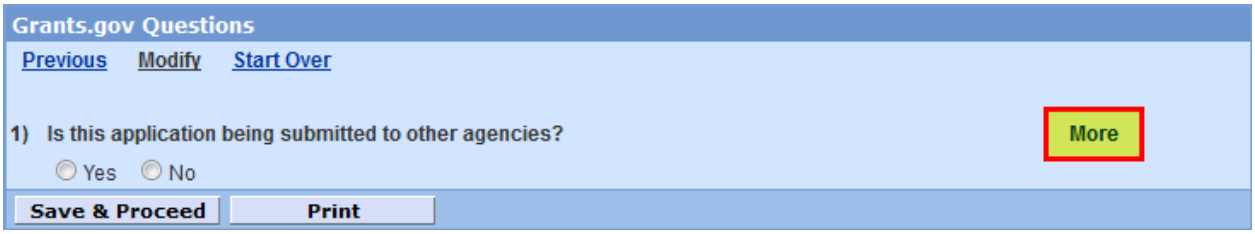


The questions in the questionnaires depend on the response selected to a previous question; the [SAVE & PROCEED] button saves your response and then brings you to the appropriate next set of questions for those questionnaires.

To View the full content of the Questions:
If you are unsure about how to answer a particular question or the text of the question is too long for allotted space, you can view the entire text and explanation of the question.

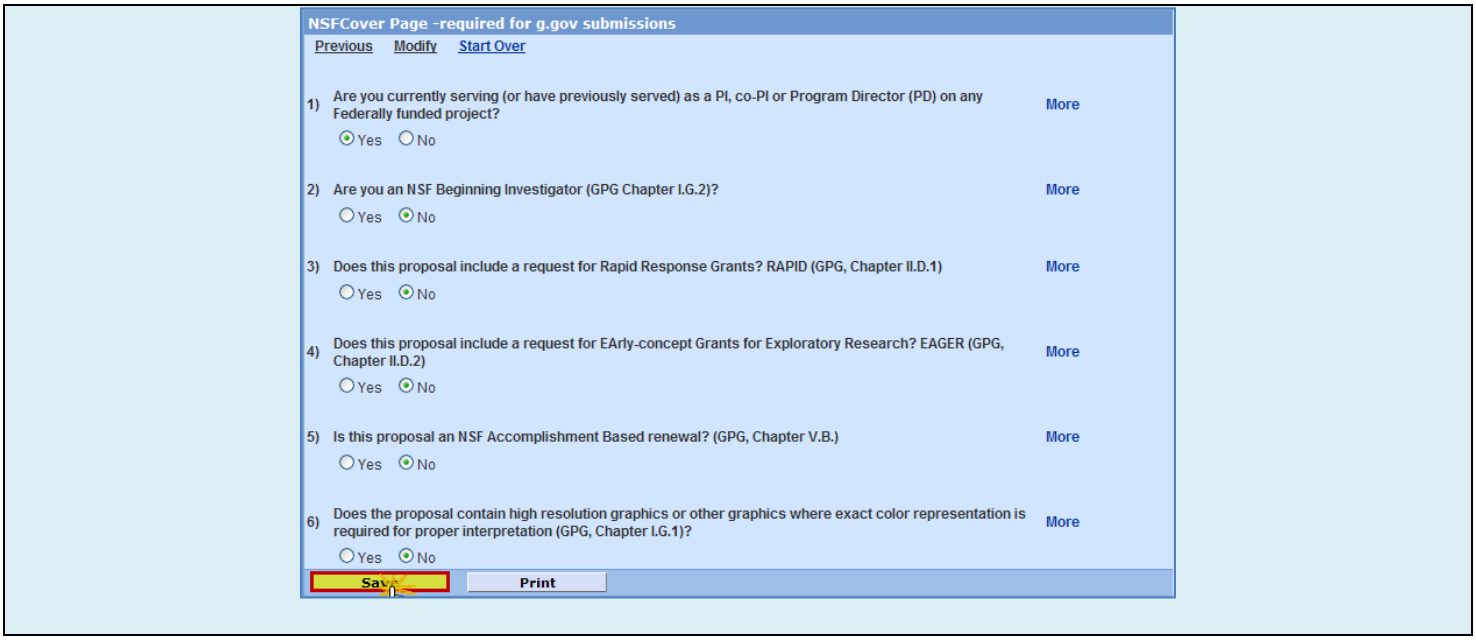
This information is located in the **MORE** link.

Click on the **MORE** link located on the right hand side of the question you need more information on. A new window will open and contain 4 panels of information relevant to the specific question.

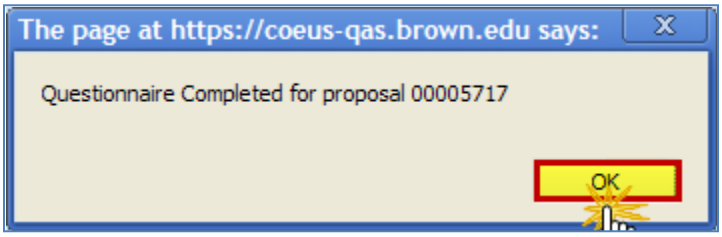


- The **Question panel** displays the whole question if it is cut off.
- The **Explanation panel** references the federal form and field that the question populates and provides details and instruction on how to answer the question.
- The **Policy panel** references Brown specific policy that is related to the question.
- The **Regulation panel** references the Federal regulation that is related to the question.

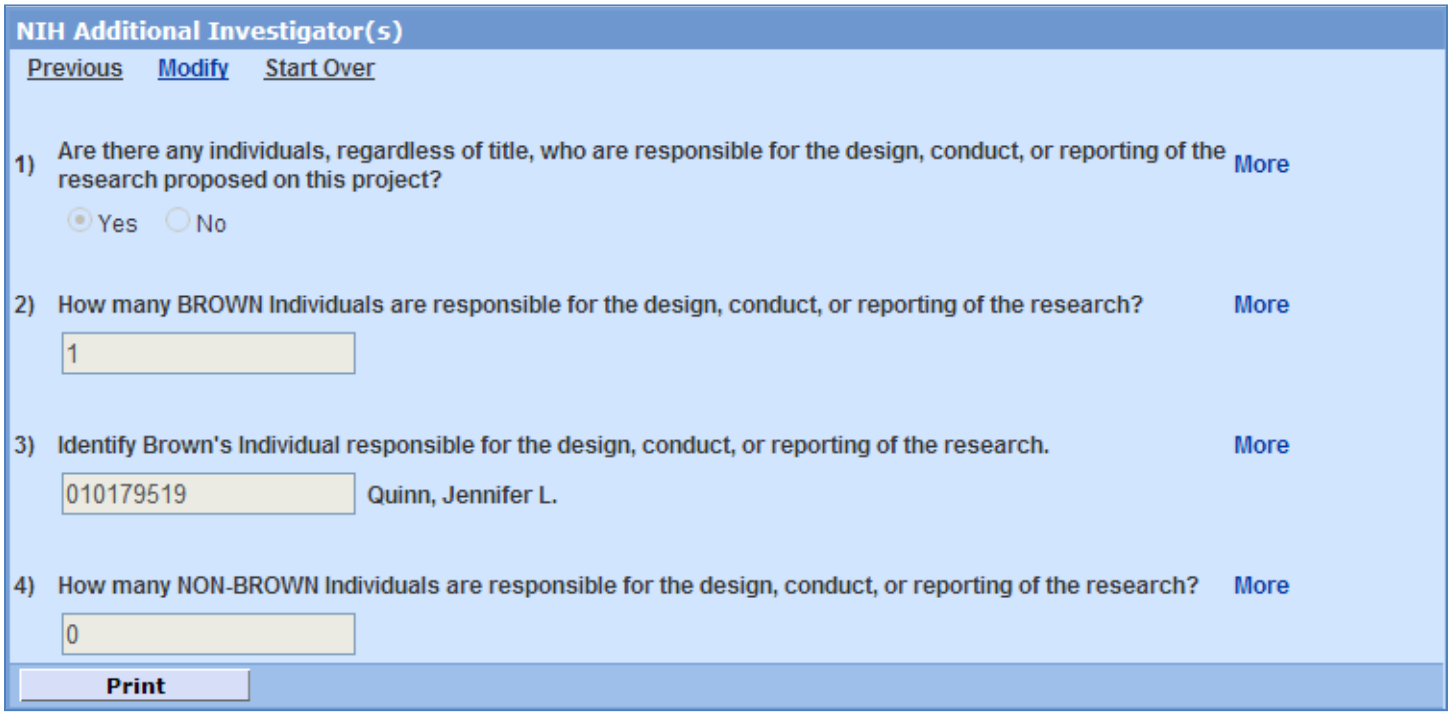
The ***NSF Cover Page Form Questionnaire*** will have all the questions listed on the screen when you first access it and it will only have a [**SAVE**] button instead of the [**SAVE & PROCEED**] button.



4. Once you click the [**SAVE**] button and you have completed all the questions within the questionnaire, you will receive the following message:



5. Click the [**OK**] button. Upon clicking the [**OK**] button you will see that the questionnaire becomes grayed out and the [**SAVE**] is no longer available.

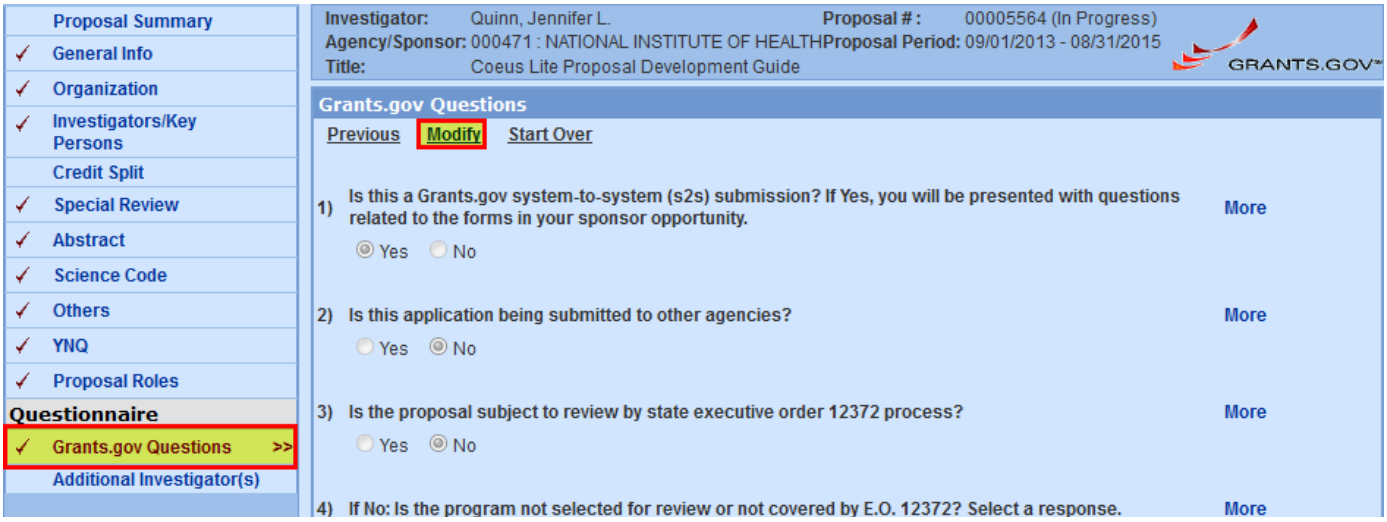


o MODIFYING THE QUESTIONNAIRE

Once the questionnaire is **complete** you can modify the selected answers.

1. To navigate to the **Questionnaire Section**, click on the applicable questionnaire link available in the navigation pane. The **Proposal Questionnaire Section** will open.

2. Click on the **MODIFY** link on the top of the screen to allow editing.



3. Once you open the questions in the Edit Mode, the answer choices are no longer grayed out and you are able to change your answers.

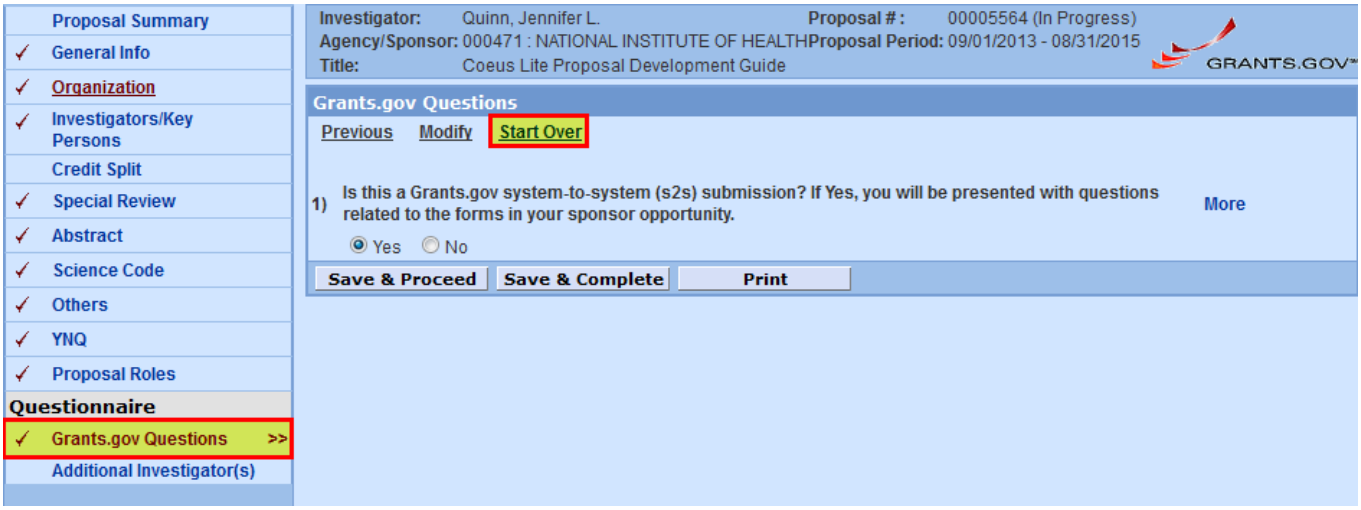
o STARTING THE QUESTIONNAIRE OVER

Once the questionnaire is **complete** you can complete the questionnaire over again from scratch if you find that you have answered it incorrectly.

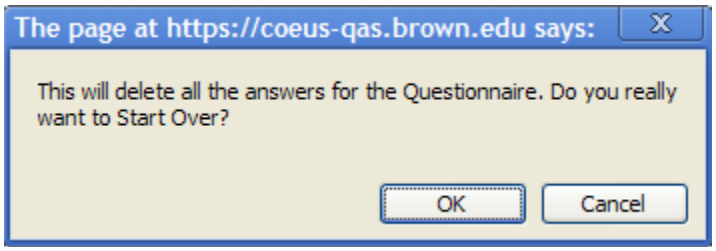
1. To navigate to the **Questionnaire Section**, click on the applicable questionnaire link available in the navigation pane. The **Proposal Questionnaire Section** will open.

2. Click on the **MODIFY** link on the top of the screen to allow editing.

3. Click on the **START OVER** link on the top of the screen to erase all the previous answers.



4. Upon selecting that option you will receive the following message. Click [**OK**] if you want to restart the questionnaire and continue.



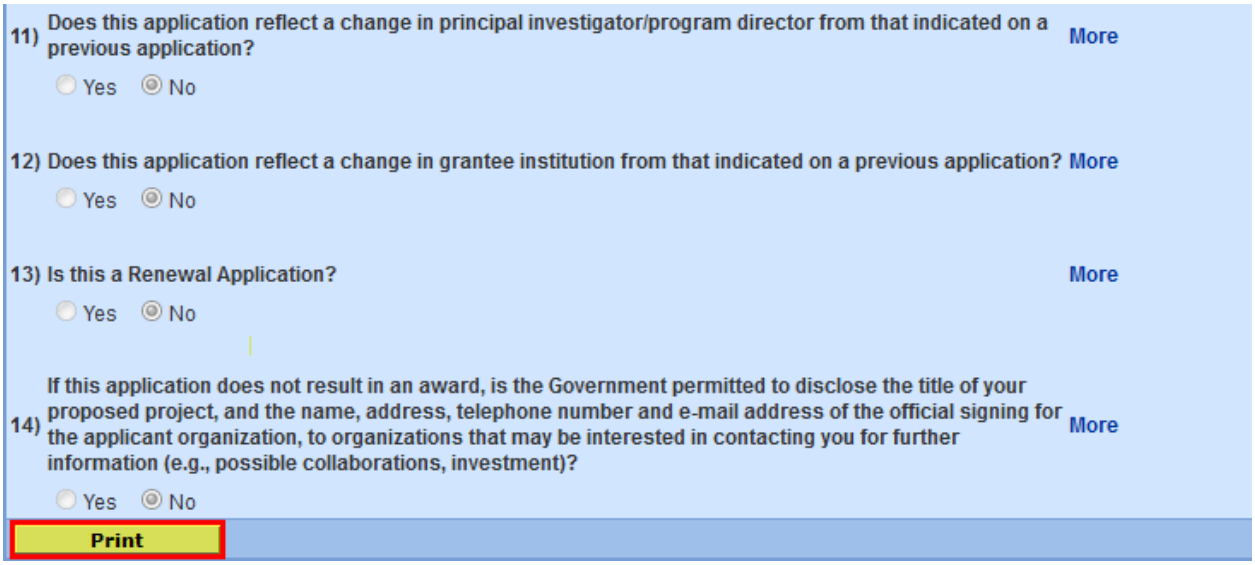
Upon clicking the [**OK**] button, all the prior answers get deleted and you are able to answer them again.

o Printing the Questionnaire

Once the questionnaire is **complete** you can print the questionnaire.

1. To navigate to the **Questionnaire Section**, click on the applicable questionnaire link available in the navigation pane. The **Proposal Questionnaire Section** will open.

2. Click on the [**Print**] button at the bottom of the screen to print the questionnaire.



A new browser window will open with a Questionnaire in a PDF format. You can select to print from that window.

Questionnaire

Questionnaire Name:	4.5 s2s-Grants.gov Smart Questionnaire		
Description:	Questions triggered by rules, several questions support multiple form versions		
Module:	Development Proposal	**Sub Module:**	
Proposal Number:	00005543	**Principal Investigator:**	Quinn, Jennifer L.
Title:	TESTING		

Is this a Grants.gov system-to-system (s2s) submission? If Yes, you will be presented with questions related to the forms in your sponsor opportunity.

Yes

Is this application being submitted to other agencies?

End of Procedure

IX. COMPLETING THE INVESTIGATOR PROPOSAL CERTIFICATION NEW

All Principal Investigators, Multi-Investigators, and Co-Investigators designated in the **Investigators/Key Persons Section** need to answer and sign the required certifications.

Certifying investigators involves answering a series of questions in an electronic certificate in Coeus.

The electronic certification must be completed in order for the proposal to be submitted for approvals and then to the Sponsor.

The Investigator Certification in Coeus contains all the same elements that Investigators certify to on the PSAF and the Grant application.

NEW **Coeus New Web Based Certification Tool:**

The New web based tool captures electronic certification for proposals. The web based tool notifies individuals identified as investigators in a Proposal Development Record and solicits their certification by providing an email link to a web based Certification Questionnaire.

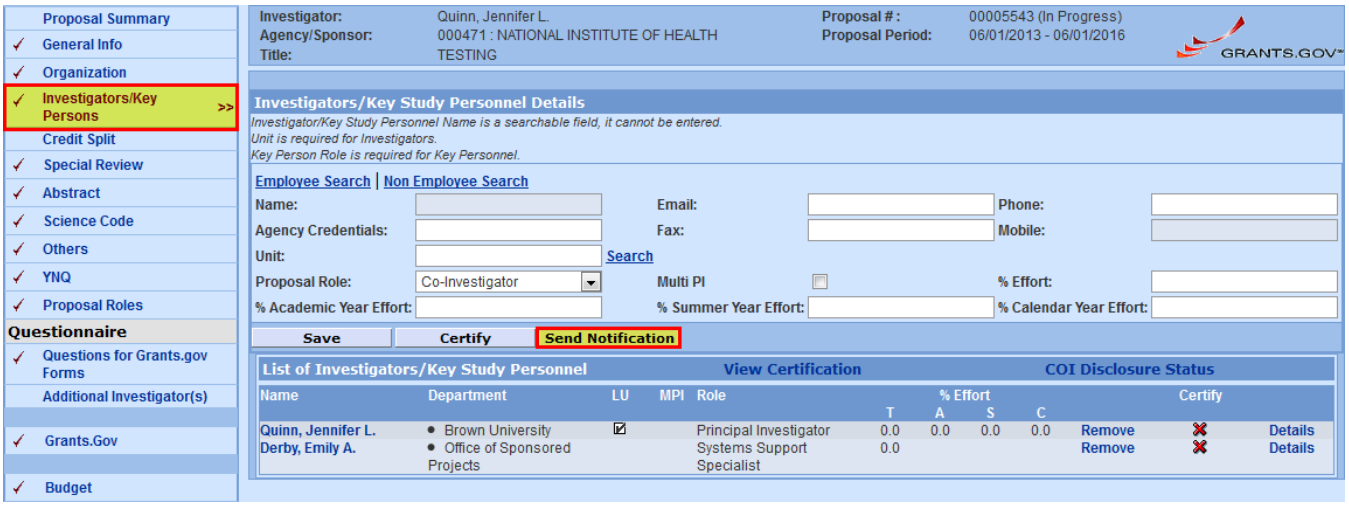
In case the Investigators are unable to log into Coeus, the Proposal Aggregator has the right to proxy certify every proposal person.

If Investigators are not going to certify themselves in Coeus, the 'Investigator Disclosures & Assurances' form must be completed by each Investigator and submitted to OSP.

o AGGREGATOR ACTIONS REQUIRED FOR PI SELF-CERTIFICATION PROCESS

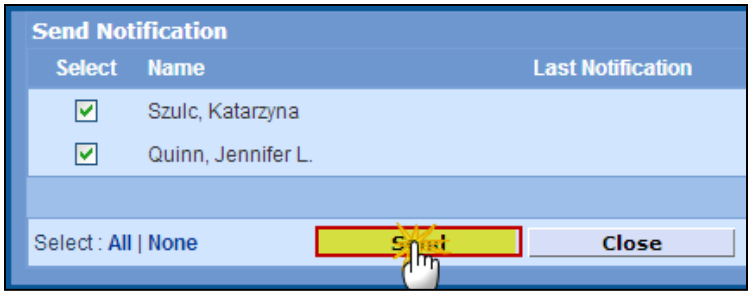
PROCEDURE

1. In the **Investigators/Key Persons Section**, click on the [**SEND NOTIFICATION**] button.



The Send Notification Window will open.

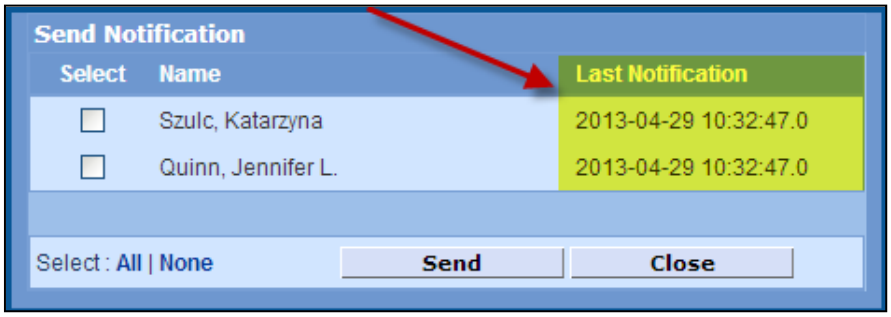
2. You can select:
   1. Select **All/None** to select All or None of the individuals; OR
   2. Manually click a **checkbox** under the **Select** column to pick individuals.



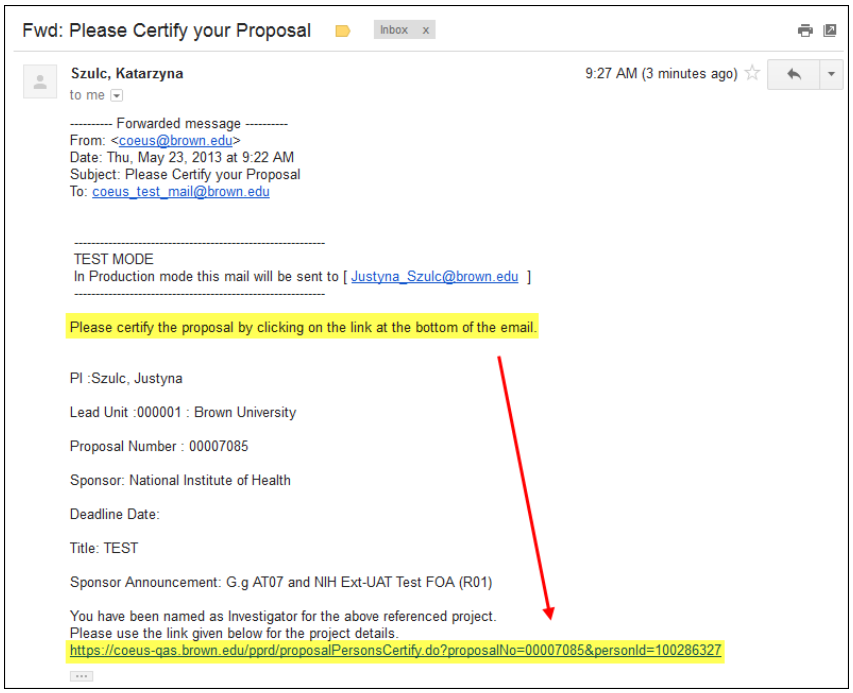
3. Click on the [**SEND**] button to send the notification.

Upon clicking on the [**SEND**] button you will get a message stating that 'All Notifications are Sent'.

Once the Notifications have been sent, the date and time of the Last Notification will be displayed:



Each individual that the Notification was sent to, will receive an email message with a personalized certification link for that individual to go into Coeus Lite and Certify.



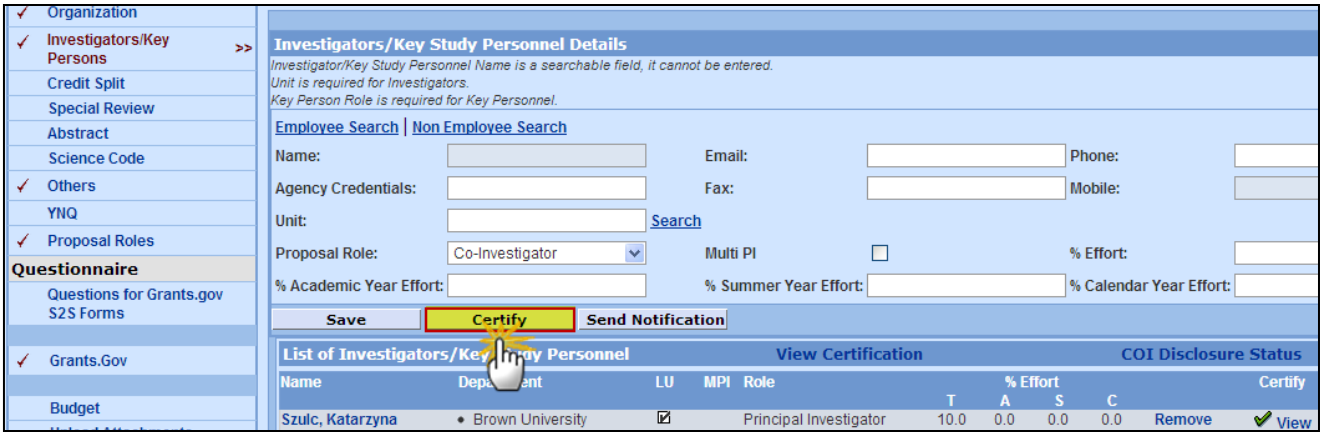
End of Procedure

o PROXY CERTIFICATION PROCESS BY AGGREGATOR

Paper Investigator Disclosures & Assurances Form:
In circumstances where a PI or Investigator is not set up in Coeus, a printable version of the *Investigator Disclosures & Assurances Form* is located under the **File → Print** menu in Coeus Premium. This form MUST be completed by the PI/Investigator and submitted to OSP / BMRA. Upon completion of the form by the PI/Investigator an aggregator on the proposal may then Certify the Investigator in Coeus based on the answers provided on the paper *Investigator Disclosures & Assurances Form* completed by the PI/Investigator.

PROCEDURE

1. In the **Investigators/Key Persons Section**, click on the [CERTIFY] button.



Upon clicking on the [CERTIFY] button, a Certification Page will open.

Once you are logged in to certify a particular investigator, you can certify other investigators located under Proposal Persons, located in the left corner of the Coeus Lite Page.

2. From the Proposal Persons table, choose which investigator you would like to certify.

3. Answer the questions and click on the [SAVE] button at the bottom of the page.

Note on the Proposal Persons Table:
The Proposal Persons Table identifies **ALL** proposal individuals. This includes all individuals listed in the Investigator Tab and all individuals listed in the Key Person Tab.

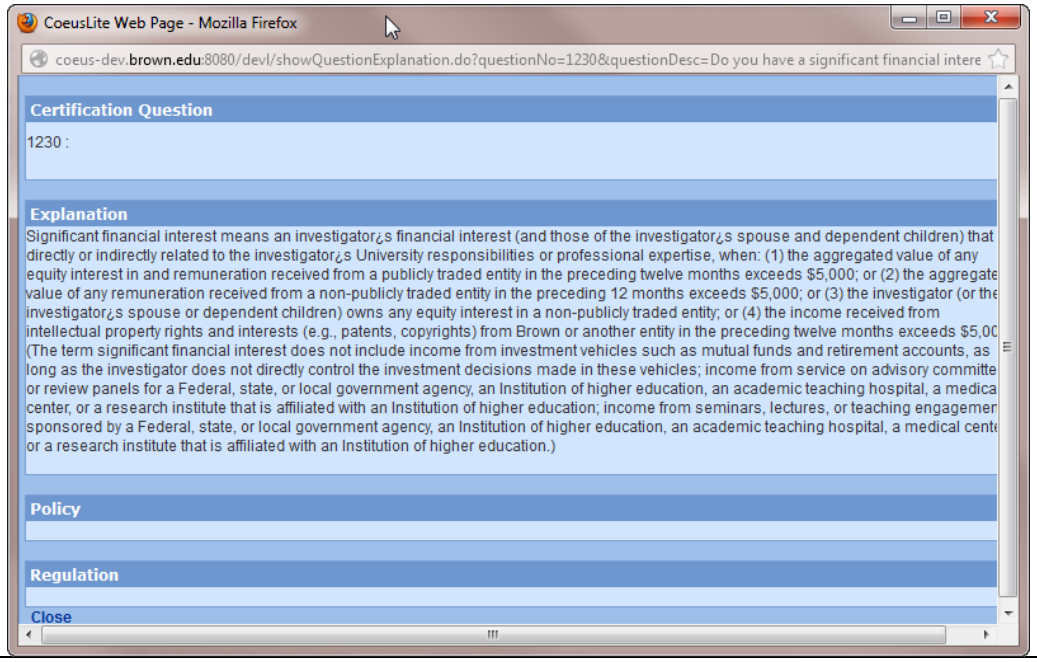
However, **ONLY** individuals listed in the Investigator Tab are required to complete the Investigator Certification Process. Any individual identify as a **Key Person** is not required to complete the Investigator Certification.

There are 7 compliance questions listed that contain the same information that an Investigator certifies to on the PI Assurance page of the PSAF and the Grant application.

To View the full content of the PI Certification Questions:
If you are unsure about how to answer a particular question or the text of the question is too long for allotted space, you can view the entire text and explanation of the question.

This information is located in the **More** link.

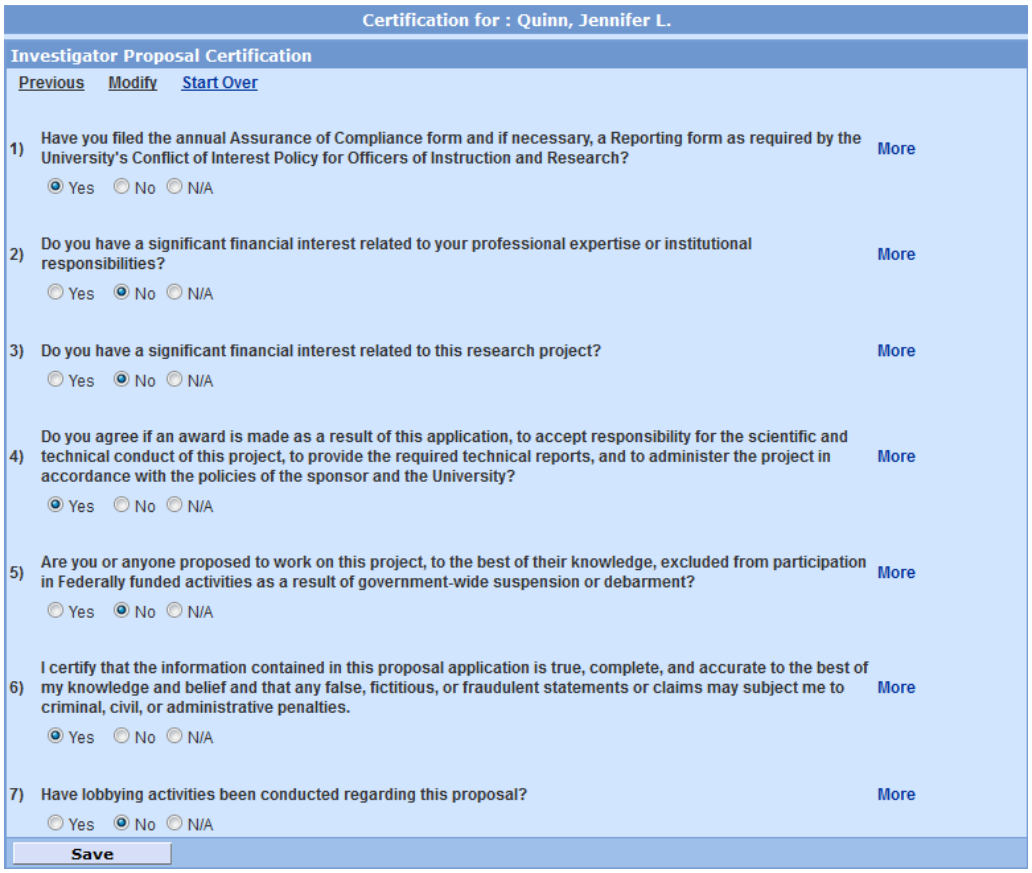
Click on the **More** link located on the right hand side of the question you need more information on. A new window will open and contain 4 panels of information relevant to the specific question.



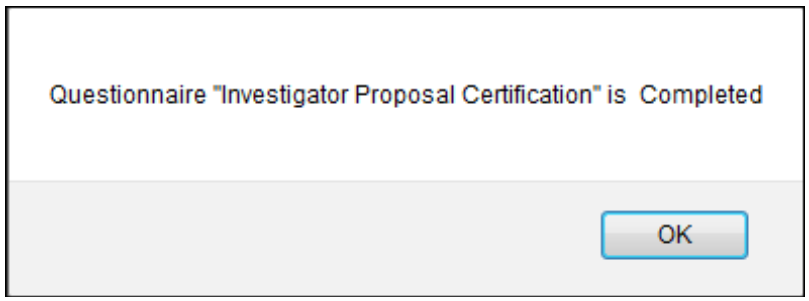
- The **Certification Question panel** displays the whole question if it is cut off.
- The **Explanation panel** provides details and instruction on how to answer the question.
- The **Policy panel** references Brown specific policy that is related to the question.
- The **Regulation panel** references the Federal regulation that is related to the question.

4. Answer all the certification questions by selecting the appropriate **Yes or No** radio buttons.

Do not select N/A that is only used for submitting Revised Budgets!

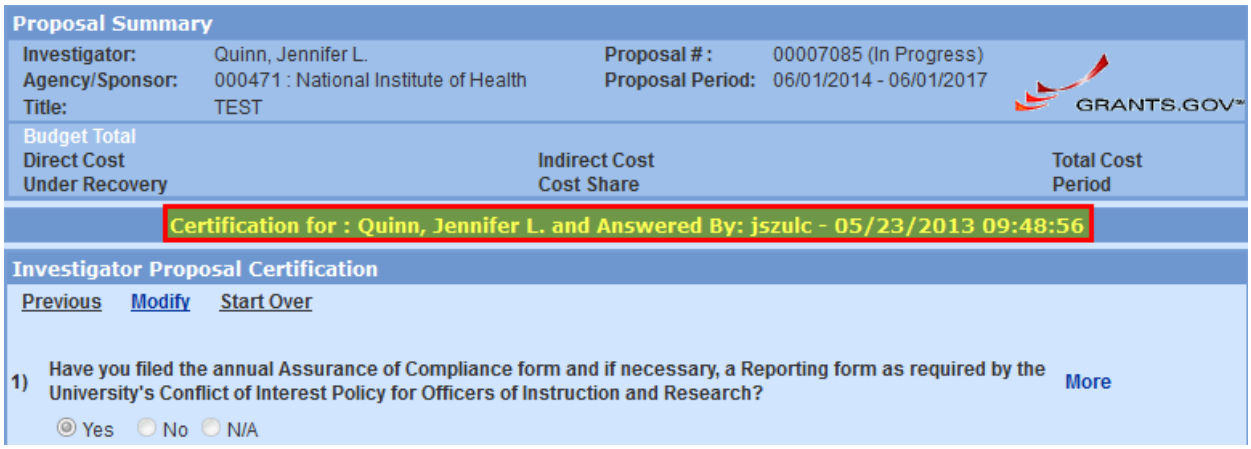


5. When you have completed answering the questions, click the [**SAVE**] button. A completion message will appear click the [**OK**] button.



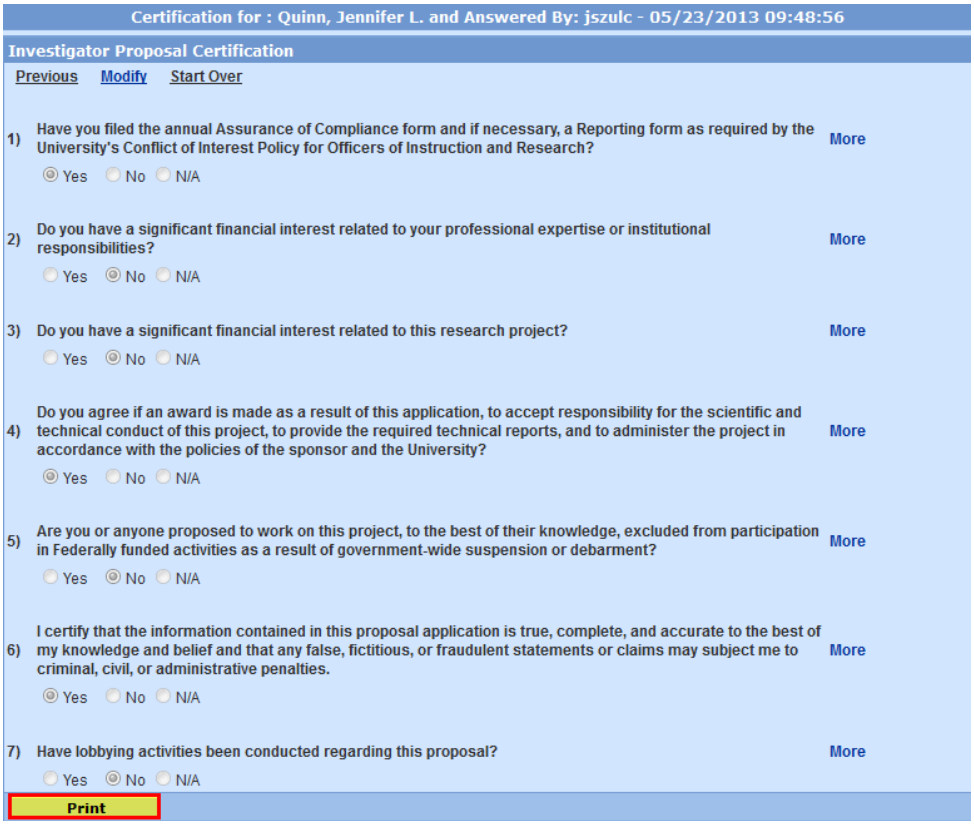
If the certification questions are incomplete and you select to **"Save"**, you will be prompted to answer the certification questions before you will be able to save the document.

6. Once the Investigator Certification questions are complete and saved, the system will identify who answered the questions and provide a time stamp in the header of the Certification Questionnaire.



When you submit your proposal for Approval routing, you will be required to submit a hard copy of the Investigator Certification form into the Office of Sponsored Projects or BMRA before the proposal is submitted to the Sponsor.

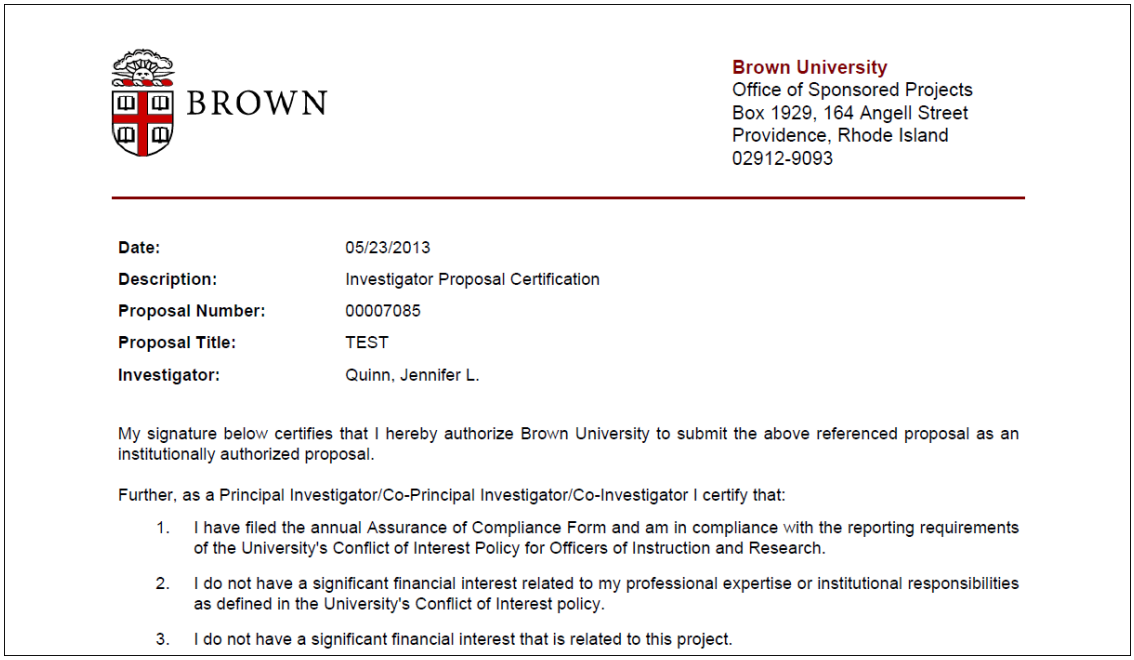
7. To print the certification, click on the [**PRINT**] button at the bottom of the page.



When you click [**PRINT**], a PDF document of the answered certification questions will be generated.

The **PDF certification document** opens above the Coeus Lite Window.

Statements 1 - 7 which are dynamically populated based on the Investigator responses to the certification questions.



BROWN

Brown University
Office of Sponsored Projects
Box 1929, 164 Angell Street
Providence, Rhode Island
02912-9093

Date:	05/23/2013
Description:	Investigator Proposal Certification
Proposal Number:	00007085
Proposal Title:	TEST
Investigator:	Quinn, Jennifer L.

My signature below certifies that I hereby authorize Brown University to submit the above referenced proposal as an institutionally authorized proposal.

Further, as a Principal Investigator/Co-Principal Investigator/Co-Investigator I certify that:

1. I have filed the annual Assurance of Compliance Form and am in compliance with the reporting requirements of the University's Conflict of Interest Policy for Officers of Instruction and Research.
2. I do not have a significant financial interest related to my professional expertise or institutional responsibilities as defined in the University's Conflict of Interest policy.
3. I do not have a significant financial interest that is related to this project.

8. Click the PDF [**PRINT**] button to print the file or the PDF [**SAVE**] button to save it.

9. Click the [**CLOSE**] button close out of the PDF and return to Coeus Lite Window.

Once Certifications are complete, the **Certify** column in the **Investigators/Key Persons Section** will have a green checkmark for those individuals whose certification is complete

List of Investigators/Key Study Personnel										View Certification		COI Disclosure Status
Name	Department	LU	MPI	Role	% Effort T	% Effort A	% Effort S	% Effort C		Certify		
Quinn, Jennifer L.	• Brown University	☑		Principal Investigator	0.0	0.0	0.0	0.0	Remove	✔ View		Details
Szulc, Katarzyna	• Office of Sponsored Projects			Co-Investigator	0.0	0.0	0.0	0.0	Remove	✔ View		Details
Moore, Chris	• C I S			Lead Developer	0.0				Remove	✔ View		Details

End of Procedure

X. REVIEW AND FINALIZE THE PROPOSAL

Before submitting your proposal for approval, you will need to review all the components of the proposal and mark the necessary sections as final and complete in order to submit it for Approval routing. The entire proposal should be reviewed.

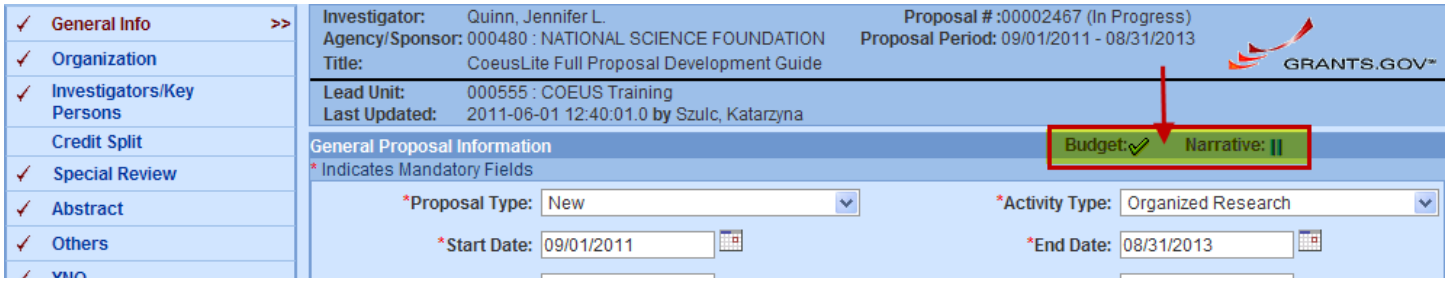
Use the PROPOSAL CHECKLIST as guide to walk thru the proposal and ensure that you completed the necessary components.

Coeus validations will check to make sure these components are complete before you submit the proposal.

o MARK THE STATUS OF THE NARRATIVE AND BUDGET SECTIONS TO COMPLETE/INCOMPLETE

Status of both the narrative and budget must display as complete before you can route the proposal for approval. In accordance with the Proposal Submission Policy Update on the Five-Day Rule Narrative Replacement Process effective May 1, 2013, the status of the Narrative section can be set to Incomplete when routing the proposal for approval. These statuses are displayed on the **General Info Section** of your Proposal.

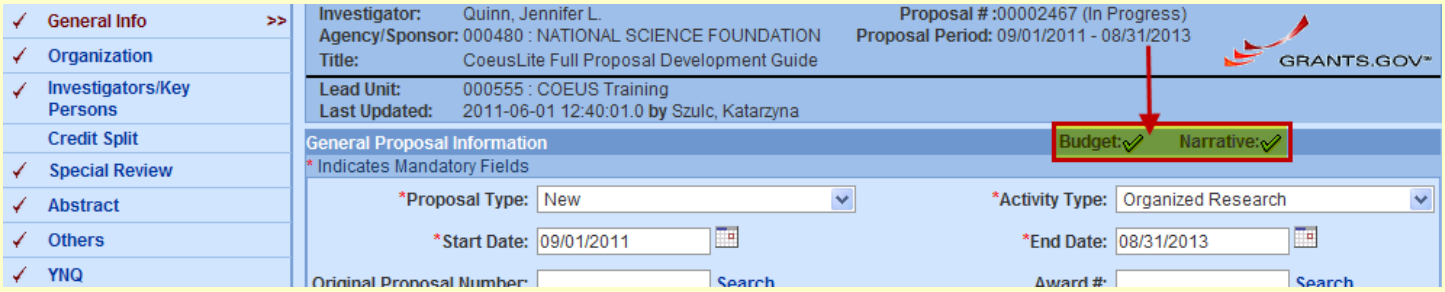
In the upper right corner of the section symbols are used to let the end-user know the status of the Narrative and Budget sections.



The available statuses and their meanings are:

For Narrative	*For Budget*
Green Checkmark - At least one narrative document has been uploaded and all narrative documents have been marked as ***"Complete"***. (Coeus does not verify that you have included the correct narratives based on Sponsor / Grants.gov instructions).	**Green Checkmark** - One version of the budget has been designated as ***Final*** and marked as "***Complete***."
Parallel Blue Lines - Narratives exist for this proposal however at least one narrative is mark as ***"Incomplete."*** Open the Upload Attachments section and check that all narrative documents have been uploaded, are up-to-date, and have been marked as ***"Complete" or "Incomplete".***	**Parallel Blue Lines** - There is at least one version of the budget created, but there is no budget version designated as ***Final*** and "***Complete***." Coeus is indicating that the budget is still in progress. Navigate to the budget section and designate one version of the budget as Final and Complete.
Red X - No Narrative/ Attachment Types have been added to the Narrative window.	**Red X** - No budget has been created for this proposal.

Both the budget indicator and the narrative indicator must show green checkmarks in order to consider the proposal ready for submission.



Make any changes necessary to the budget and/or narrative if the status indicators are not checked as complete. (See topics - ***Uploading Attachments*** and/or ***Finalizing Budget sections of the Guide***).

o Review Grants.gov forms & Include Optional Grants.gov Forms

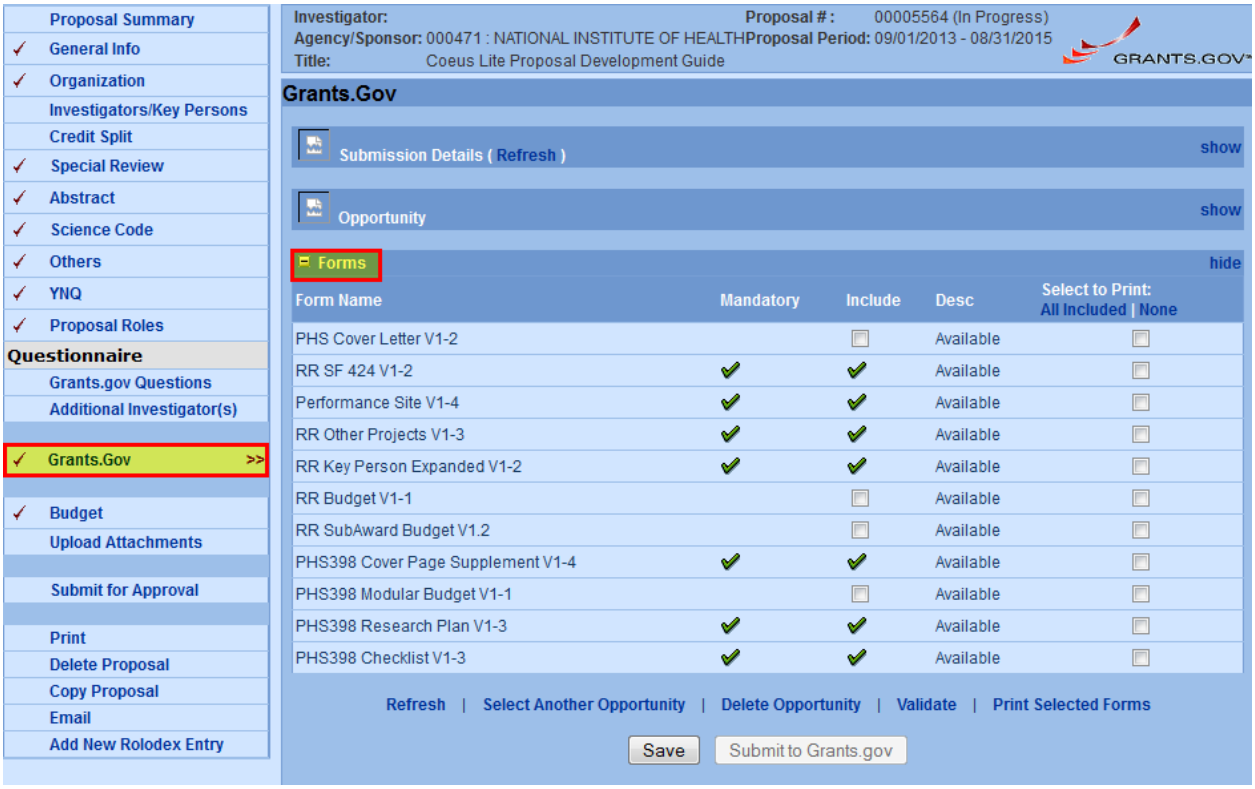
For Grants.gov submissions, an important step is to review the Coeus versions of the Grants.gov forms. These forms will help you verify the data you entered into Coeus Lite and will also reflect the specific data items that are transmitted to the agency via Grants.gov.

You also need to make sure you include all the necessary Grants.gov forms for the submission.

To review the Grants.gov forms and include any optional forms, you must open the **Grants.gov Section**.

Procedure

1. Navigate to the **Grants.gov Section** by clicking on the **Grants.gov** link located in the left hand side navigation panel.



2. The **Forms Panel** lists the **Mandatory** and **Optional** forms associated with the selected opportunity.

➢ *Review the Grants.gov Forms*

1. Select the form you want to print by checking the **Select to Print** Checkbox for that form and click the **PRINT SELECTED FORMS** link at the bottom of the screen.

You have the option of printing each form separately, printing them out in one package, or printing out a couple of forms at a time.

- To print out each form separately: check the **Select to Print** checkbox for the specific form and click the **PRINT SELECTED FORMS** link at the bottom of the screen.
- To print out all the forms in one package: click on the All **INCLUDED** link to select all the forms and click the **PRINT SELECTED FORMS** link at the bottom of the screen.
- To print out a couple of forms at the same time: check the **Select to Print** checkbox for the each form and click the **PRINT SELECTED FORMS** link at the bottom of the screen.

2. The PDF of the form will appear in a new browser window.

APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

3. DATE RECEIVED BY STATE	**State Application Identifier** RI: Rhode Island
1.* TYPE OF SUBMISSION	**4.a. Federal Identifier**
○ Pre-application ● Application ○ Changed/Corrected Application	**b. Agency Routing Number**
2. DATE SUBMITTED 2011-04-05 / **Application Identifier** 00002397	

5. APPLICANT INFORMATION * **Organizational DUNS:**001785542

* Legal Name: Brown University

Department: COEUS Training | Division: COEUS Training

* Street1: Office of Sponsored Projects | Street2: Box 1929, 164 Angell Street

* City: Providence | County: Providence | * State: RI: Rhode Island

Province: | * Country: USA: UNITED STATES | * ZIP / Postal Code: 029121929

3. Review the data on these forms to be sure that required fields are completed and that required documents are attached to the forms.

➢ *Include Optional Grants.gov Forms with the Submission*

You must select and save certain forms in the Grants.gov window if any of the following apply to your proposal:

- You are applying for an NIH opportunity where you have a choice to include either the detailed budget or the Modular budget form
- You are submitting a subcontract budget
- You want to include optional Grants.gov forms with your application (i.e. ***PHS Cover Letter***).

If you don't select the budget form, subaward form, or any optional forms that you want to include and/or if you do not save your choices, the forms will not be sent to Grants.gov.

For each Grants.gov form listed, the following information is displayed:

Mandatory: If this form has to be submitted with the proposal it will have a check in the checkbox in this column.

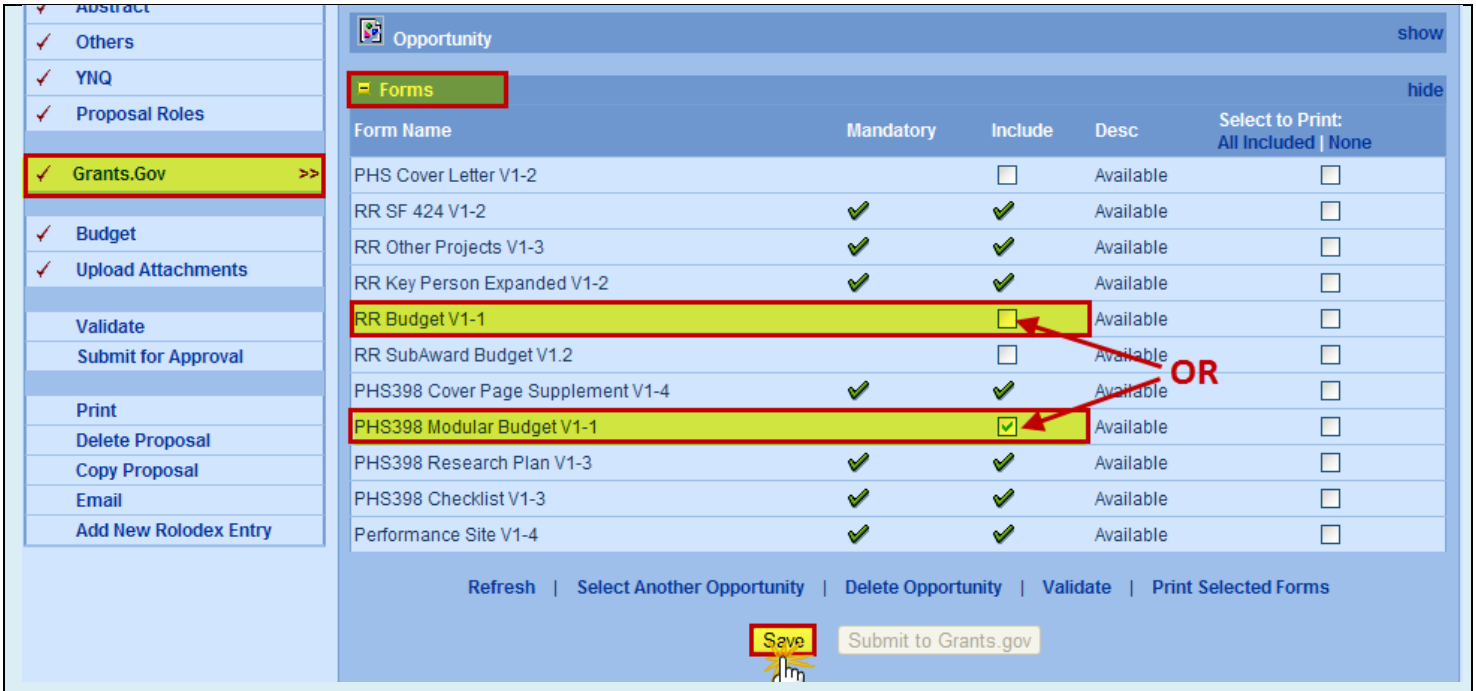
Include: If this form is optional and it will not be submitted with the proposal, then the checkbox will be blank. If it will be submitted with the proposal, then you need to place a checkmark in the box.

Desc: This column lets you know if the optional form is available or not in Coeus.

NIH/Grants.gov forms:

NIH opportunities grant the end-user the option to select if a Detailed or Modular budget will be submitted.

Both form options will default to an empty **"Include"** checkbox; you must check the **"Include"** box for the NIH budget you wish to transmit with the opportunity.



You need to select the **"Include"** checkbox for either the PHS398 Modular Budget V1-1 or the detailed RR Budget V1-1 form.

1. Select the **"Include"** checkbox for all the forms that you want to include in addition to those already selected and click the [**SAVE**] button.

To un-include a form, deselect the **"Include"** checkbox for the originally selected form.

End of Procedure

XI. VALIDATING A PROPOSAL

When you run the Coeus Validation check, it will notify you if you have missed or failed to complete required elements of your proposal. The validations review your proposal data and will check Coeus specific, Brown specific, and in some instances, sponsor specific requirements.

In addition, for eligible electronic S2S submissions to Grants.gov via Coeus, you can validate the proposal with Grants.gov. This validation determines whether or not all your sponsor's Grants.gov required elements for the selected opportunity have been entered.

Before validating with Grants.gov, you must complete your proposal preparation and attachments, enter a **CFDA number** or **Funding Opportunity number** and selected a Grants.gov Opportunity in order to run the validation check.

o ABOUT VALIDATIONS

Coeus contains few different validations that are used to verify that the data you entered in the proposal meets the criteria of the selected validation that is run against the proposal.

There are four unique validation mechanisms in Coeus:

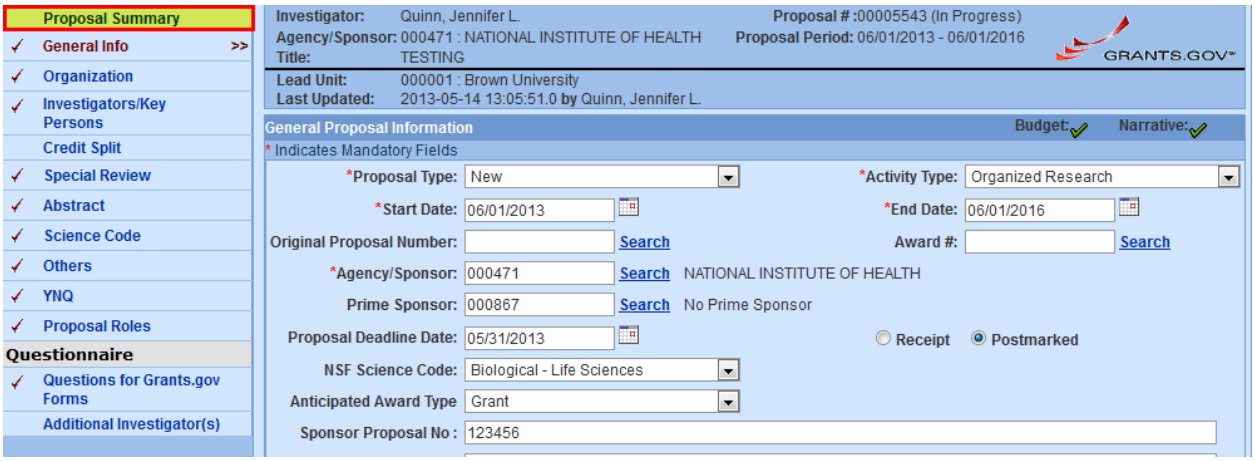
1) Internal Validations (Brown Specific)
2) Budget Validations
3) Grants.gov Validations
4) Coeus Validations

In Coeus Lite, all the different validations will be run at the same time.

o INTERNAL, BUDGET, AND GRANTS.GOV VALIDATIONS

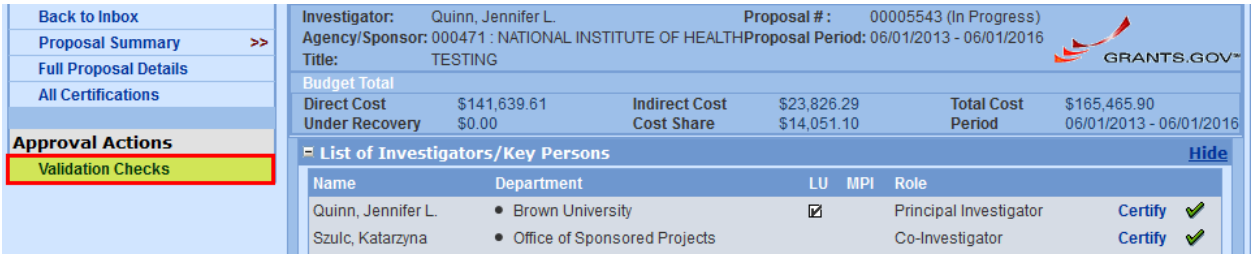
This validation checks for completion of all the required data. i.e. - Brown Specific validations, Grants.gov Validations, Budget Validations

1. To perform the **Validation** check, click on the **PROPOSAL SUMMARY LINK** located in the navigation panel. NEW



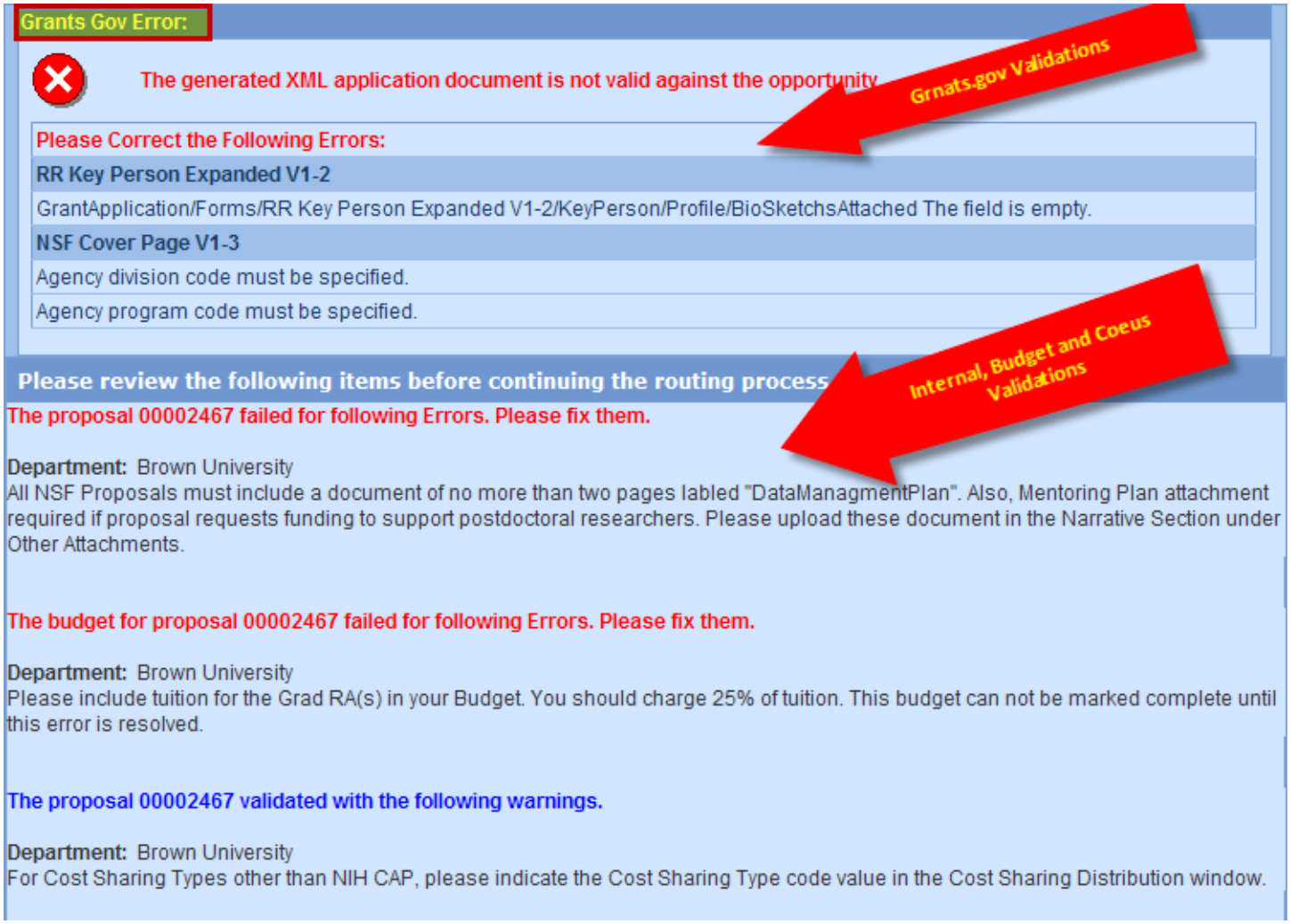
The Proposal Summary Section provides a summary of the proposal, including the list of Investigators/Key Persons, Attachments, Budget Summary, etc. It can be accessed at any stage of the proposal building process from the left hand navigation panel. NEW

2. Click on the **VALIDATION CHECKS LINK** located in the navigation panel of the **Proposal Summary Section**.



The validations will run against the proposal.

The **Validation Screen** will open displaying items that did not meet the requirements for proposals.



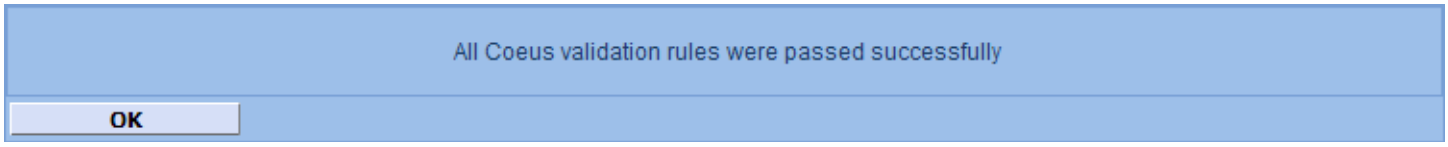
Brown has implemented some internal validations that are required to be remedied before the proposal can be submitted to the sponsor

3. Review the failed validations and revise your application prior to submitting the proposal for approval routing.

4. Click the [**OK**] button to close out of the **Validation Screen**.

5. Make the necessary corrections and when you have resolved the issues with the **Validations**, re-run the validation checks by following the steps above.

When you have passed the **Validations** successfully, you will receive the following verification message.



6. Click the [**OK**] button

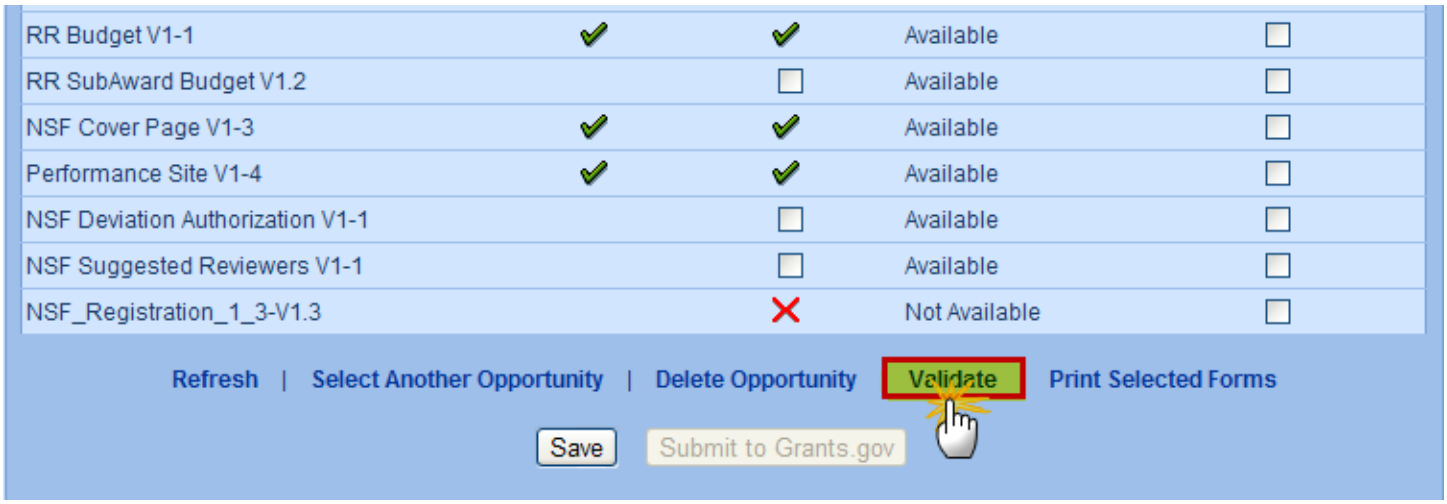
o GRANTS.GOV VALIDATIONS

This separate validation check determines if all **grants.gov elements** required for this announcement are complete. If the proposal is eligible for electronic ***System to System*** submission by Coeus to Grants.gov, the proposal must also pass the Grants.gov validation criteria before it can be submitted for approval routing. ***Grants.gov validations do not pick up all the agency specific validations. Each sponsor may run a set of their own validations after it has been transmitted via Grants.gov.***

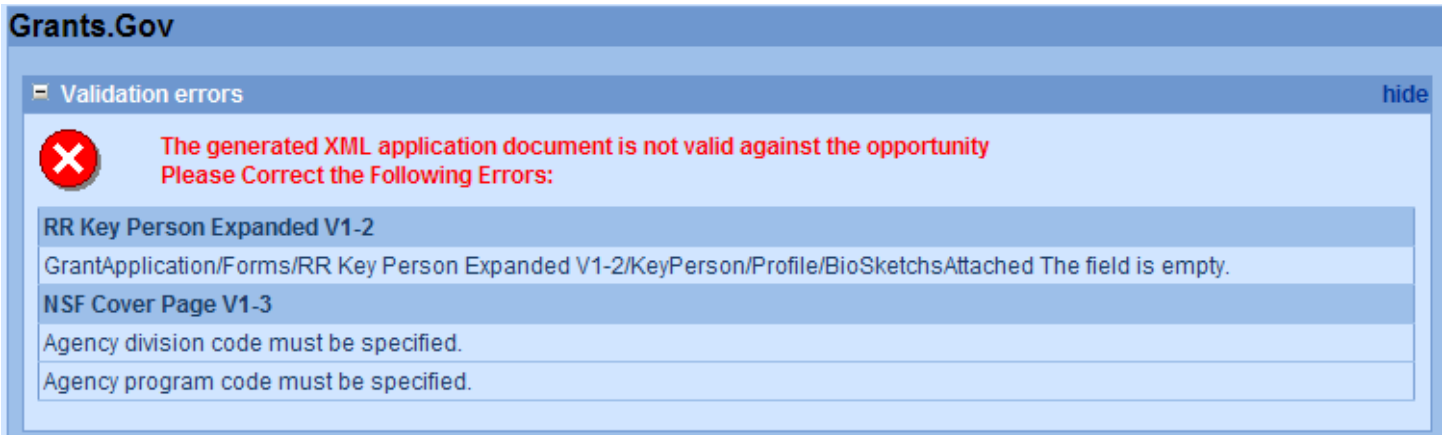
The proposal must be connected to Grants.gov via the Funding Opportunity Number or the CFDA Number to run this validation.

1. To perform the **Grants.gov Validation** checks, navigate to the **Grants.gov Section** by clicking on the **GRANTS.GOV** link located in the left hand side navigation panel.

2. At the bottom of the Grants.gov screen, click on the **VALIDATE** link to run the validation checks.



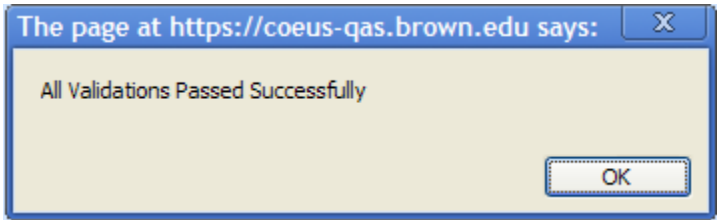
If there are Grants.gov validation errors, the **Validation Errors Section** will open with the items that need to be corrected.



3. Review the failed validations and revise your application prior to submitting the proposal for approval routing.

4. Make the necessary corrections and when you have resolved the issues with the **Grants.gov Validations**, re-run the validation checks by following the steps above.

   When you have passed the **Grants.gov Validations** successfully, you will receive the following verification message.



5. Click the [**OK**] button.

o COEUS VALIDATIONS

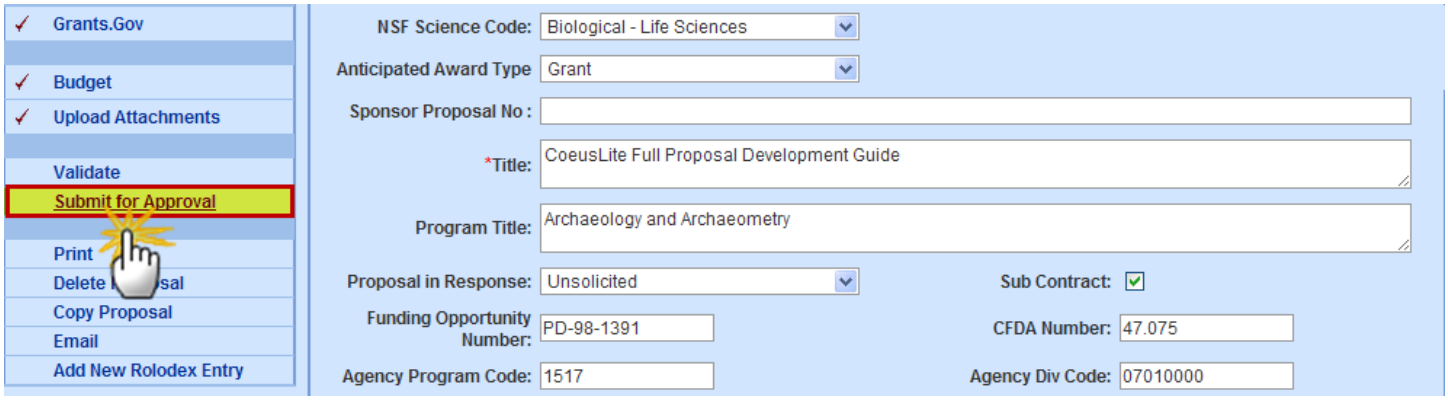
This validation check looks at the required elements a proposal needs to have completed before it is submitted for approval routing.

Coeus will notify you upon initiating the approval process if you have failed to complete a required element for your proposal

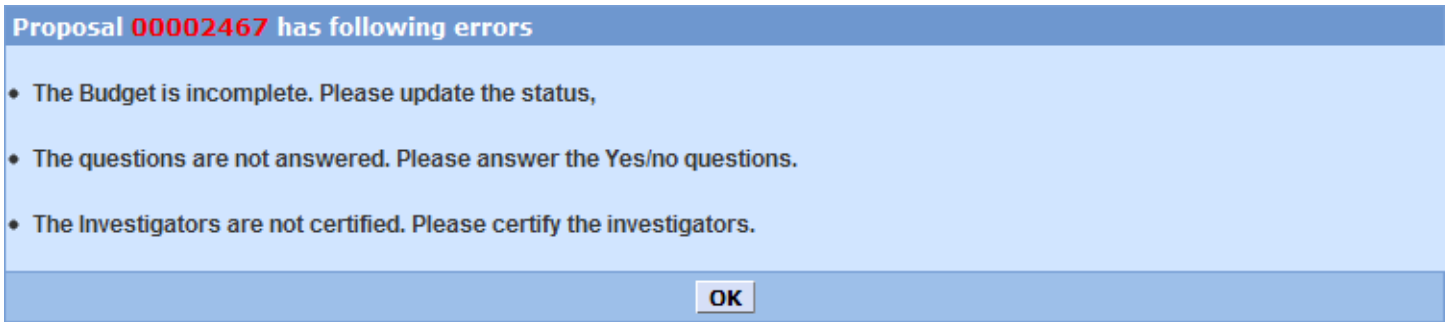
The final Coeus validation verifies that the following sections are complete:

- Proposal Budget is Finalized
- Proposal Narrative/Attachments are all Finalized
- All the Yes/No Questions are answered
- All Investigators are Certified

1. To perform the final **Coeus Validation** checks, click on the **SUBMIT FOR APPROVAL** link in the Navigation Panel.



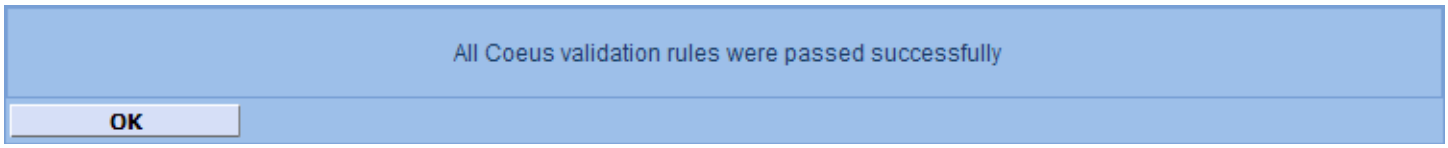
The Final Coeus validation checks will be performed and if there are Coeus validation errors, a Coeus message will display with the items that needs to be corrected – for example:



2. Click the [**OK**] button to close out of the message.

3. Make the necessary corrections and when you have resolved the issue re-run the validation checks by following the steps above.

   When you have passed all the final Coeus validations checks successfully, you will receive the following verification message.



4. Click the [**OK**] button and the proposal will be submitted for routing.

Even with these four validation checks, you may have warnings/errors with your proposal after it reaches the sponsor (i.e. NIH - eRA Commons) and the *Sponsor* validates your proposal.

Brown, Coeus, and Grants.gov cannot anticipate each and every rule that a sponsor may impose before accepting a proposal. It is important that you follow all of the guidelines outlined in the sponsor instructions for your particular funding opportunity.

End of Procedure

XII. SUBMITTING PROPOSAL FOR APPROVAL ROUTING

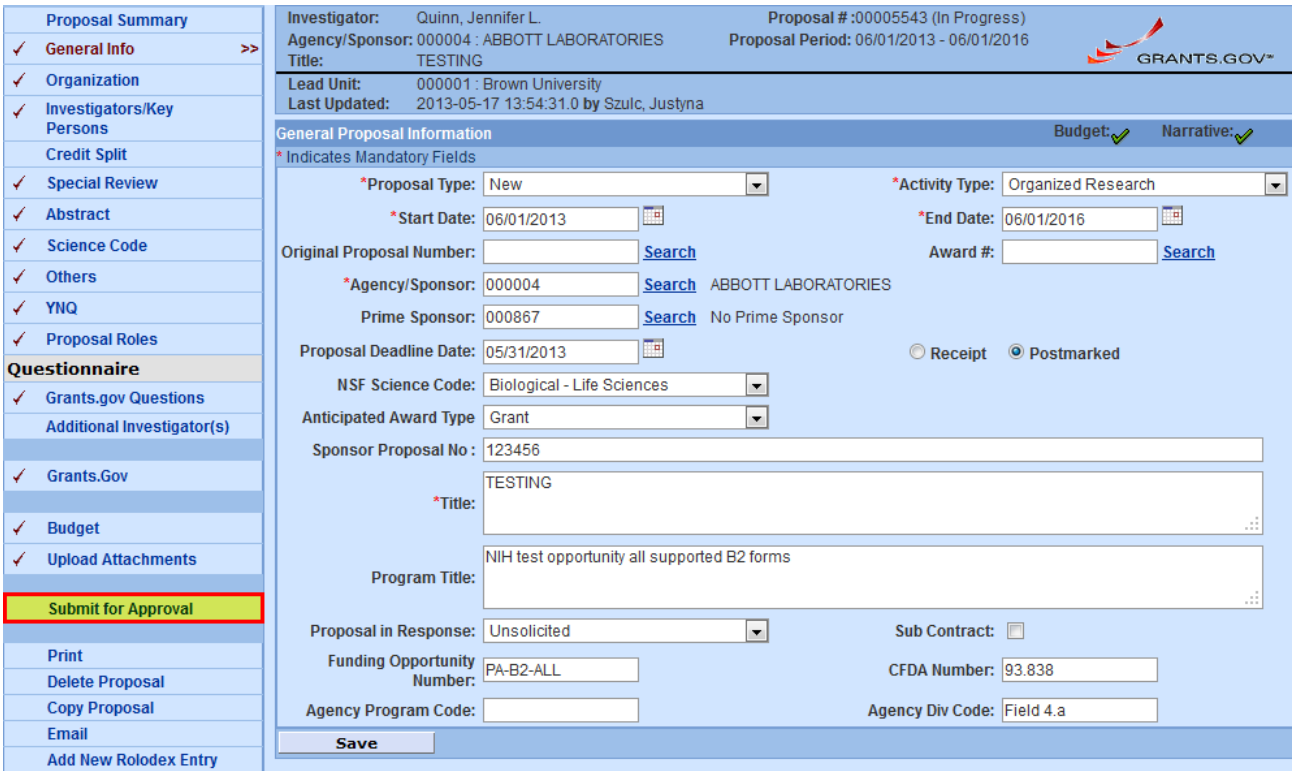
This section will explain how to view the routing map of your proposal and how to submit a proposal for approval routing.

Coeus electronically routes your proposal for the necessary University approvals based on your department's business processes. Your proposal must past the required validations before you can route the proposal.

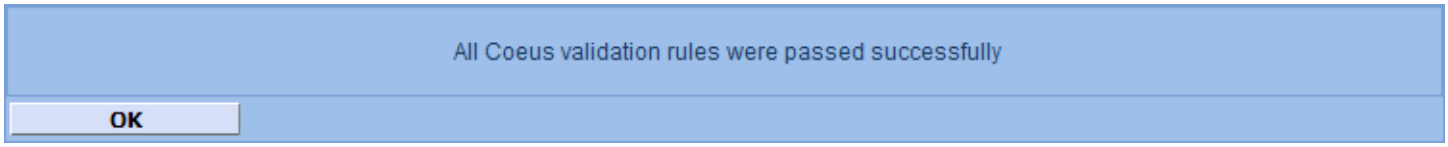
Once the proposal passes all the Coeus and Grants.gov validations successfully it is ready to be submitted for approvals through the Coeus electronic routing system.

PROCEDURE

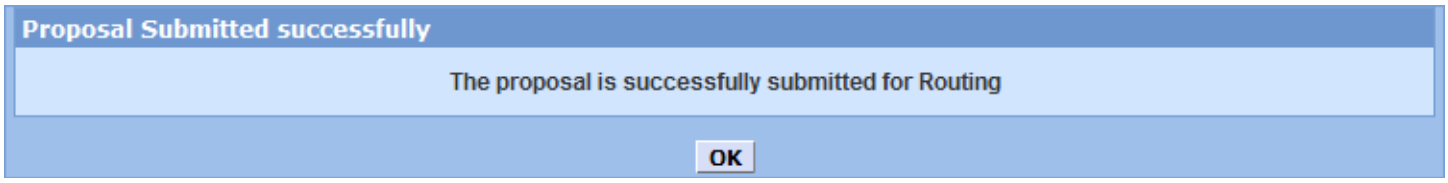
1. Click on the **SUBMIT FOR APPROVAL** link in the Navigation Panel of your Proposal.



You will receive the following message letting you know that all Coeus Validation rules were passed successfully.

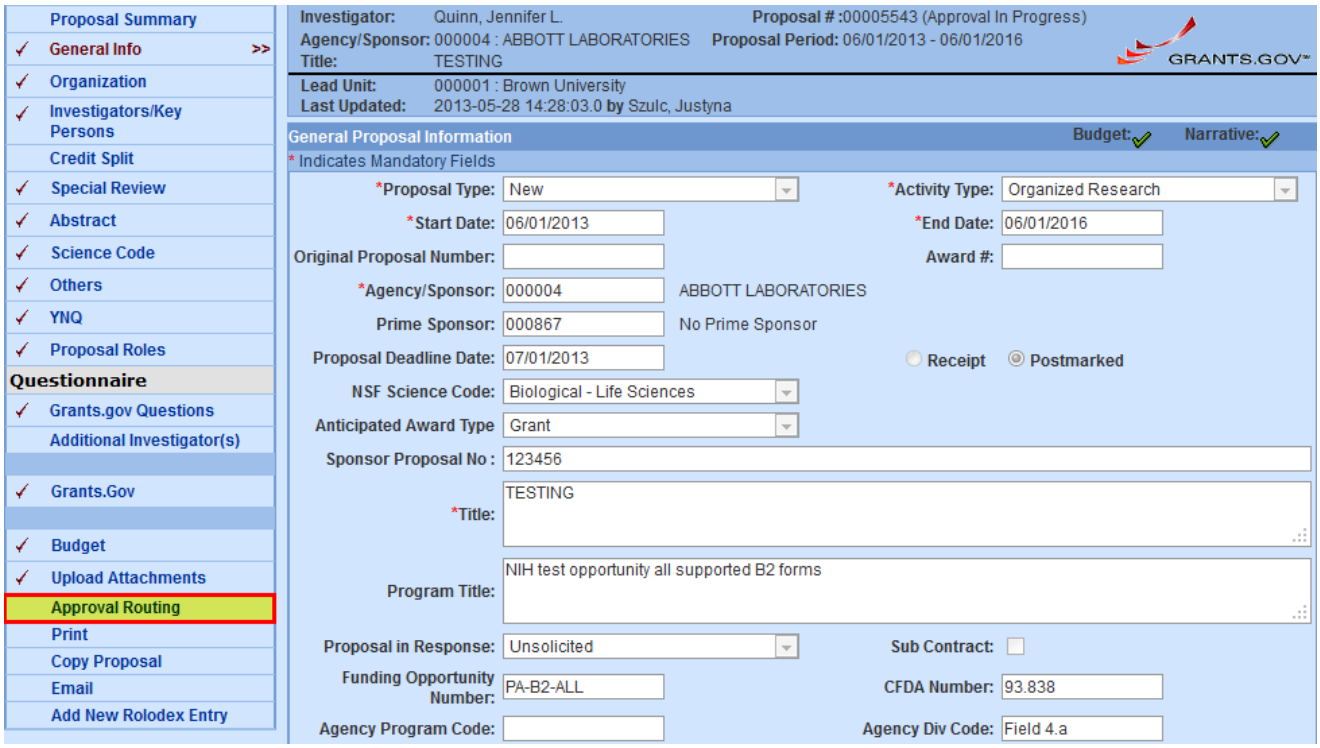


2. Click the [**OK**] button. Upon clicking the [**OK**] button you will receive the following message:



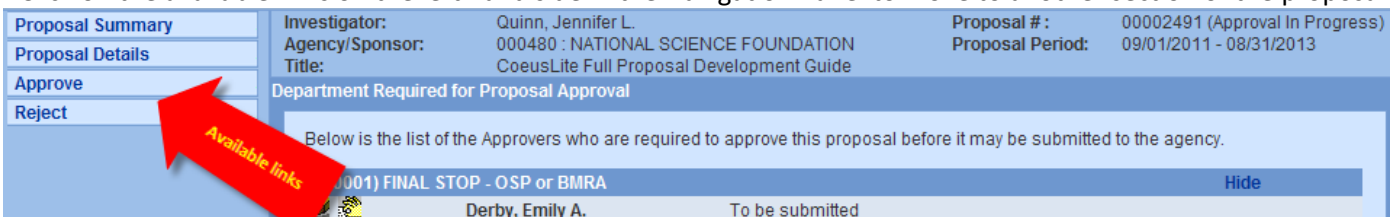
3. Click the [**OK**] button.

Upon submitting the proposal for approval, the **APPROVAL ROUTING** link appears in the Proposal Details Navigation Panel. Click on that link to see who the Approvers are for the Proposal and at what approval stop the proposal currently is.



You will see that Next to the approvers' name it states, *Waiting for Approval.* Once the approver hits the **Approve/Reject** button, the window will update with the correct information based on the action that was taken during the approval process.

4. Click on the available links on the left hand side in the Navigation Panel to move to another section of the proposal.



Also, you will notice that upon submitting the proposal for approval, the proposal's status will change from ***In Progress*** to ***Approval in Progress.***

The proposal can no longer be modified, including the proposal details, budget, abstracts, attachments, etc.

If you find that you need to make changes to the proposal before it is submitted to the sponsor, you can ask any approvers in the approval map to **Reject** the proposal. This action will return the proposal to the Aggregator and it will be unlocked for editing.

End of Procedure

XIII. APPROVING OR REJECTING A PROPOSAL

Coeus approval routing and business rules simulate the Department's and University's business practices for the proposal review approval process. When a proposal is submitted for routing, an email is sent to the next individual on the approval list, as well as an electronic notification in Coeus. Once the proposal has successfully reached final approval stage the proposal is submitted to the Sponsor. This section will go over the Coeus Lite Inbox functions and approving or rejecting a proposal.

o MAINTAINING THE INBOX

Your **Coeus Lite Inbox** functions like a mailbox and serves as a central location where you can access a listing of proposals that require your attention; i.e. proposals in need of an approval, notifications about proposals, etc.

For all proposals that you require your attention, you will be notified by email to your Brown email account.

The email will come from:
coeus@brown.edu.

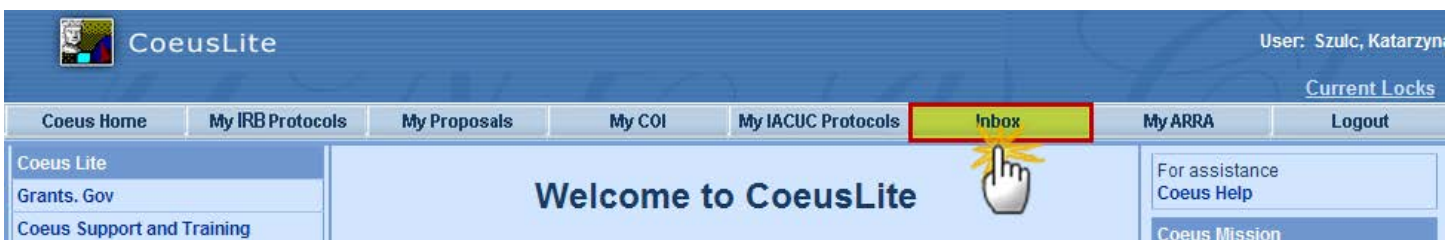
For each approval or notification email you receive you will also receive a message in your Coeus Inbox.

In this topic you will learn how to maintain your Coeus Inbox. Additionally, this topic will cover how to use the Resolved and Unresolved tabs and how to delete resolved items on which you have taken action.

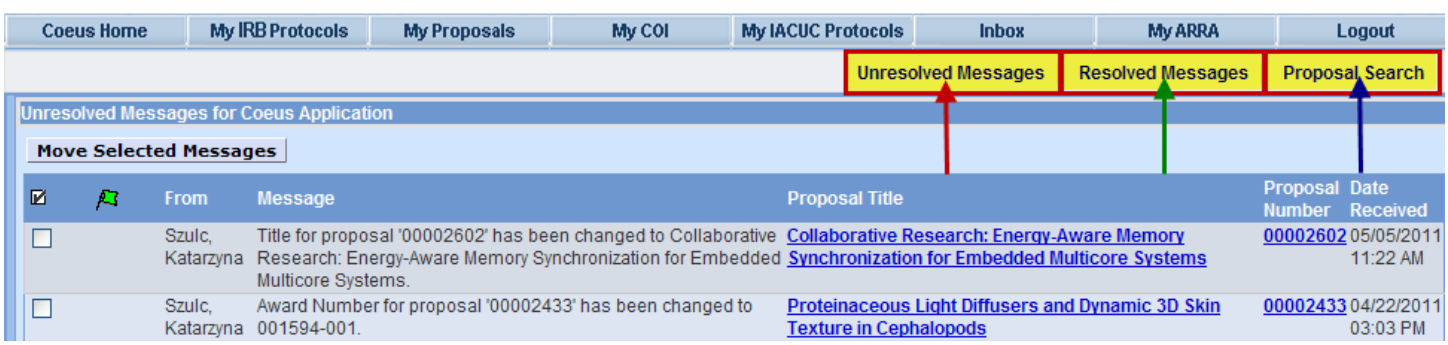
To access your Coeus Inbox:

PROCEDURE

1. While in the **Welcome to CoeusLite Page**, click on the **INBOX** link.



The Coeus Inbox Window will open displaying a listing of proposals designated to you for review or approval.



The Coeus Inbox has the following links:

1. **UNRESOLVED MESSAGES** - displays the items needing action, such as Proposal awaiting your approval.
2. **RESOLVED MESSAGES** -displays those items on which you have already taken action.
3. **PROPOSAL SEARCH** – allows you to search for proposals

The Inbox will open to **UNRESOLVED MESSAGES**.

When a proposal is submitted for approval, Coeus will generate a message to the Approver(s) on the first level of the routing map, alerting them a proposal is waiting for their review and approval. The first level Approver is typically at the Department, Lab or Center.

There are three types of entries that may appear in your Inbox:

Notification – Notifications remain in your Unresolved tab until you either delete them from the Inbox or change their status to Resolved.

Approval – Approval entries will move automatically from the Unresolved tab to the Resolved tab when you approve or reject the proposal.

Rejection – These entries appear in the Inbox of the Aggregator when the proposal is rejected by an approver.

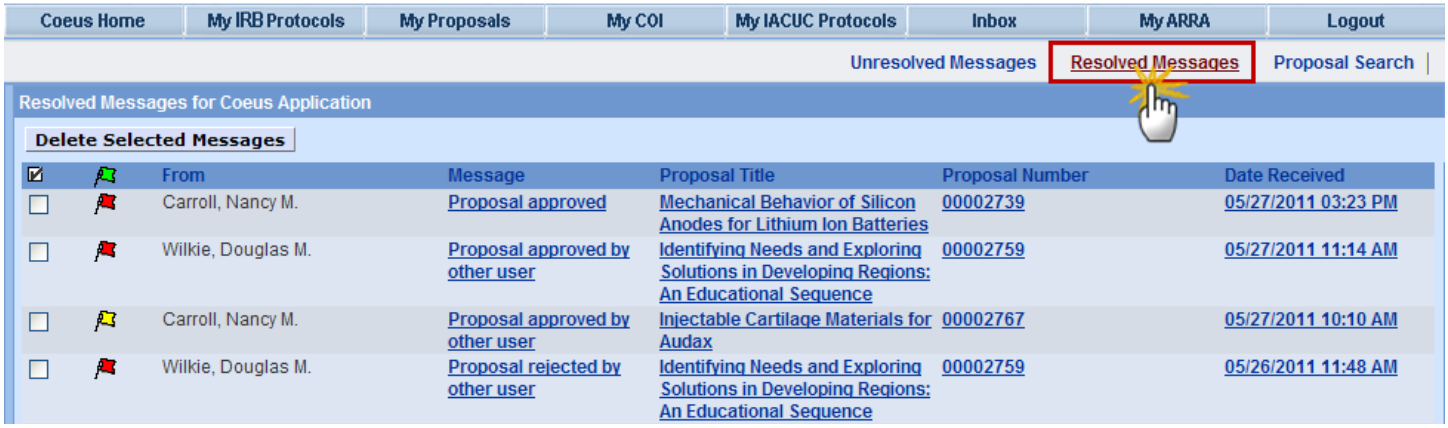
Proposals will have the following flags next to them indicating the timeline for the submission deadline

	Deadline within 10 Days
	Deadline within 4 Days
	Deadline within 2 Days

2. You can open the proposal from your Inbox by clicking on the **PROPOSAL TITLE** or **PROPOSAL NUMBER** links.

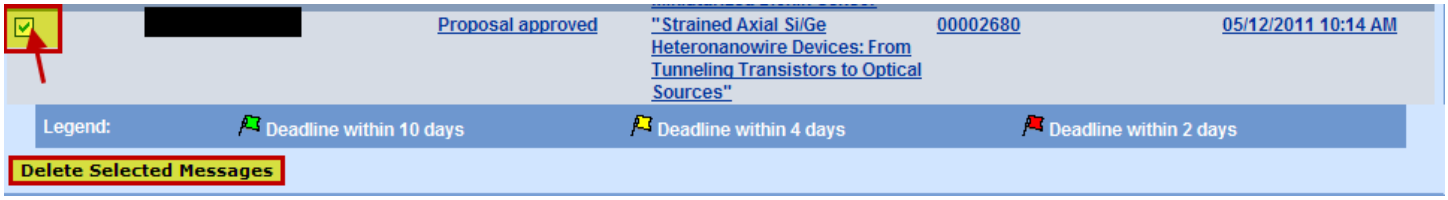
If the Proposal is *Approval in Progress*, you will not be able to open the proposal in Edit mode.

3. As you take action on an item (such as approving a proposal) in your **Unresolved** list, it will move to the **Resolved** Section automatically. Click the **RESOLVED MESSAGES** link to view those items



The list items under your **Resolved list** will continue to increase as you take action on items.

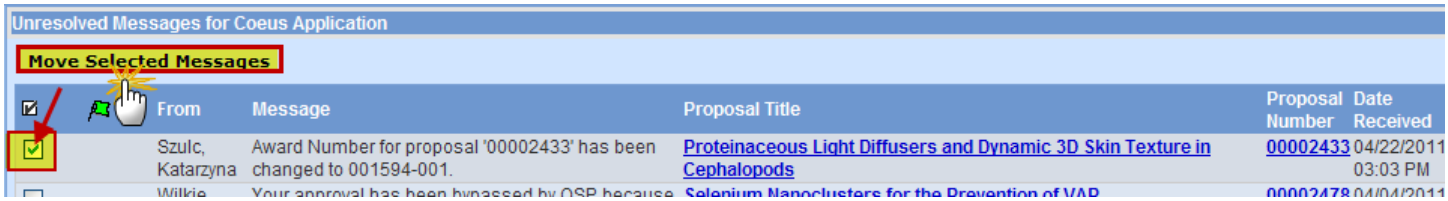
4. You can remove items in the **Resolved list** by selecting the checkbox for the applicable message and clicking the **[Delete Selected Messages]**



Upon clicking that button the message will automatically be delectated.

You cannot delete items from the Unresolved Section that still require an action.

5. Messages in the **Unresolved Section** can have their status updated so that they show in the **Resolved Messages Section**. To do that, in the **Unresolved Section,** check the checkbox for the message you want to change the status for and click on the [**MOVE SELECTED MESSAGES**] button.
6.



The item will now appear in the **Resolved Messages Section.**

End of Procedure

O APPROVING A PROPOSAL

When a proposal is routed to you for your approval, there are other approval functions that the approver can perform:

- Add an additional Approver to the Approval path
- Add an alternate Approver to the additional approver
- Pass your approval (and that of your alternates) to another user

Adding or passing approval functionality is only available in Coeus Premium and if you wish to do that you will need to log into to Coeus Premium and the approval process will need to be completed in that environment. When you are designated as an approver or an alternate approver on a proposal, an e-mail will be sent to your inbox.

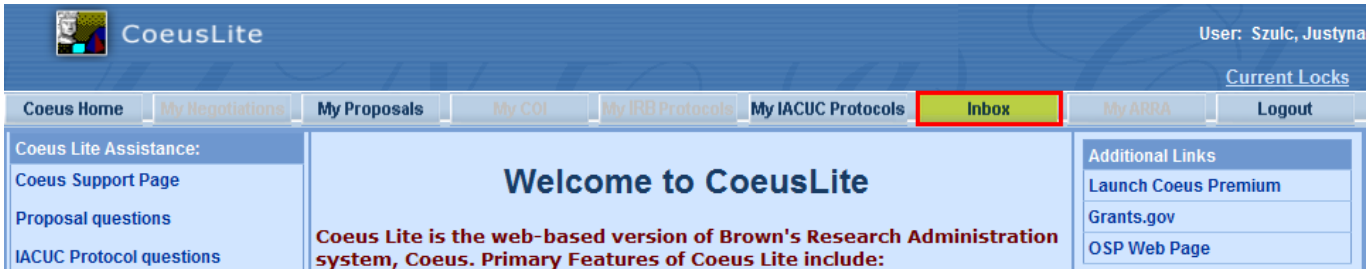
The common stops a proposal makes in the routing process are as follows:

Department Manager Stop
Contract Administrator Stop
OSP Final Stop

In this topic you will learn how to approve a proposal yourself, or pass your approval to another approver.

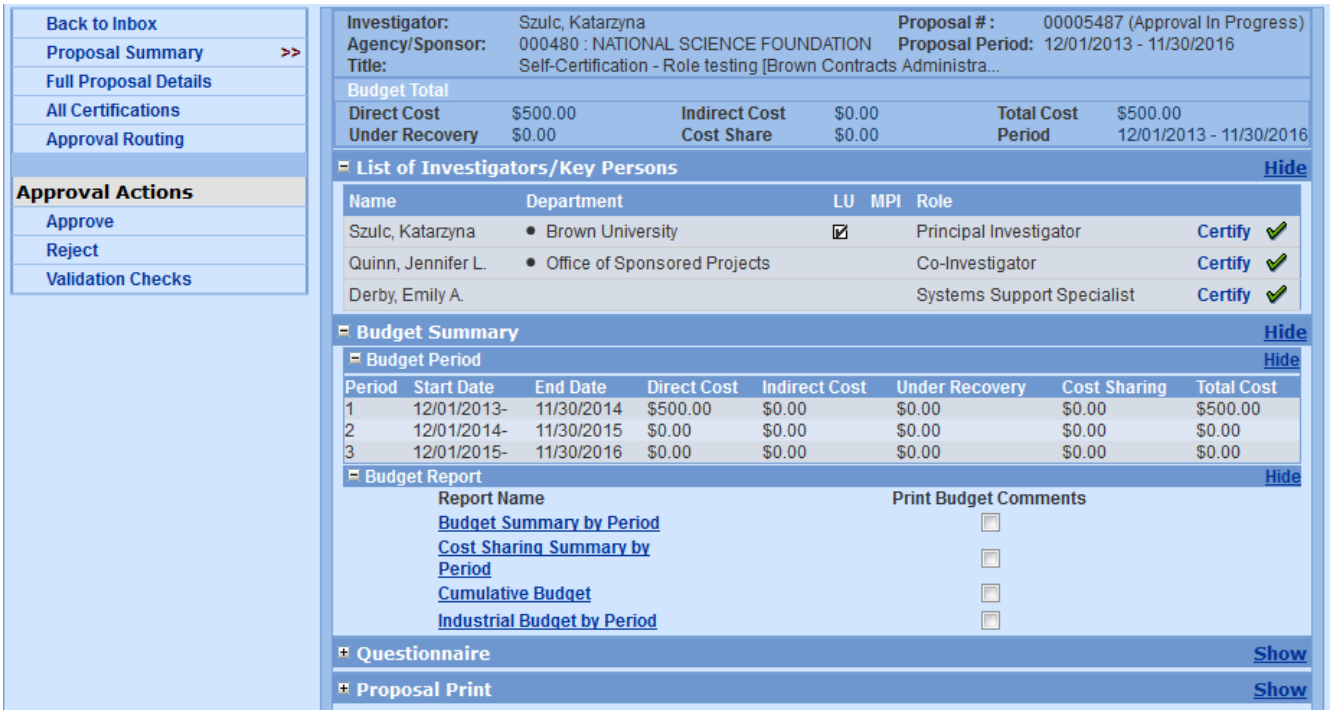
PROCEDURE

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



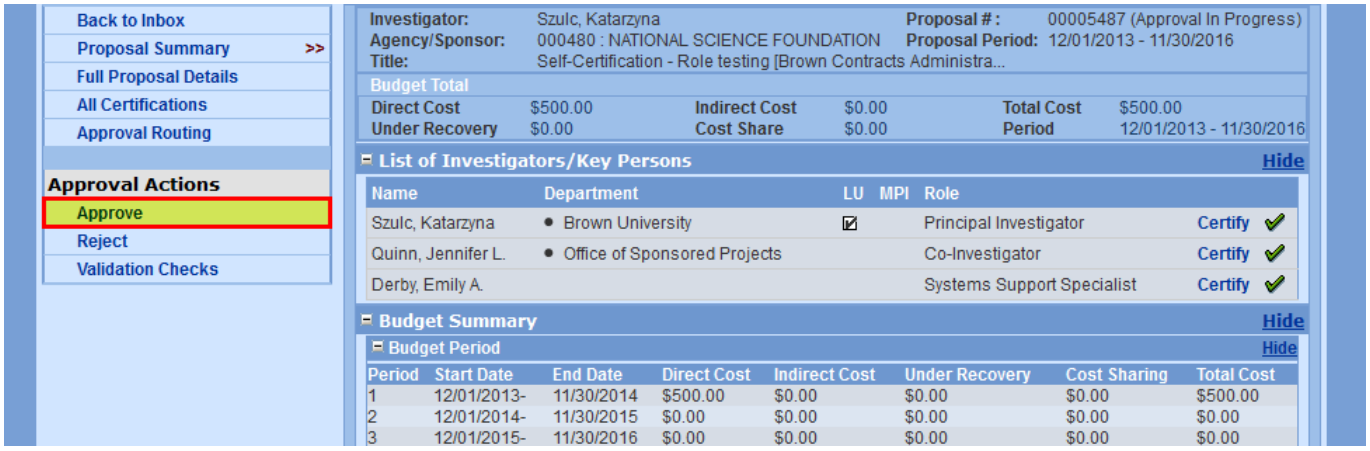
The Coeus Inbox Window will open displaying a listing of proposals designated to you for review or approval.

2. Select the Proposal that requires your approval and click on it to open it. The Proposal Summary Tab will open showing basic information about the proposal.

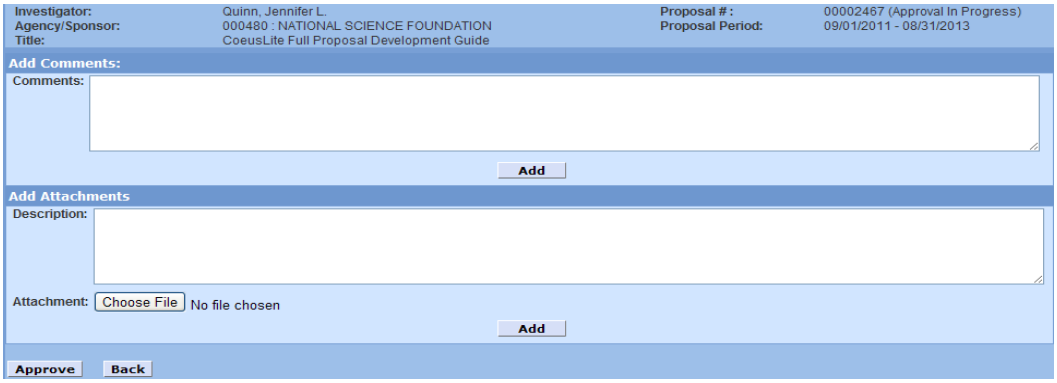


When you are notified of a proposal which requires approval, you should review the proposal carefully before approving it, making sure that the areas you are responsible for are complete and correct. If you are an approver at more than one stop, you have the option to approve the proposal for all stops.

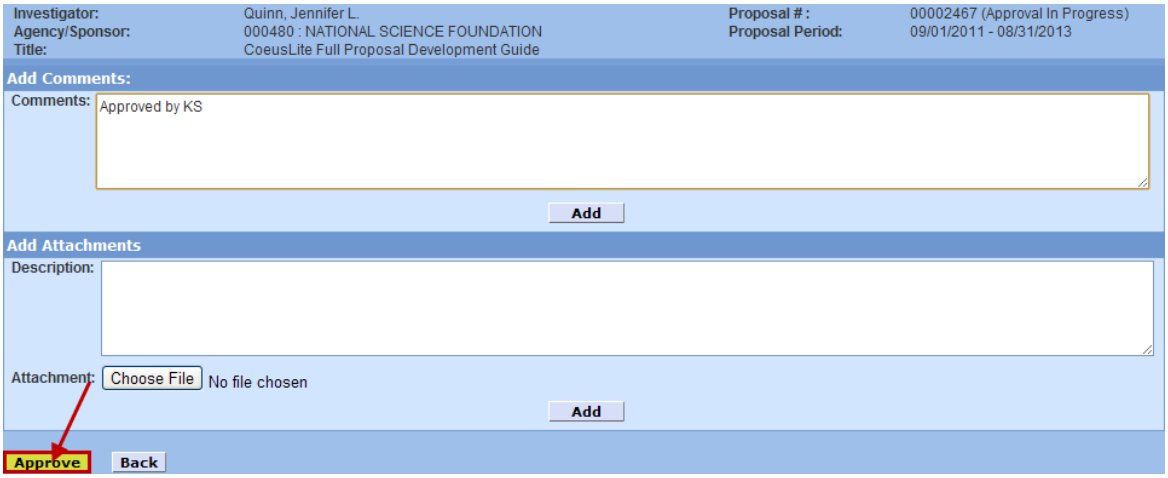
2. Review the proposal record and if it is ready to be approved, click on the **APPROVE** link located in the Navigation Panel.



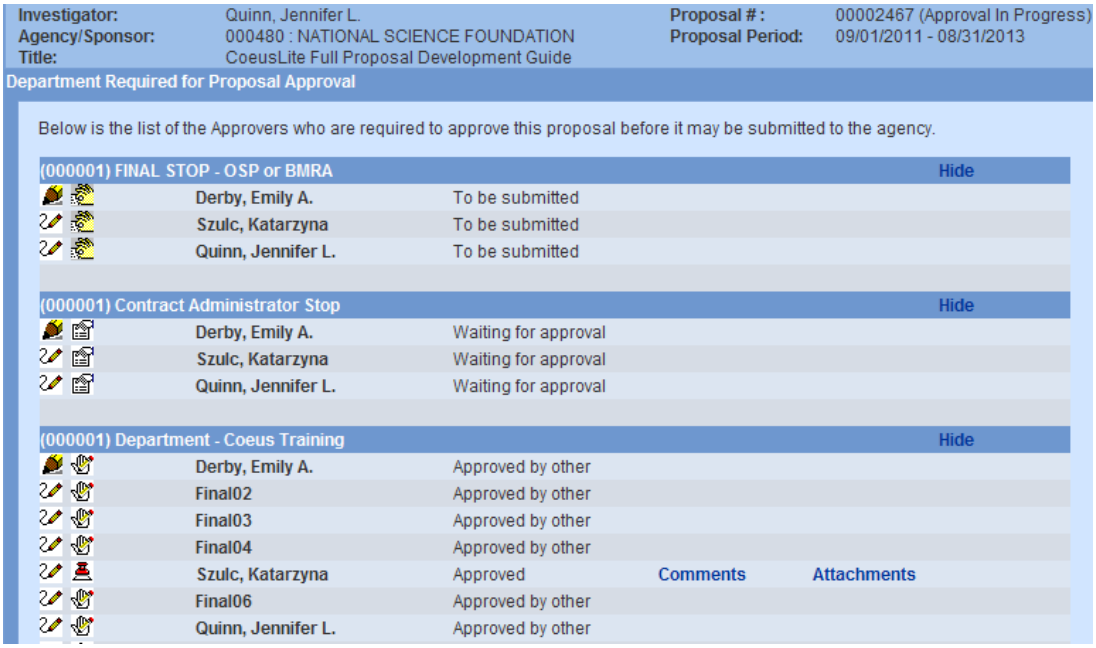
The Approval Window will open.



3. Enter any comments you wish and Click the [**APPROVE**] button.



4. Upon clicking the approval button you will be brought to the **Approval Routing Screen** showing you the next stop in the approval process.



End of Procedure

o Rejecting a Proposal

When a proposal is routed to you for your approval, you may decide that after your review you need to reject the proposal and return it to the Aggregator for corrections.

When you are designated as an approver or an alternate approver on a proposal, an e-mail will be sent to your inbox.

The common stops a proposal makes in the routing process are as follows:

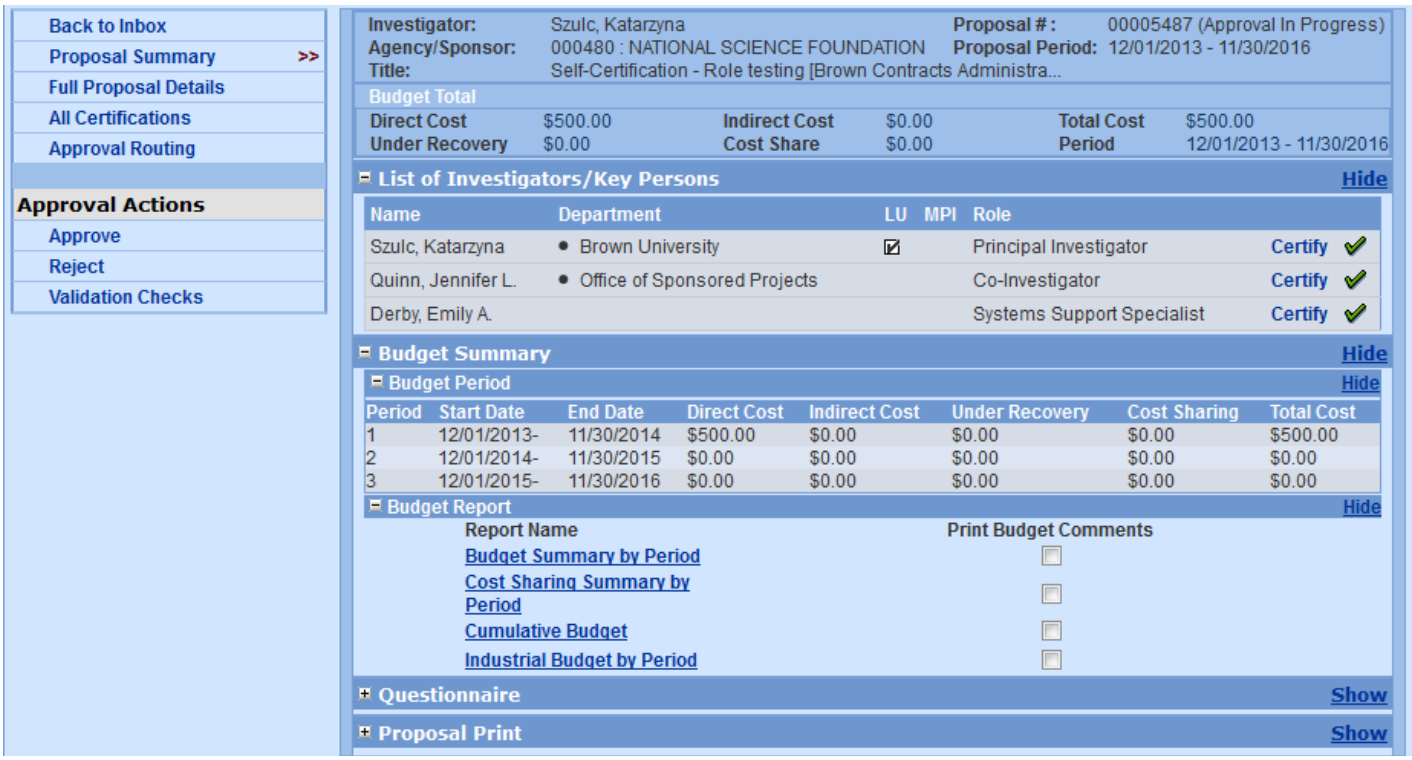
Department Manager Stop
Contract Administrator Stop
OSP Final Stop

Procedure

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

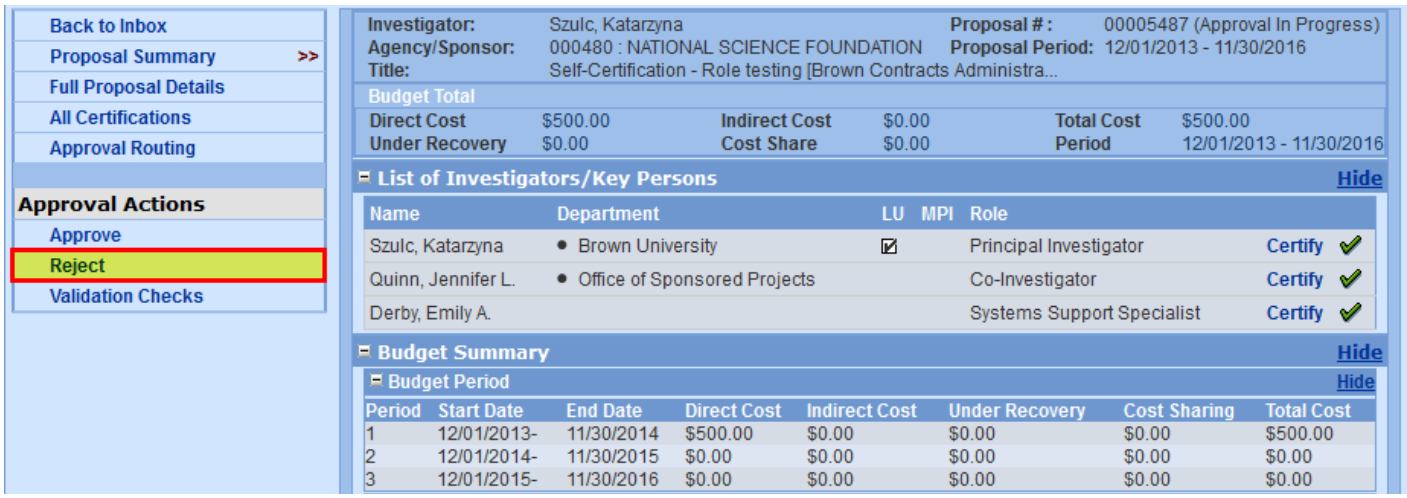
The Coeus Inbox Window will open displaying a listing of proposals designated to you for review or approval.

2. Select the Proposal that requires your approval and click on it to open it. The Proposal Summary Tab will open showing basic information about the proposal.

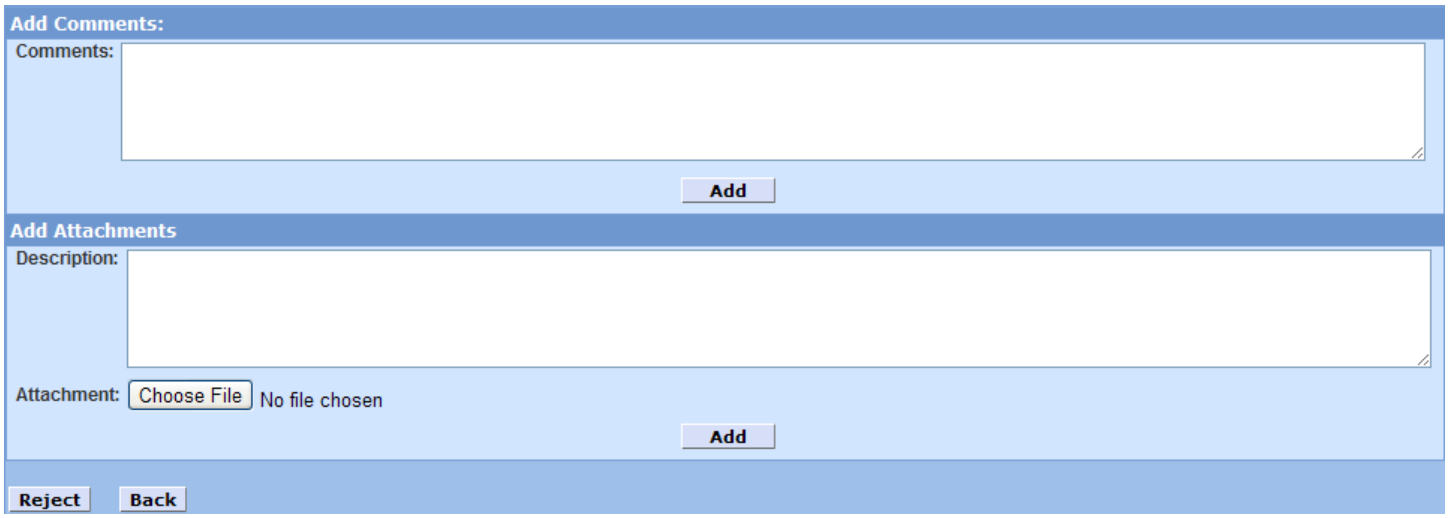


When you are notified of a proposal which requires approval, you should review the proposal carefully before approving it, making sure that the areas you are responsible for are complete and correct. If you are an approver at more than one stop, you have the option to approve the proposal for all stops.

3. Review the proposal record and if it is ready to be approved, if it contains errors or it is missing certain materials, click on the **REJECT** link located in the Navigation Panel to begin the rejection process.

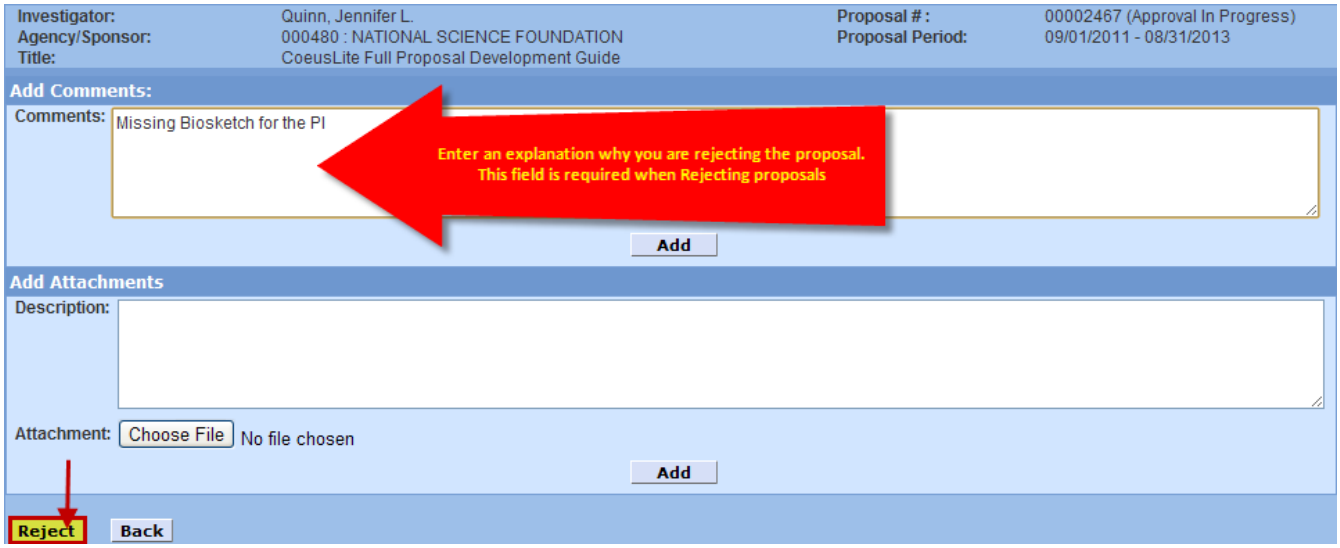


The Rejection Window will open.



4. Enter the explanation why you are rejection the proposal in the **Comments** field (when rejecting a proposal this field is required). The text of your rejection appears in the e-mail message sent to the aggregator, and it is stored in the notepad section of the proposal. May be used for audit trail.

5. Click the [**REJECT**] button.



6. Once the proposal has been rejected, the aggregators on it will be able to modify the information.

   The Status of the Proposal will be changed to "Rejected"

7. When you are finished Approving/Rejecting a proposal, clink on the **LOGOUT** link to exit out of Coeus Lite.

The rejection process sends the proposal back to the proposal aggregators with a Rejected status, which allows the proposal to be modified. The proposal is sent back to the Department and not the previous approval stop. The proposal should be corrected accordingly, and resubmitted for approval.

When you reject a proposal, you are required to enter a comment explaining why the proposal was rejected, and provide information on what must be changed to permit approval. This comment will be saved with the proposal, and can be viewed in the Notepad. ***Coeus will also generate an email which will be sent to all Aggregators listed on the proposal.***

End of Procedure

XIV. PRINTING THE PROPOSAL

This section will explain how to print various forms from Coeus:

- Brown Custom Forms
- Grants.gov Forms
- Non-Grants.gov Forms

o PRINTING BROWN CUSTOM FORMS

The Brown Custom Forms package contains the Brown University optional forms:

- ***Proposal Summary Form*** - The Proposal Summary Form provides an overview of main attributes of the submitted proposal. It includes general project information, Investigator details, and lists institutional and regulatory issues.

- ***Investigator Disclosures & Assurances Form*** - This form is used by Investigators to manually document assurances and disclosures in the following two cases:
  - NIH proposals where Co-Investigators are listed in the Key Persons Tab rather than the Investigator Tab.
  - Investigator is not set up in Coeus or does not complete the certification process in Coeus. (This is a limited case - all Investigators should complete the assurances & disclosures within Coeus).

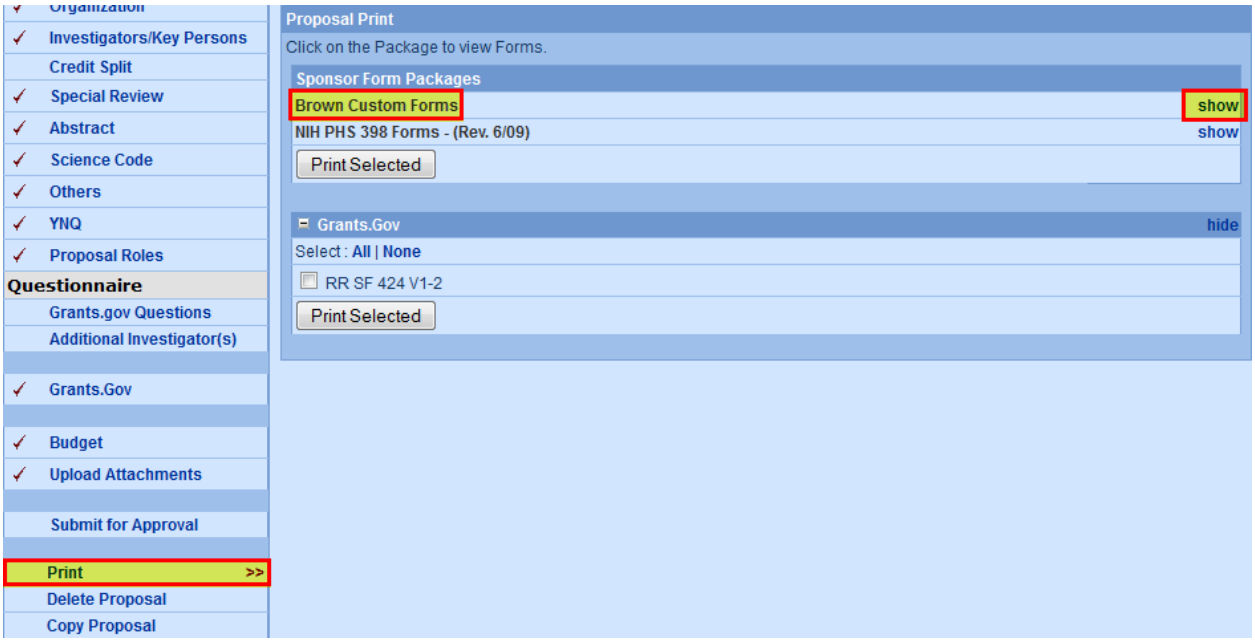
- ***Department Head/Designee Approval Form*** - This form is used by Department Heads/Designees to document required proposal approvals in cases where the Department Head/Designee does not have access to Coeus or in circumstances where proposal approvals within Coeus are bypassed by OSP.

- ***Additional NRSA Fellow Certification Form*** - This form is required to be submitted to OSP for Ruth L. Kirschstein National Research Service Award (NRSA) PHS 416-1 grant applications, PHS 416-9 progress reports, and post-award prior approval requests for individual fellowships. This form needs to be signed by the NRSA Fellow and the applicable NRSA Sponsor.

PROCEDURE

1. To navigate to the Brown Custom forms, while in a **Proposal Section**, click on the **PRINT** link.

   The **Proposal Print Section** will open.

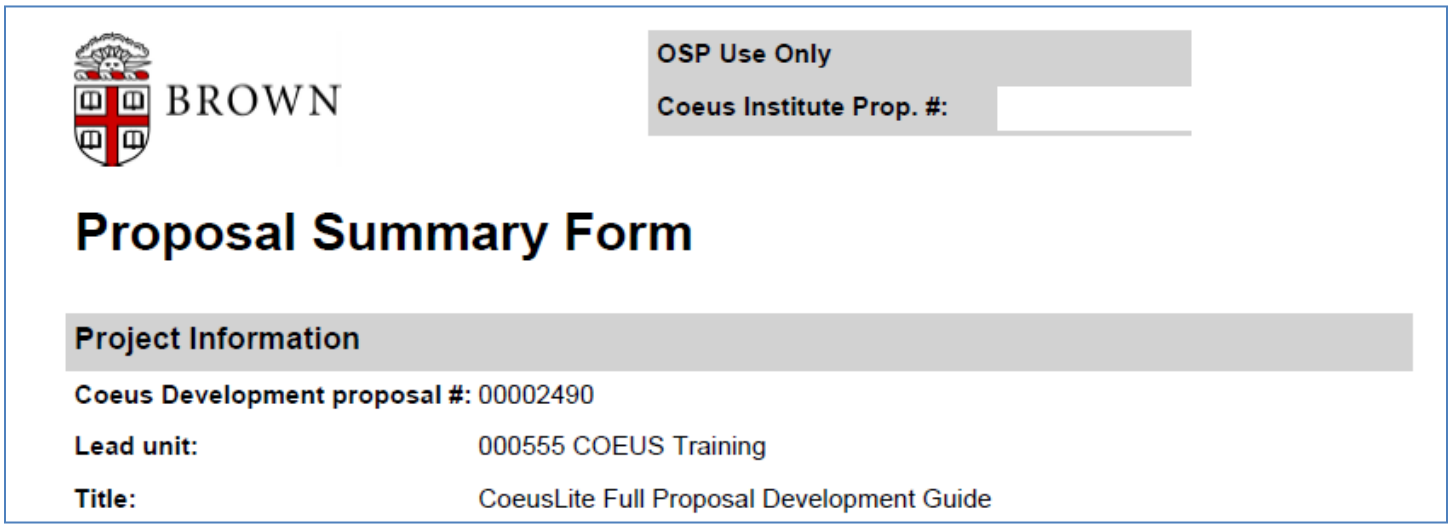


2. In the "*Sponsor Form Packages*" section, you will see the **Brown Custom Forms**. Click on the **SHOW** link for these forms see all the available forms

3. Select the form you wish to print by checking the checkbox for that form and click the [**Print Selected**] button.

If you wish to print more than one form, mark the checkboxes for all the ones you wish to print or to print all the available forms, check the **ALL** link.

4. The form(s) will open as a PDF. Use the Adobe Reader button available to print or save the form(s).



End of Procedure

o NARRATIVES AND QUESTIONNAIRES BOOKMARKED IN BROWN CUSTOM PRINT FORMS NEW

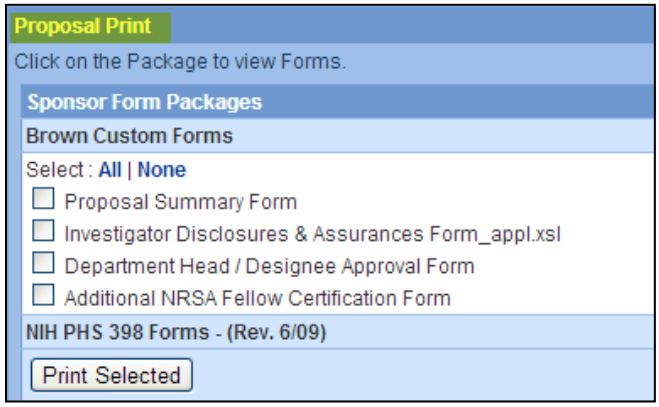
Coeus now has the ability to bookmark all Narratives and Questionnaires in the Brown Custom Print Forms.

This enhancement appends all the attachments that are uploaded in the **Attachments Section** and the Questionnaire answers of your proposal to **ALL** of the Brown Specific Custom Forms. This means that when you access the **Print Proposal Section** in Coeus Lite and print one of the forms that are stored there, the attachments and the questionnaires will print along with that form.

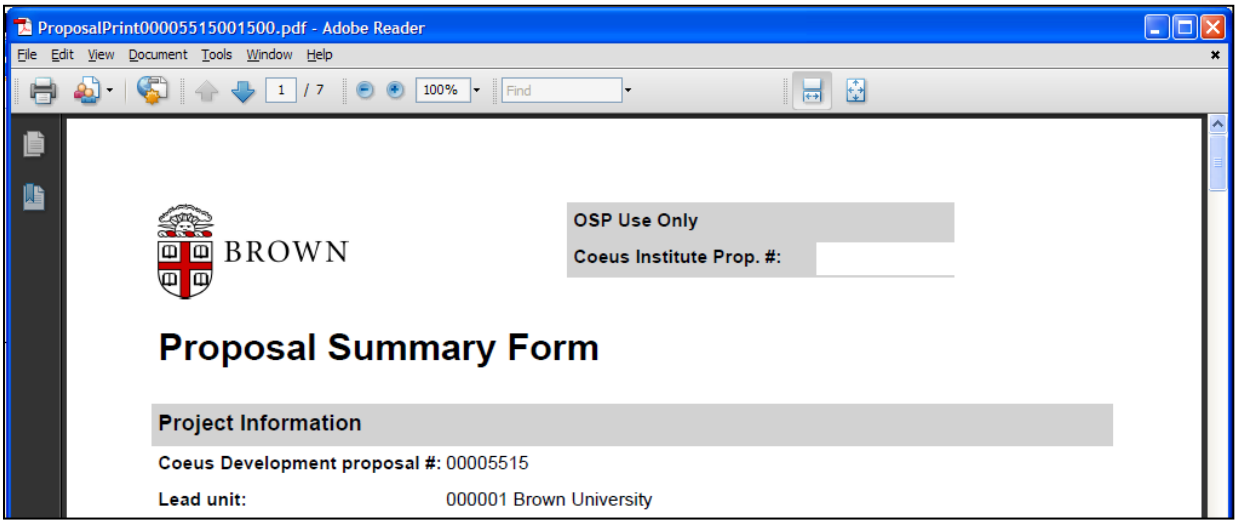
PROCEDURE

1. While in a Proposal Record, select the **PRINT** link form the left hand navigation panel.

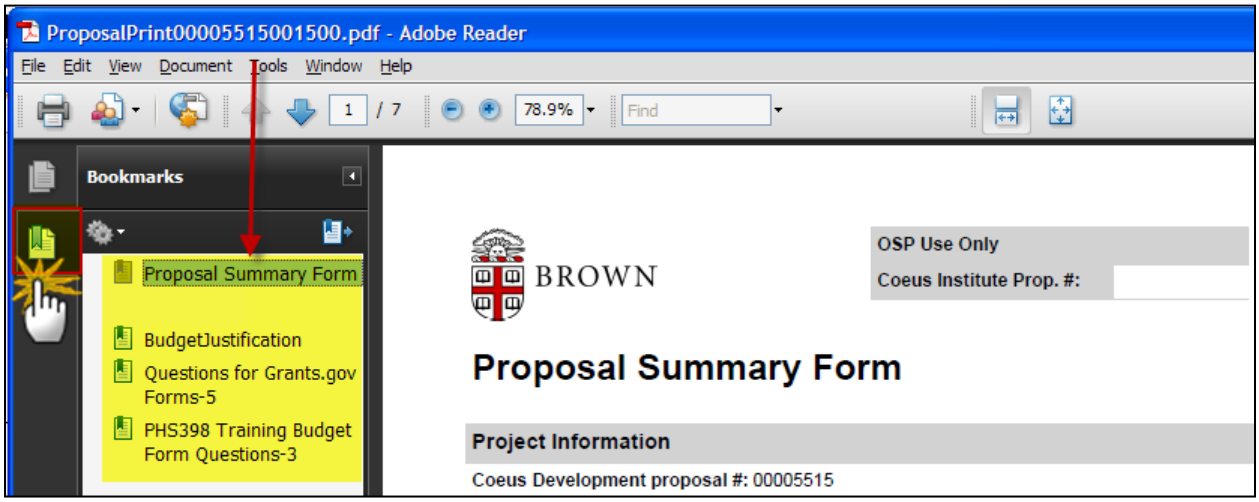
The **Proposal Print Section** will open.



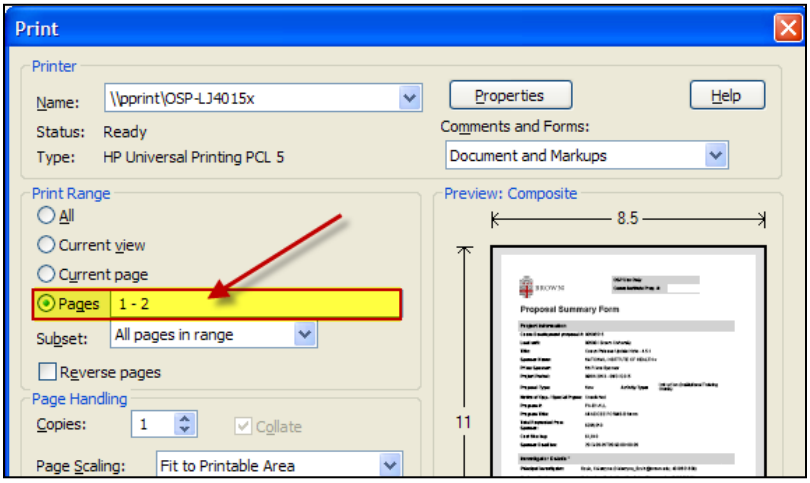
2. Select the Form you want to print and click on the [**PRINT SELECTED**] button. The PDF document will be generated.



3. In the PDF document generated, click on the bookmark symbol to reveal the bookmarked sections (all the appended attachments and questionnaires).



If you want to just print the specific Brown Custom form without the attachments and questionnaire, you will need to specify what pages you want to print in your Computer Print Window.



End of Procedure

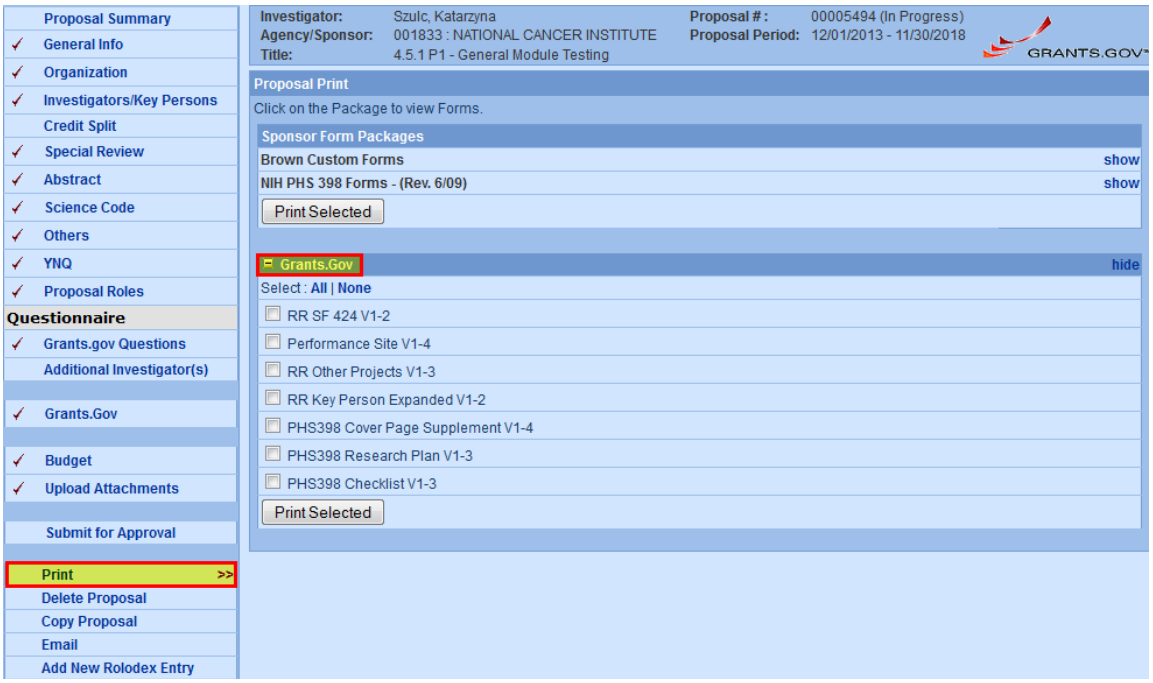
o PRINTING GRANTS.GOV FORMS

Coeus allows you to print a paper version of you proposal, appearing as if it were typed directly within the specific government required forms.

PROCEDURE

1. To navigate to the Grants.gov forms, while in a **Proposal Section**, click on the **PRINT** link (you can also click on the **GRANTS.GOV** link and print the forms form that section).

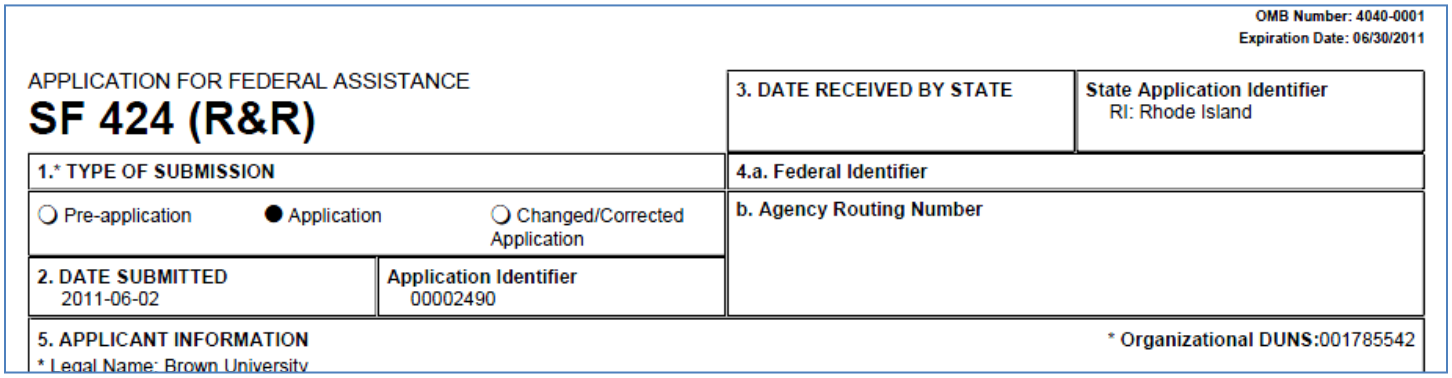
   The **Proposal Print Section** will open.



2. In the Grants.gov Section, select the form you wish to print by checking the checkbox for that form and click the [**PRINT SELECTED**] button.

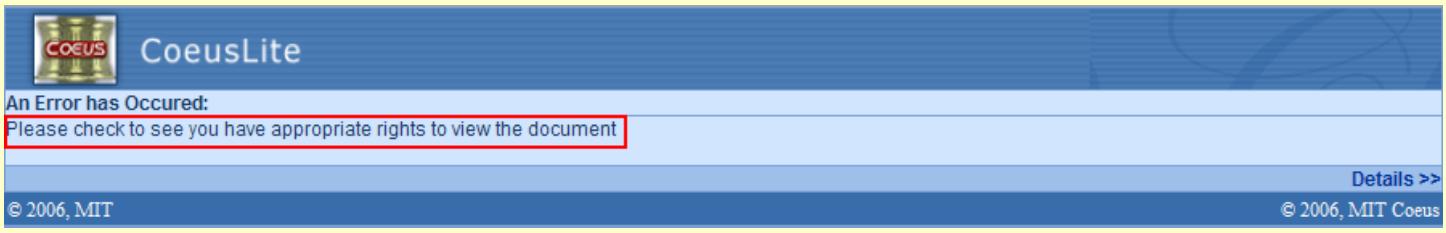
If you wish to print more than one form, mark the checkboxes for all the ones you wish to print or to print all the available forms, check the **ALL** link.

3. The form(s) will open as a PDF. Use the Adobe Reader button available to print or save the form(s).



When you print out a couple of forms at the same time, Adobe will separate them into sections according to the forms.

If you do not have access to the budget, and you try to print the Grants.gov Budget form, an error message will come up that states, "Please check to see you have appropriate rights to view the document."



End of Procedure

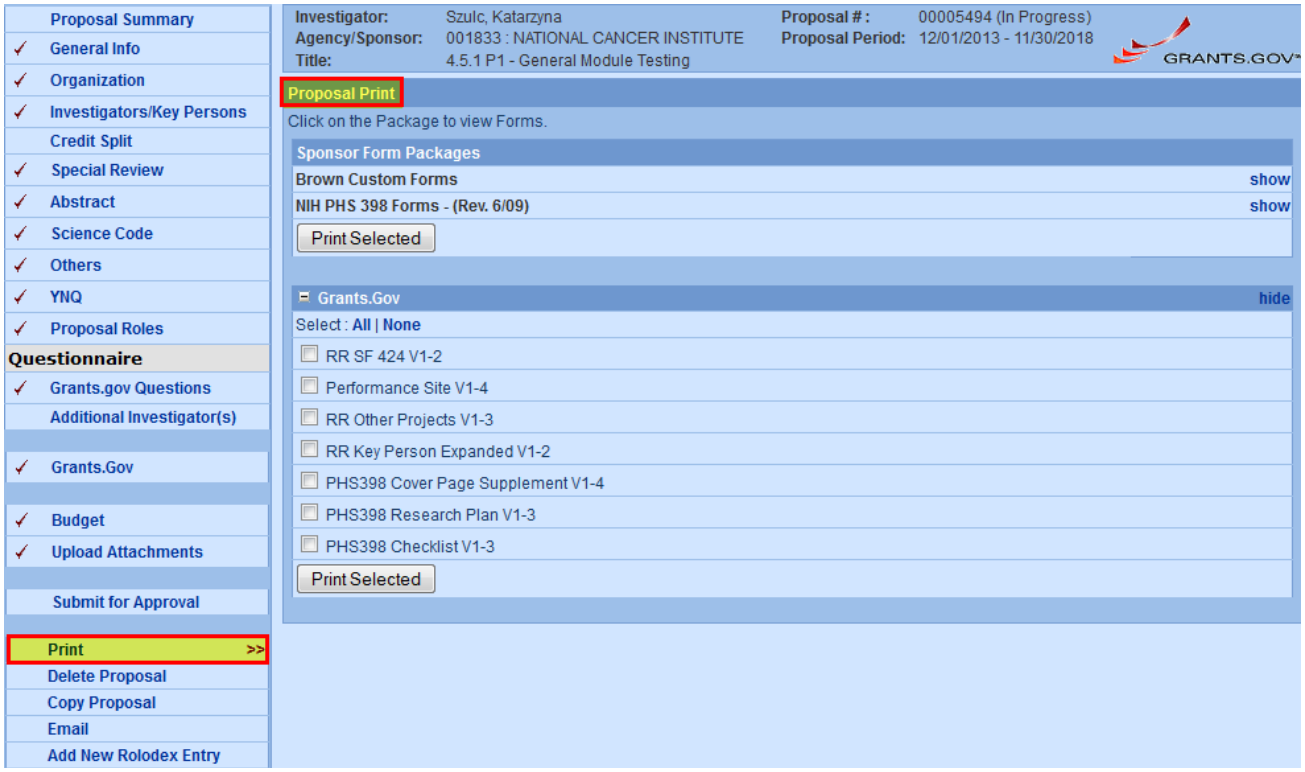
o PRINTING NON-GRANTS.GOV FORMS (PHS398 & NSF BUDGET)

Coeus also contains a few Non-Grants.gov Forms (PHS398 and NSF Budget Forms) that may be printed to assist with your proposal preparation.

PROCEDURE

1. To navigate to the Non-Grants.gov forms, while in a **Proposal Section**, click on the **PRINT** link.

   The **Proposal Print Section** will open.

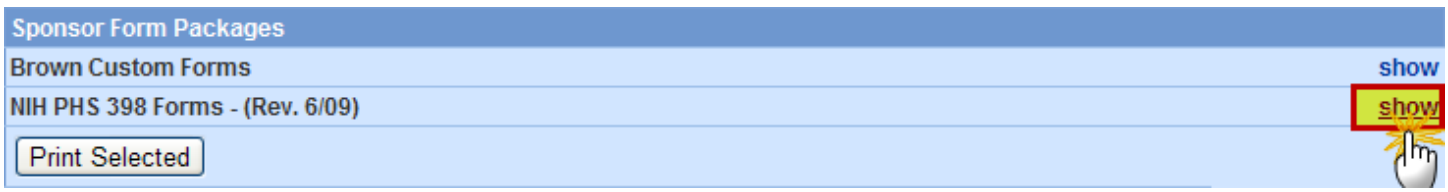


The <u>Brown Custom Forms</u> package will always appear no matter the sponsor.

The other packages that may appear, the <u>NIH PHS 398 - Non-Grants.gov Forms</u>, the <u>NSF Budget Forms</u> depend on the sponsor that you have chosen for your proposal and/or the <u>Grants.gov Forms</u> if the proposal is being submitted though Grants.gov. If the Sponsor is NIH, the NIH PHS 398 Forms will show up. If the sponsor is NSF, for example, then the NSF Budget Forms will show up in place of the NIH package, etc.

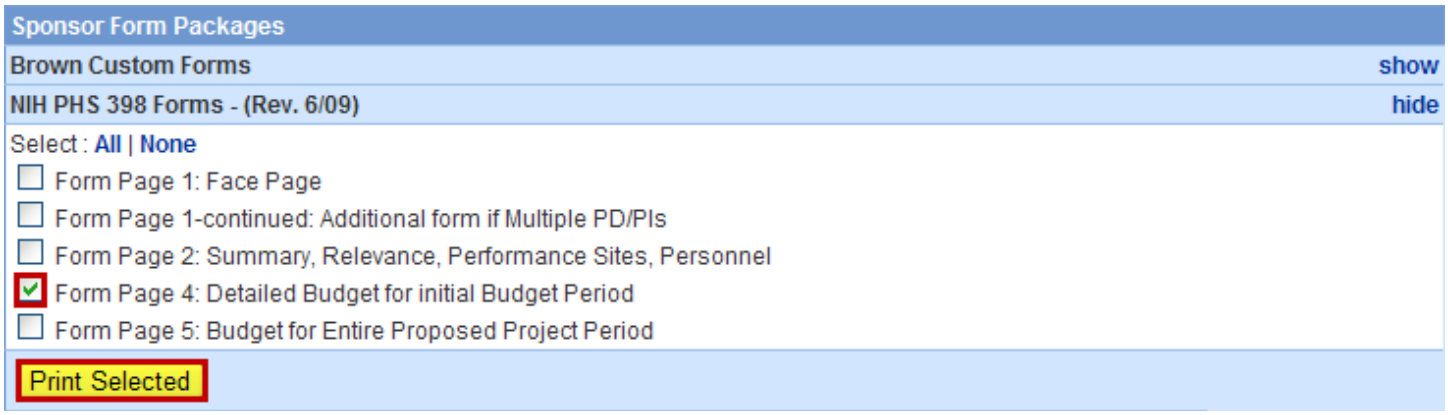
2. In the "*Sponsor Form Packages*" section, select the **NIH PHS 398 Forms – (Rev. 6/09) or NSF Budget Forms**.

3. Click on the **SHOW** link for the type of forms you want to print to see all the available forms.



4. Select the form you wish to print by checking the checkbox for that form and click the [**PRINT SELECTED**] button.

If you wish to print more than one form, mark the checkboxes for all the ones you wish to print or to print all the available forms, check the **ALL** link.



4. The form(s) will open as a PDF. Use the Adobe Reader button available to print or save the form(s).

Program Director/Principal Investigator (Last, first, middle) :Quinn, Jennifer L. ,

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY	From 09/01/2011	Through 06/30/2012

List PERSONNEL (Applicant organization only)
Use Cal, Acad, or Summer to Enter Months Devoted to Project
Enter Dollar Amounts Requested (omit cents) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Sum. mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTALS
Quinn, Jennifer L.,	Principal Investigator	0	0.9	0.98	$90,000	$14,929	$4,733	$19,662
TBA-Post-Doc 1,	TBA-Post-Doc 1	10	0	0	$34,000	$25,500	$8,084	$33,584
SUBTOTALS---------->						$40,429	$12,816	$53,245

End of Procedure

XV. FOLLOW-UP

This section will introduce you to other functions available in Coeus. More closely it will explain how to check the Grants.gov Submission status of your proposal.

o CHECKING GRANTS.GOV SUBMISSION STATUS

Once your proposal has been submitted for approval, you can track your proposal through the Brown approval process as well as the Grants.gov submission process. This allows you to know exactly what the status of your proposal is at any time from creation to submission to retrieval by the sponsor.

Following Institutional submission of your proposal, you can check on the submission status via Grants.gov. You can only check on the status of the specific proposal number that you are currently working in; you cannot check any other Grants.gov submission status. You must always open the proposal number that you want to check on.

When you submit the proposal through Grants.gov, Grants.gov will automatically update the submission status in Coeus.

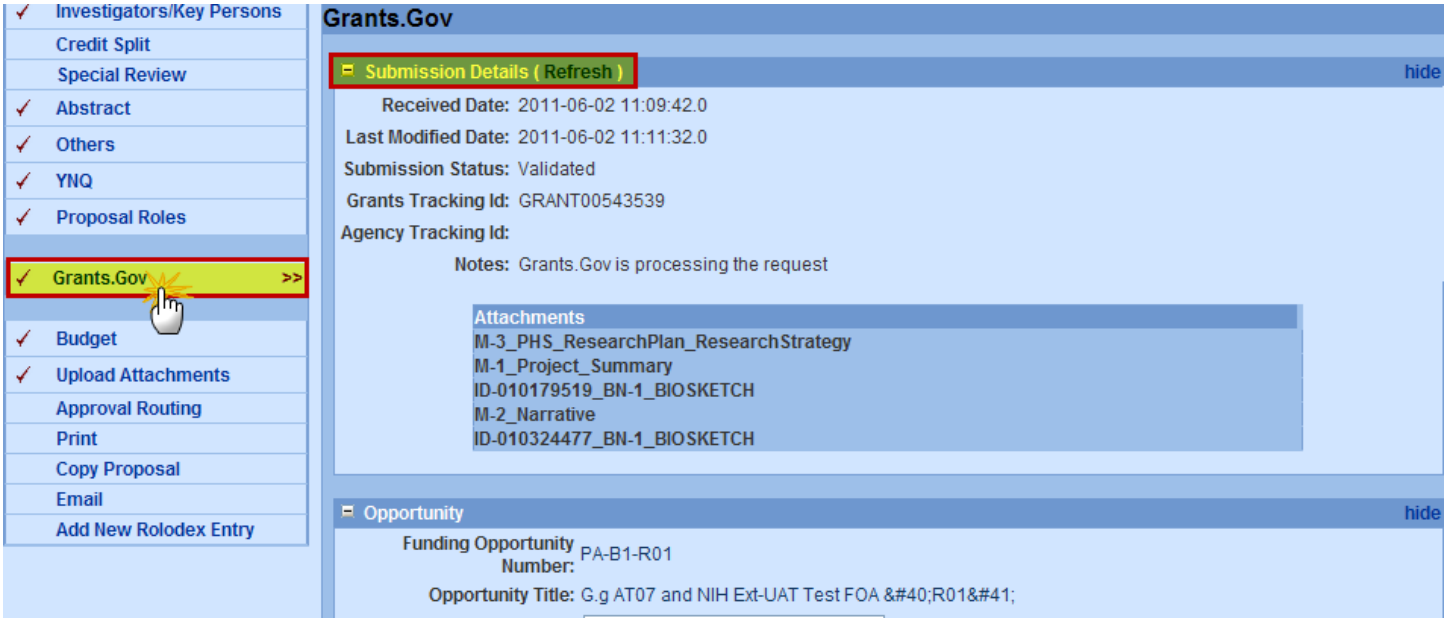
There are four Grants.gov Submission Statuses:

- **Pre-Validation** (The Pre-validation status of a proposal is extremely rare. In most cases you would not see it. This status is only applicable when you click the **Submit** button on the Submission Status tab, but it hasn't really been submitted yet)
- **Submitted to Grants.gov**
- **Validated**
- **Received by Agency**

PROCEDURE

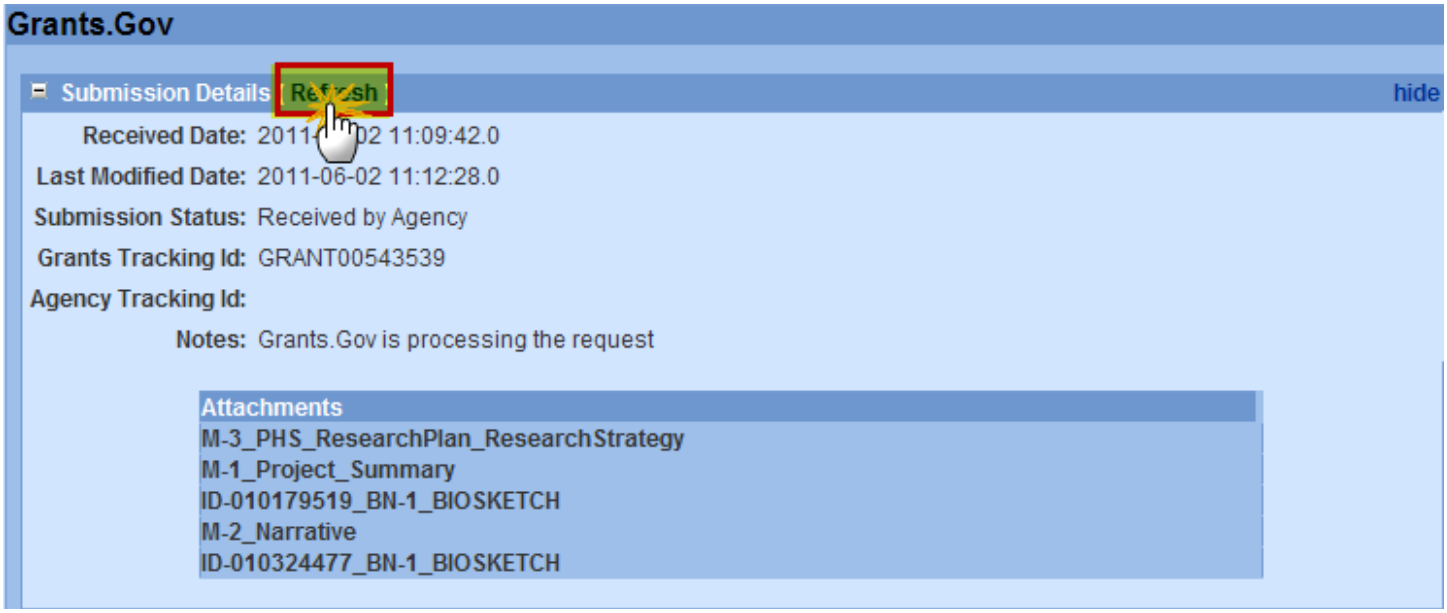
1. To navigate to the Grants.gov Submission Details, while in the **Proposal Details Section**, click on the **GRANTS.GOV** link.

   The **Grants.gov Section** will open.



2. Under the **Submission Details Section** you will see all the available information for the particular submission (Submission Status, Grants.gov Tracking Id, Agency Tracking Id, Notes, etc.)

3. Click the **REFRESH** link next to the **Submission Details**, to refresh the status of your proposal and see if new information is available.



End of Procedure

XVI. OTHER PROPOSAL FUNCTIONS

This section covers other proposal functions; copying a proposal, unlocking a proposal, deleting a proposal and special instructions.

o COPYING A PROPOSAL

There are occasions when it will be advantageous to copy and an existing proposal in Coeus instead of creating one from scratch.

The copy feature in Coeus allows you to copy an existing proposal to create a new proposal. This is an excellent way to save time and effort when submitting a proposal that is very similar to a Development Proposal record that has already been created.

Instead of having to create a brand new proposal, entering all of the details, the budget and the narratives, one can copy an existing proposal with all of these modules and make additions and changes as desired.

Copying a development proposal saves from having to re-enter information if a proposal or budget has a lot of the same information as an existing proposal. This might come up for a number of reasons, but the most common are:

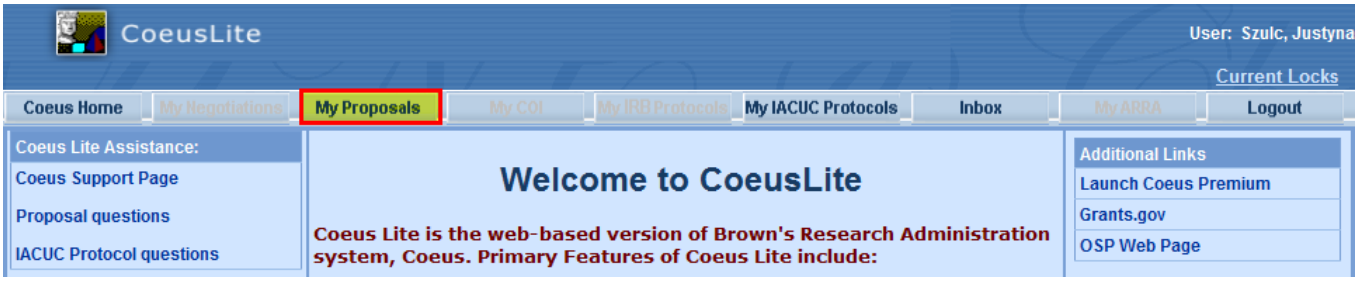
- The **Budgets** of two proposals are very similar; you can select to copy all versions of the budget or only the final version.
- You are doing a **Revision**, **Resubmission**, **Change/Corrected**, or **Competing Renewal** of a submitted proposal.
- The **Lead Unit** of the proposal needs to be changed.
- The proposal has been corrupted by a system error. Unfortunately, Coeus can hiccup from time to time, corrupting the data on a proposal. Many times, this problem can be corrected by making a copy.

*Following are the items that are **NOT** copied over from the previous Proposal:*

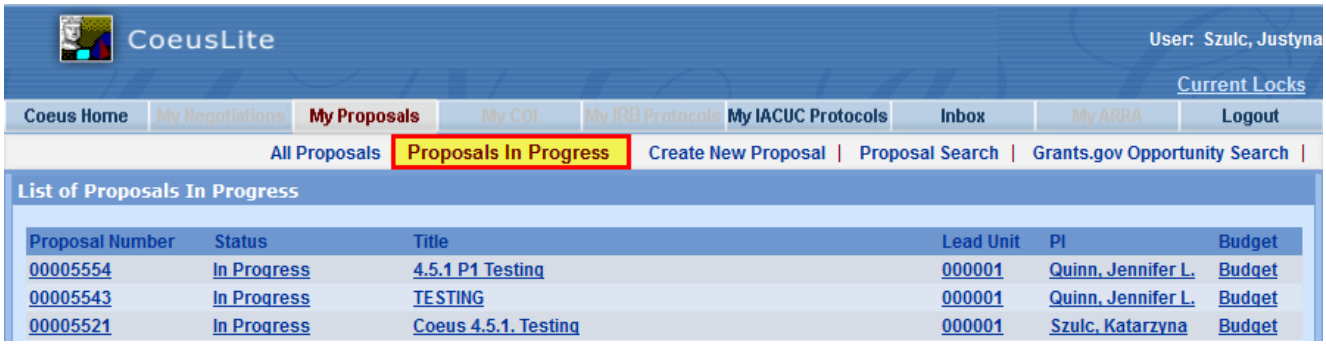
- Status – the status will automatically be set to "In Progress"
- Investigator Certifications – All Investigators will need certify the newly created proposal
- Notepad Entries – any notes entered in the previous proposal will not be included in the new proposal
- Additional users added to the proposal, including Department level aggregators

PROCEDURE

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



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



3. To copy a proposal, you need to first search for it. You can either find it in your **Proposals in Progress Section** if it has not been submitted yet or you can use the **PROPOSAL SEARCH** link search by various fields. *For example, you can search for the proposal you wish to copy by using the (Development)* **Proposal Number.**

   Enter all or part of the proposal number in the **Proposal Number** field.

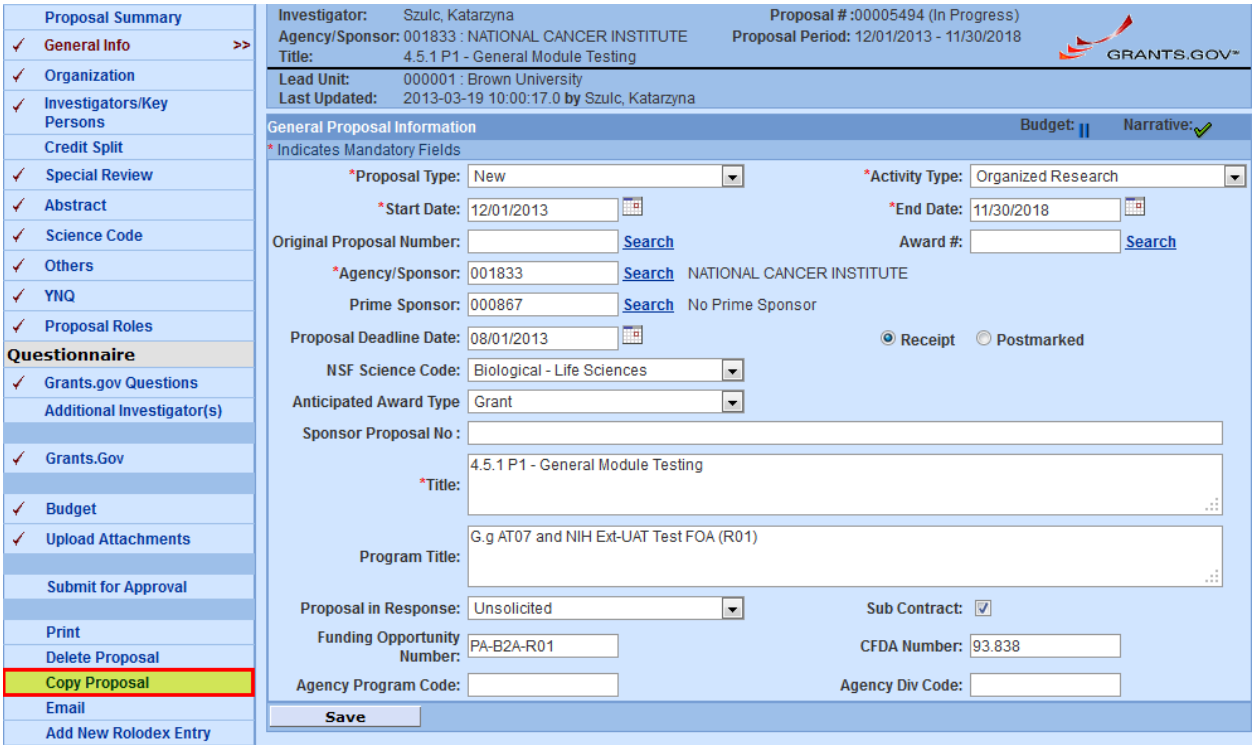
   Remember to use asterisks (*) if you do not enter the whole number.

   The development proposals that match your search criteria are displayed in the Development Proposal Search Result window.

4. Open and review the selected proposal before copying to be sure you have selected the appropriate record.

   You can click on the proposal in the Development Proposal Search Result window to open the record.

5. To make a copy of the selected proposal, click on the **COPY PROPOSAL** link located in the Navigation Panel of the Proposal Details Section.



The following Section opens up:

Coeus automatically copies the **Proposal Details, the Grants.gov Connection, and Modular Budget Check Box** from the Budget Summary tab. **Since the Grants.gov Connection is copied it is imperative that you check the Funding Opportunity Number that was copied to be sure it is still active and that it uses the correct version of the forms. Also, check the Closing Date in the Grants.gov Submission Details window to be sure that the closing date of the opportunity has not passed.**

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, PHS398 Training Budget Form Questionnaire, NIH and NSF Additional Investigators Questionnaire and Cost Sharing Questionnaires** - These questionnaires will only be available to copy if the opportunity that is being copied contains the applicable questionnaire)

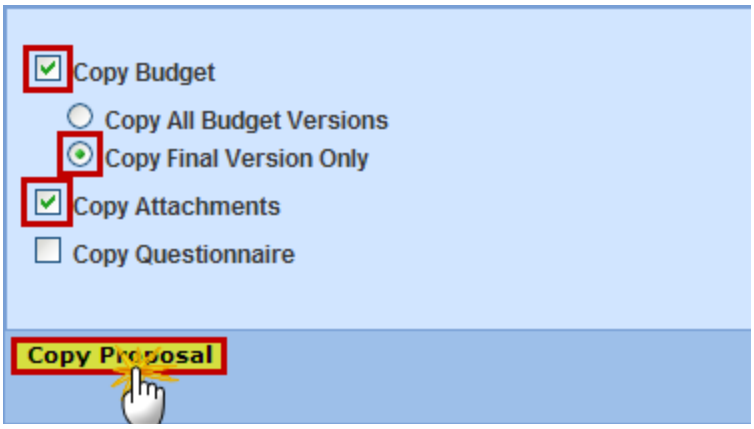
If the **Budget** or **Narrative** copy options are grayed out, that means one of the following:

1. You are not an Aggregator on the proposal you want to copy and have no rights to copy the budget / narrative.
2. There were neither narratives nor a budget entered in the original proposal you want to copy.

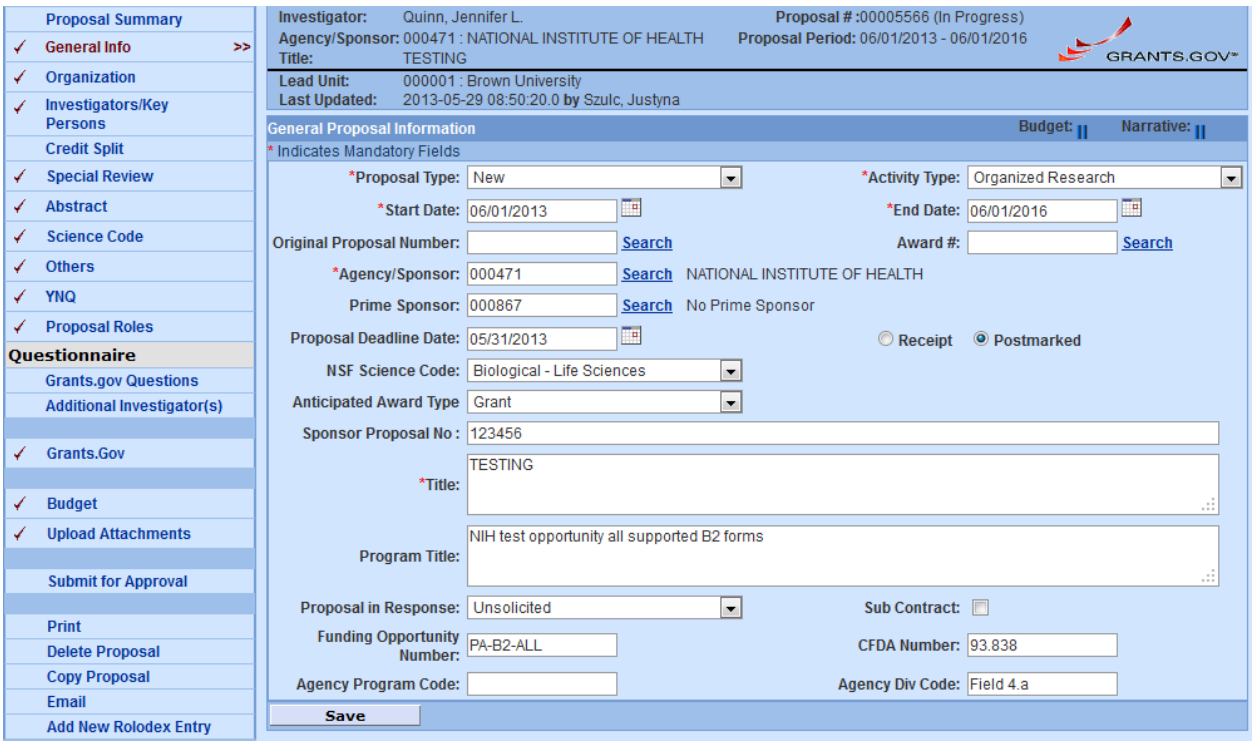
Choosing whether to copy the Narratives of the original proposal:

- When you copy a proposal, you have the option to include the previous submitted narratives in the copied version.
  *We CAUTION users against this for proposals where you will be changing the majority of the narratives. It can get confusing swapping old and new attachments.

6. Select the Items you want to copy and click [**COPY PROPOSAL**] button to make a copy of the selected proposal.



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



7. Review/Update the newly created proposal.

You can now make any necessary changes before submitting the proposal.

Modify the details of the copied proposal:

- All fields on the newly copied proposal should be reviewed and modified accordingly.
- The Start and End Dates on the Proposal Tab should be updated to reflect the new time period.
- If it is a Grants.gov submission, you should make sure that the copied Grants.gov connection is correct and appropriate for this new submission.
- If the Proposal uses a questionnaire make sure that the copied Questionnaire is correct and appropriate for this new submission.
- Remember to update the Layman Abstract in the Abstract section
- Update the Deadline Date
- Yes No Questions must be reviewed / modified – the yes no questions are pre-populated on the new proposal based on the previous submission.
- Make any other necessary changes, including the Other Section details.

Modify the Budget of the copied proposal:

- When you first open the Budget of the copied proposal, it is recommended to make a copy of the final budget version in the Select Budget window.
- You can choose if you want to **Copy period 1 only** or **Copy all periods –** This will be dependent on what needs to be modified. If you have lots of changes, you should only copy period 1.
- ***SYNC the rates** – be sure you have the most up to date fiscal year rates for the new budget.
- **Adjust your PERSONEL Details - Modify the Start & End Dates in the Personnel Budget Details** to define the new time periods.
- If the previous budget had a modular budget created or subaward budgets attached, those will copy into the new proposal as well; modify accordingly
- Make any other necessary changes.

8. Click on the [**SAVE**] button when you have completed updating you copied proposal.

End of Procedure

O UNLOCKING A PROPOSAL

Coeus Lite allows two users to access the same Development Proposal record at once but they must be in different locations: Proposal Details, and Budget. If you try to enter a section that is being modified by another user, you will receive a message that the proposal has been locked and is being used by another user. You must wait to enter that particular session until the other user has closed out of the record.

Occasionally, you may inadvertently lock a proposal that you are editing while you are in the record or if you exit Coeus without closing the Development Proposal record. Coeus allows you to unlock a proposal that you, yourself, have locked.

***Note** - Before you "unlock" a proposal, be sure that the proposal has not been minimized on your desktop; if you "unlock" a proposal that is already open, you could lose any unsaved data in your proposal.

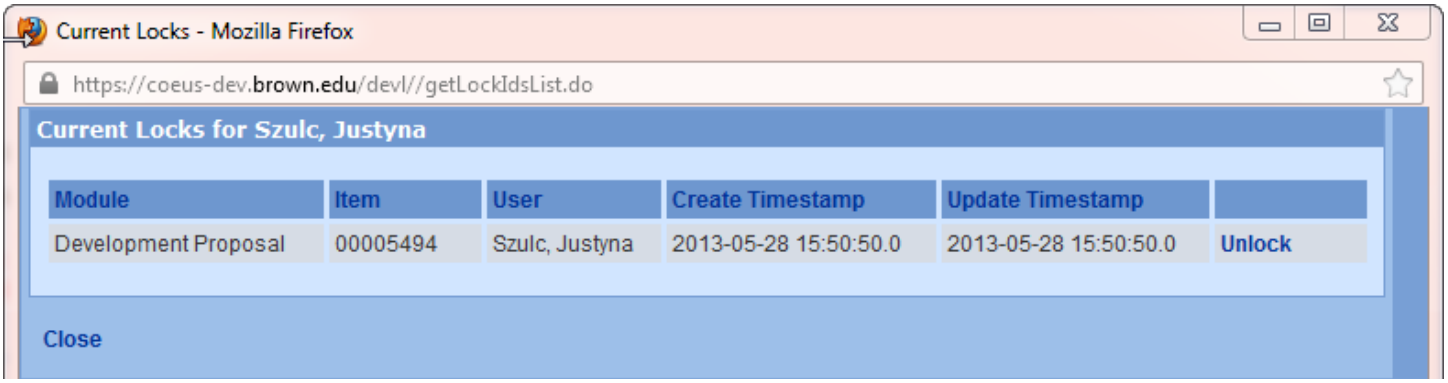
Locks can also occur when there is a disconnection between the user's computer and Coeus. The disconnection can be caused by a computer crash, a network glitch or failure, or a server issue. Leaving a proposal open in Modify mode overnight may cause the proposal to lock if the Coeus server is rebooted for maintenance.

If a different user has locked the proposal, he/she may be working on the proposal at that time. If another user has it locked, but is ***not*** currently editing the proposal, you can ask him/her to unlock the proposal for you.

PROCEDURE

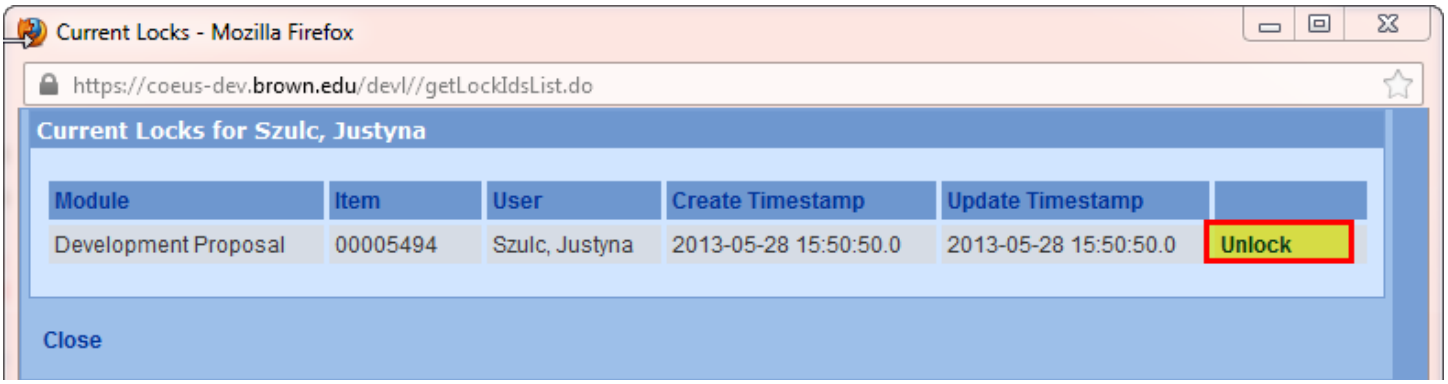
1. To begin unlocking the selected proposal click on the **CURRENT LOCKS** link on the top of the Coeus Lite Screen.

Current Locks Window will open up.



2. Select the **correct Development Proposal # (Item)** that is locked.

3. Click on the **UNLOCK** link for that proposal to delete the current lock.



"Are you sure you want to delete the lock on …..?" question pops up to confirm that you wish to delete the lock.

4. Click the [**OK**] button to delete the lock.

5. Click the **CLOSE** link to exit out of the Current Locks Window.

The lock for the proposal has been deleted and you can now edit the proposal.

End of Procedure

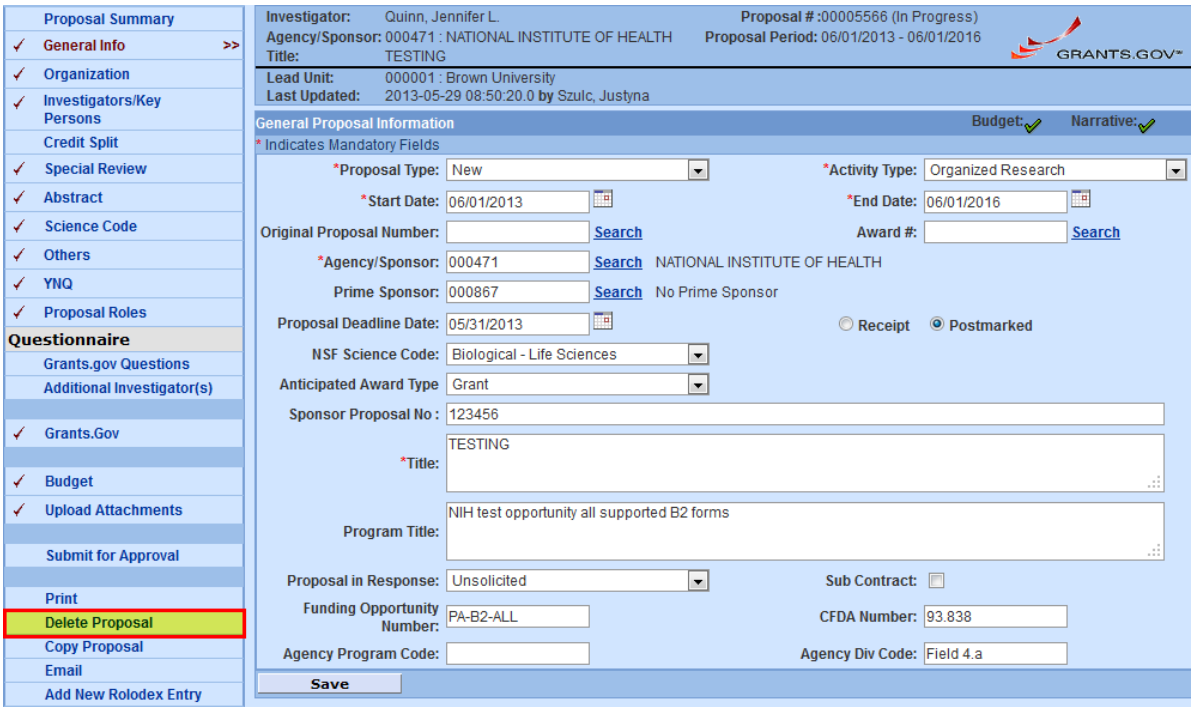
o Deleting Proposal Record

Coeus has a new functionality that allows a user to **DELETE** Proposals that are "In Progress." Only an Individual who is an Aggregator on a Proposal may delete that Proposal.

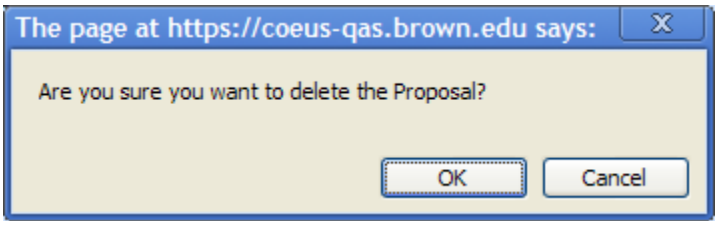
Procedure

1. Search and open the proposal development record for the proposal that you want to delete.

2. Click on the **Delete Proposal** link located in the Navigation Panel of the **Proposal Details Section** of the selected proposal.



A window will appear asking if you are sure that you want to delete the proposal.



3. Select the [**OK**] button. Your proposal will be deleted from the system.

The Delete function only works on Proposals that are "In Progress" status. If proposal is in an "Approved" or "Submitted" status it cannot be deleted from the system.

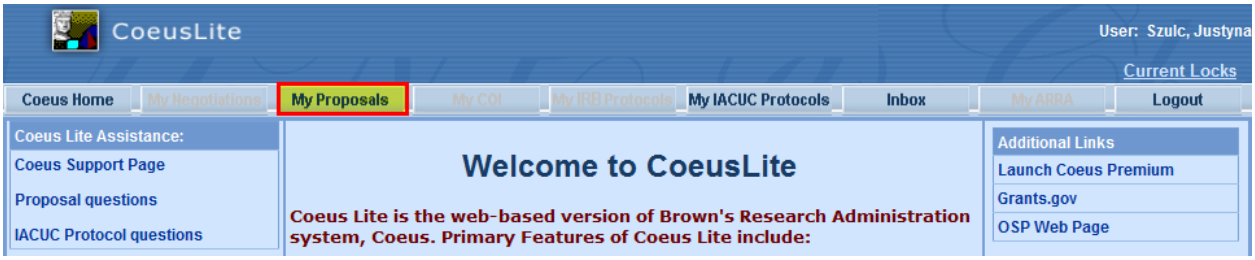
End of Procedure

o Searching Development Proposals Records

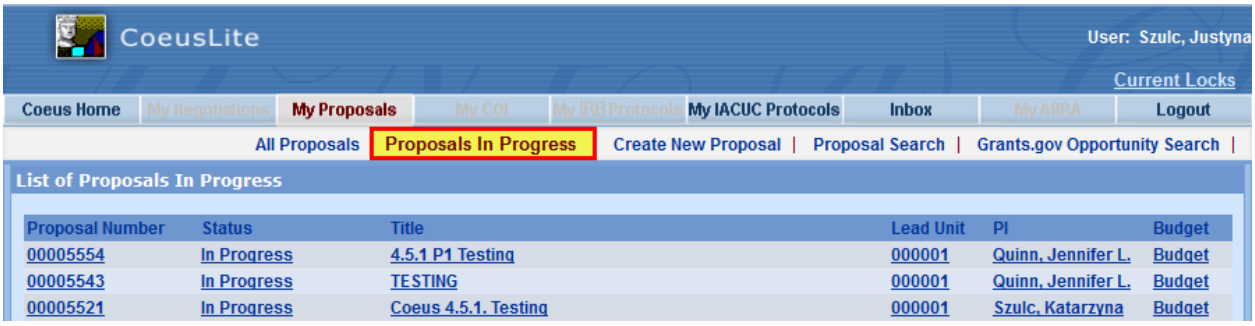
There are various ways to search for records in Coeus.

PROCEDURE

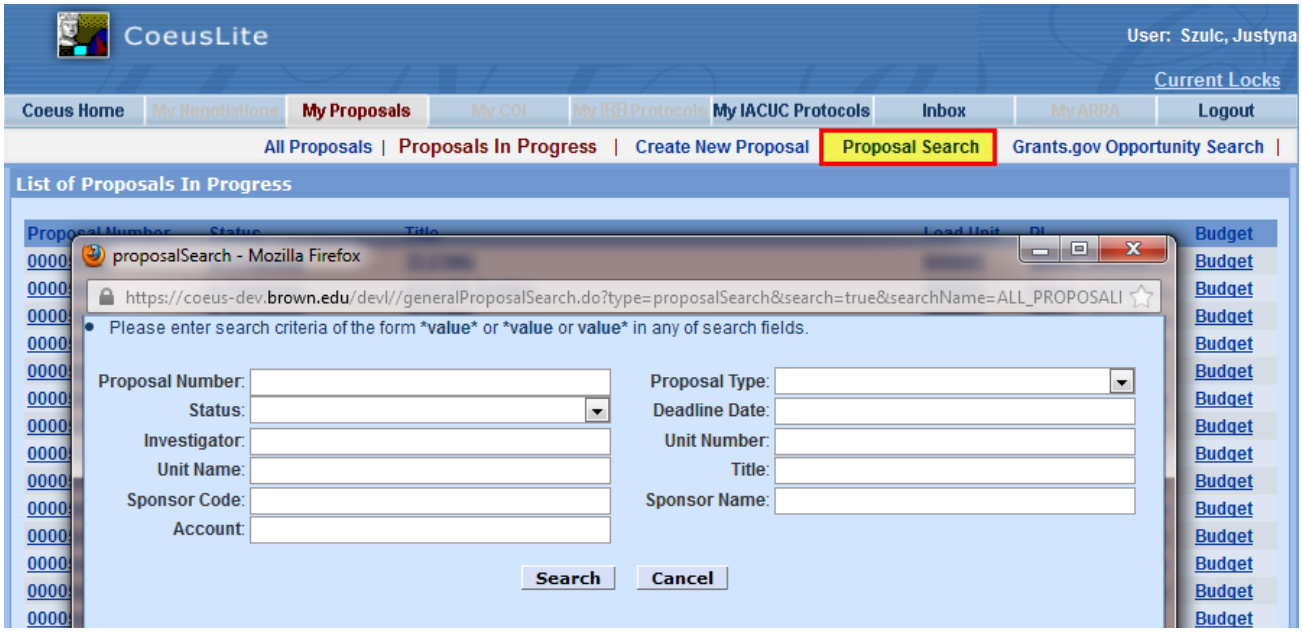
1. While in the **Welcome to Coeus Lite Page**, click on the **MY PROPOSALS** link.



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



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.**

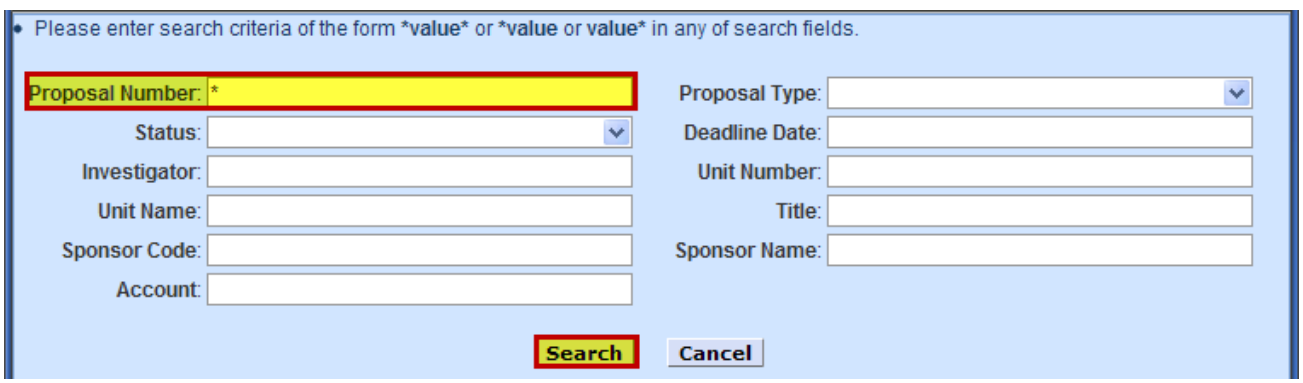
Coeus will search for proposals that:

- 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.

If you do not have a role on a proposal, it will not appear in your search results.

*Searching for **ALL** your Proposals*

1. Enter a wildcard (asterisk – *****) in the **Proposal Number** field.

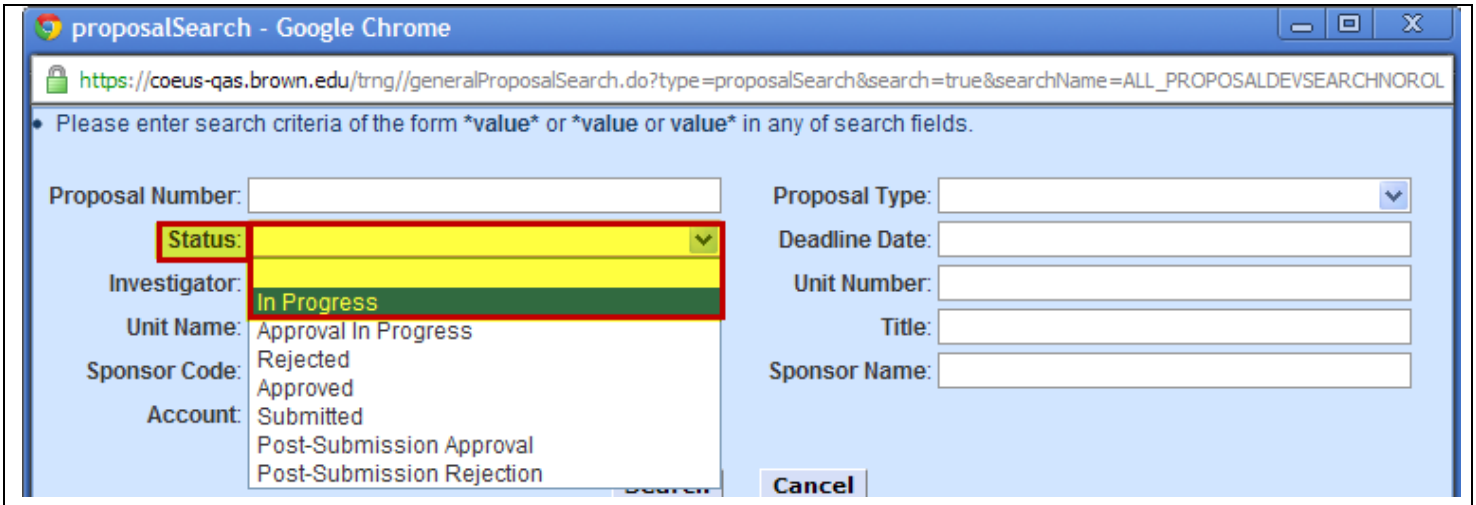


2. Click the [SEARCH] button to conduct your search.

   The search will return all proposals where you have a role.

*Searching for your **IN-PROGRESS** Proposals*

1. Select ***In Progress*** from the drop-down menu in the **Status** field.

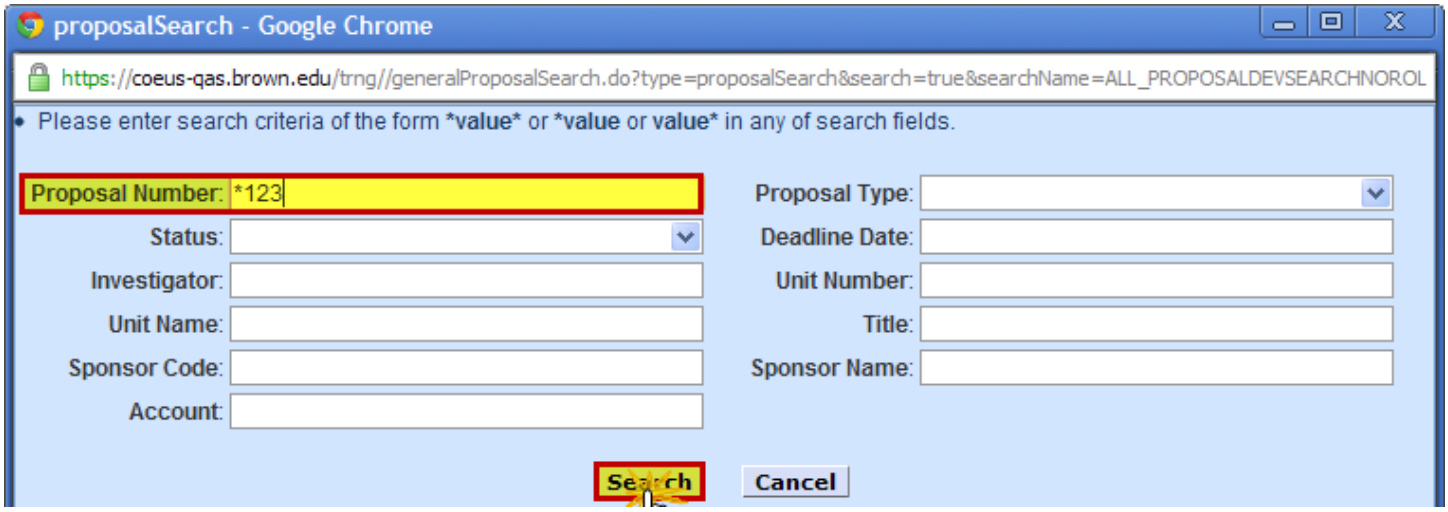


2. Click the [**SEARCH**] button to conduct your search.

   This search returns a list of all proposals that you have a role in and that have the status ***In Progress***.
   (You can also search for Submitted, Approval in Progress, and Rejected proposals by this method).

Searching by ***PROPOSAL NUMBER***

1. Enter the number in the **Proposal Number** field. Using the wildcard saves entering "0000" at the start of the number.

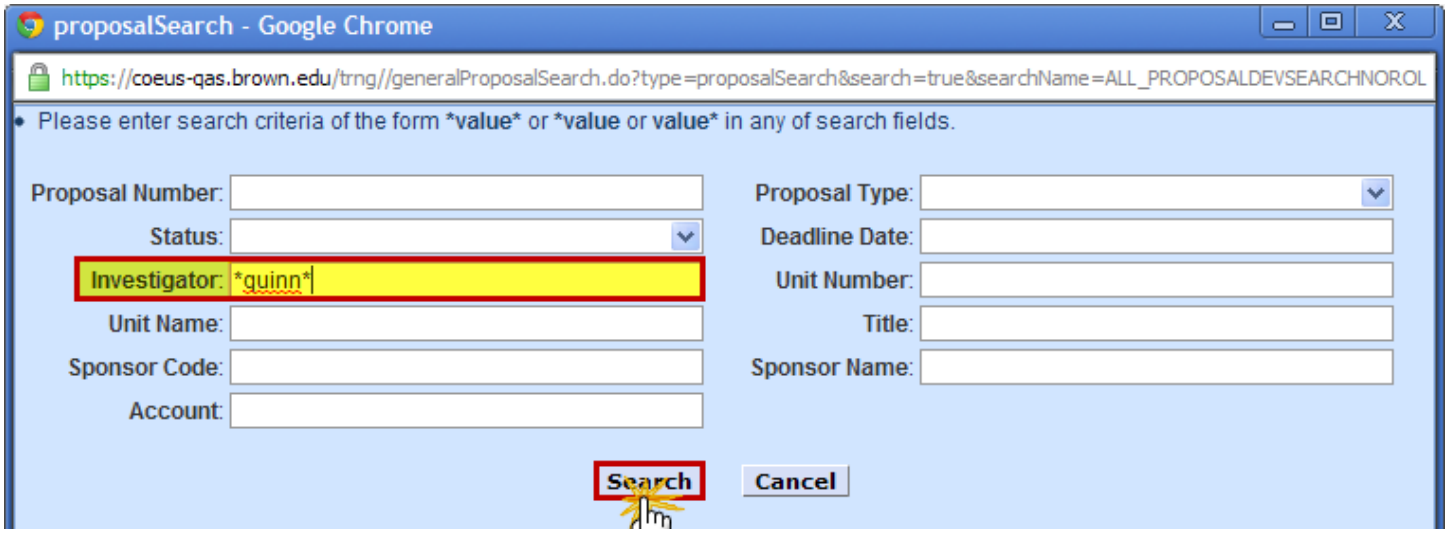


2. Click the [**SEARCH**] button to conduct your search.

   The search will return the exact proposal you are looking for.

Searching by ***PRINCIPAL INVESTIGATOR/INVESTIGATOR***

1. Enter the name of the Principal Investigator/Investigator in the **Investigator** field. Use the wildcard in the **Investigator** field to search for a proposal by Investigator name. Coeus stores individuals' names very specifically so it is important to use the wildcard for this type of search.



2. Click the [**SEARCH**] button to conduct your search.

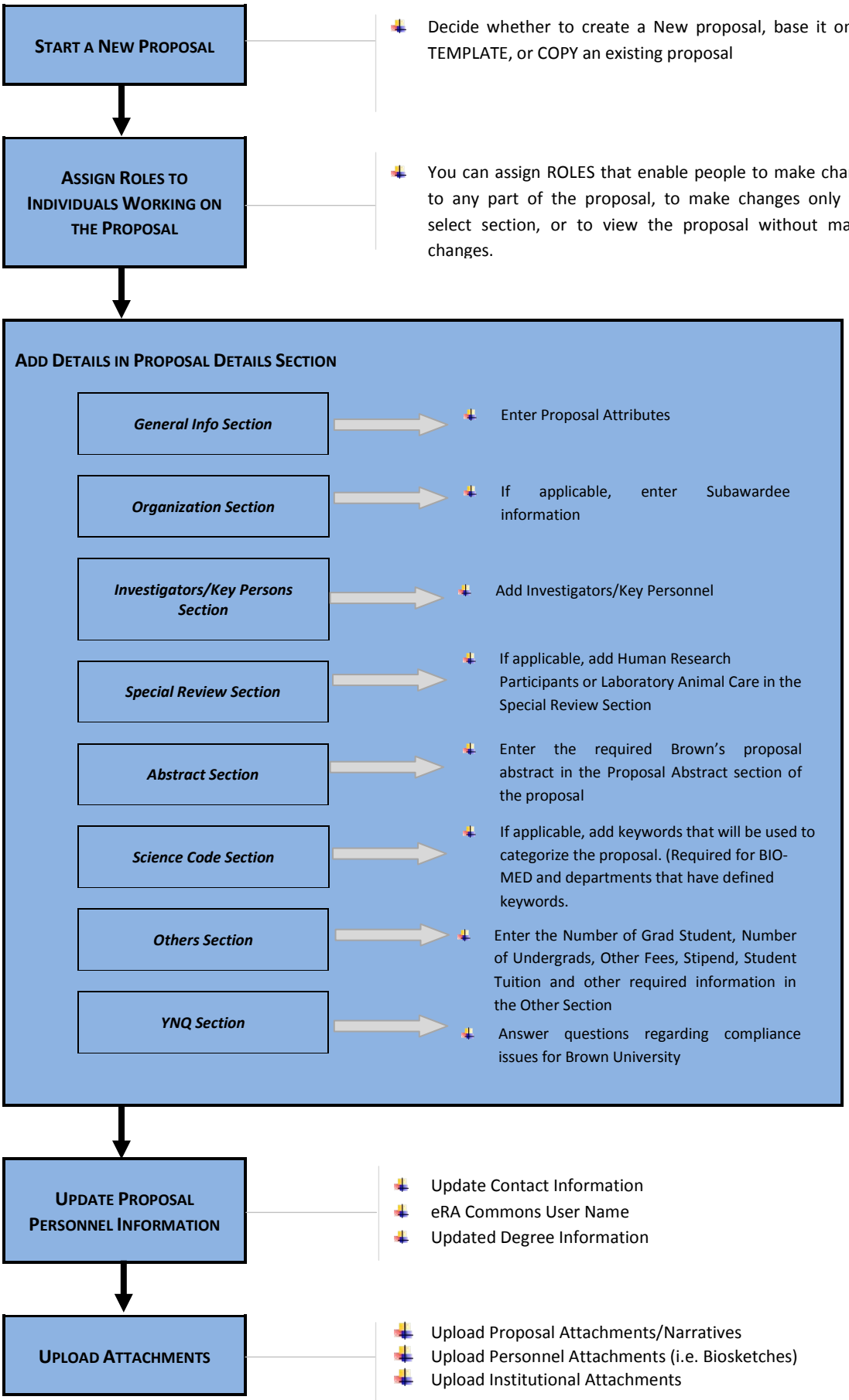
The search will return all the proposals that the individuals is an Investigator on.

Other searches you can conduct:

- Proposal Type – *Use this field to search for your Department's Template*.
- Deadline Date
- Title
- Sponsor

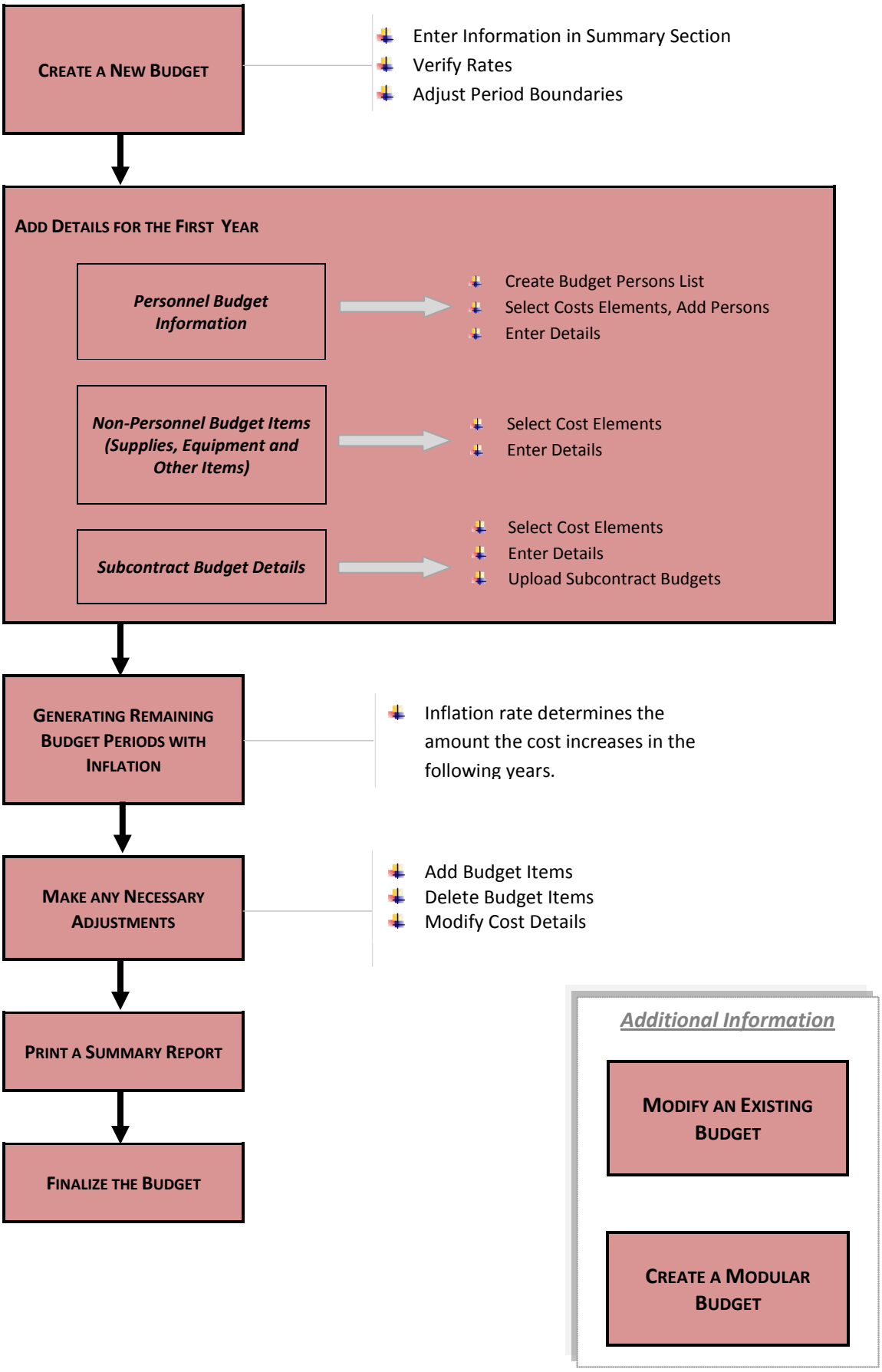
APPENDIX A. OVERVIEW OF THE PROPOSAL CREATION PROCESS IN COEUSLITE

The process of creating a new budget includes the steps shown below.



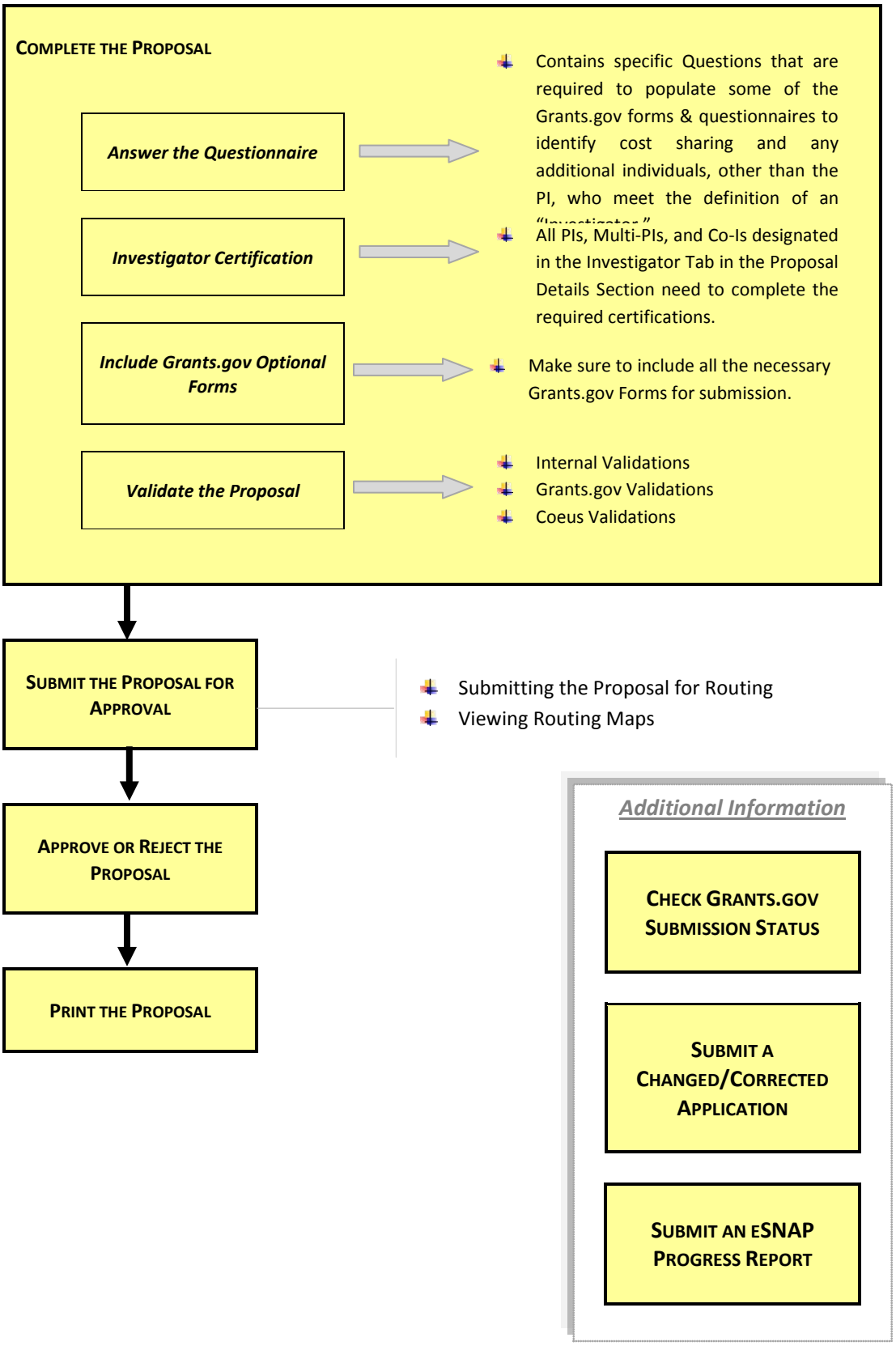
APPENDIX B. OVERVIEW OF THE BUDGET PROCESS IN COEUS LITE

The process of creating a new budget includes the steps shown below.



APPENDIX C. OVERVIEW OF THE PROPOSAL FINALIZATION & APPROVAL PROCESS IN COEUS LITE

The process of finalizing and approving your proposal includes the steps shown below.



APPENDIX D: OVERVIEW OF THE NON-GRANTS.GOV PROPOSAL SUBMISSION PROCESS IN COEUS LITE

CREATE A PROPOSAL IN COEUS

Complete the Proposal Details Section

General Info
Organization
Investigators/Key Persons
Special Review
Abstract
Science Code
Others
YNQ
Questions for Grants.gov Forms
Questionnaire

- Enter the Proposal attributes in the General Info Section
- If applicable, enter Subawardee information in the Organization Section
- Add Investigators/Key Personnel
- If applicable, add Human Research Participants or Laboratory Animal Care in the Special Review Section
- Enter the required Brown's proposal abstract in the Proposal Abstract section of the proposal
- If applicable, add keywords that will be used to categorize the proposal. (Required for BIO-Med and departments that have defined keywords)
- Enter the Number of Grad Student, Number of Undergrads, Other Fees, Stipend, Student Tuition and other required information in the Other

Upload the applicable Proposal and Personnel Attachments in the Upload Attachments Section

(Some of the available attachment types are described in the table provided – only use the attachments types that apply to your proposal)

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

Complete the Budget Section

- 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

Complete the Investigator Certification

- All PIs, Multi-PIs, and Co-Is need to complete the required certifications

Submit the Proposal for Approval Routing

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

APPENDIX E: COEUS NARRATIVE TYPES FOR STANDARD GRANTS.GOV/NIH FORMS

***This chart does not include training grant or fellowship applications.**

All Grants.gov attachments are uploaded in the **Upload Attachment Section** of Coeus Lite. Please refer to sponsor-specific instructions for requirements and criteria of attachments.

The NIH Narratives Types will only be accessible once the proposal is connected to Grants.gov.

GRANTS.GOV FORM	BOX #	FIELD NAME	COEUS NARRATIVE TYPE	☑
SF 424 (R&R) Cover Component				
Page 2	18	SFLLL or other Explanatory Documentation	RRSF424_SFLLL_OtherExplanatory	
	20	Pre-application	Pre-Application	
R&R Project/Performance Site Locations				
Bottom of Page		Additional Locations	Performance_sites	
R&R Other Project Information				
	7	Project Summary/Abstract	Project_Summary	
	8	Project Narrative	Narrative	
	9	Bibliography & References Cited	Bibliography	
	10	Facilities & Other Resources	Facilities	
	11	Equipment	Equipment	
	12	Other Attachments	Other (Title Required)	
R&R Senior/Key Person Profile (Expanded)				
*Select from the Document Type drop-down menu in the Proposal Personnel window (not Narratives)		Biographical Sketch	Biosketch	
		Current & Pending Support	Current and Pending	
		Statement of Commitment	Statement of Commitment	
		Other	Other (Description will populate the form)	
R&R Budget				
	K	Budget Justification	Budget_Justification	
R&R Subaward Budget Attachment Form				
		Attach your subawardee budget files	Edit → Sub Award; Files uploaded to the Sub Award Budget window	
PHS Cover Letter				
		Mandatory Cover Letter File Name	PHS_Cover_Letter	
PHS398 Research Plan				
Research Plan Attachments	1	Introduction to Application (Resubmission & Revisions only)	PHS_ResearchPlan_IntroductionToApplication	
	2	Specific Aims	PHS_ResearchPlan_SpecificAims	
	3	Research Strategy	PHS_ResearchPlan_ResearchStrategy	
	4	Inclusion Enrollement Reprot	PHS_ResearchPlan_InclusionEnrollmentReport	
	5	Progress Report Publication List	PHS_ResearchPlan_ProgressReportPublicationList	
Human Subject Sections	6	Protection of Human Subjects	PHS_ResearchPlan_ProtectionOfHumanSubjects	
	7	Inclusion of Woman and Minorities	PHS_ResearchPlan_InclusionOfWomenAndMinorities	
	8	Targeted/Planned Enrollment	PHS_ResearchPlan_TargetedPlannedEnrollmentTable	
	9	Inclusion of Children	PHS_ResearchPlan_InclusionOfChildren	
Other Research Plan Sections	10	Vertebrate Animals	PHS_ResearchPlan_VertebrateAnimals	
	11	Select Agent Research	PHS_ResearchPlan_SelectAgentResearch	
	12	Multiple PD/PI Leadership Plan	PHS_ResearchPlan_MultiplePILeadershipPlan	
	13	Consortium/Contractual Arrangements	PHS_ResearchPlan_ConsortiumContractualArrangements	
	14	Letters of Support	PHS_ResearchPlan_LettersOfSupport	
	15	Resource Sharing Plan(s)	PHS_ResearchPlan_ResourceSharingPlans	
	16	Appendix	PHS_ResearchPlan_Appendix (Filename will not appear in box 18 but the attachment is included with the form)	
PHS 398 Modular Budget				
	2	Personnel Justification	PHS_MoBud_PersonnelJustification	
		Consortium Justification	PHS_MoBud_ConsortiumJustification	
		Additional Narrative Justification	PHS_MoBud_NarativeJustification	

APPENDIX F: SUBMITTING A REVISED BUDGET IN COEUS LITE

In this topic you will learn how to create and submit a Revised Budget for approval routing in Coeus Lite. The following directions define the process and identify specific data that is needed in the proposal record for Revised Budgets.

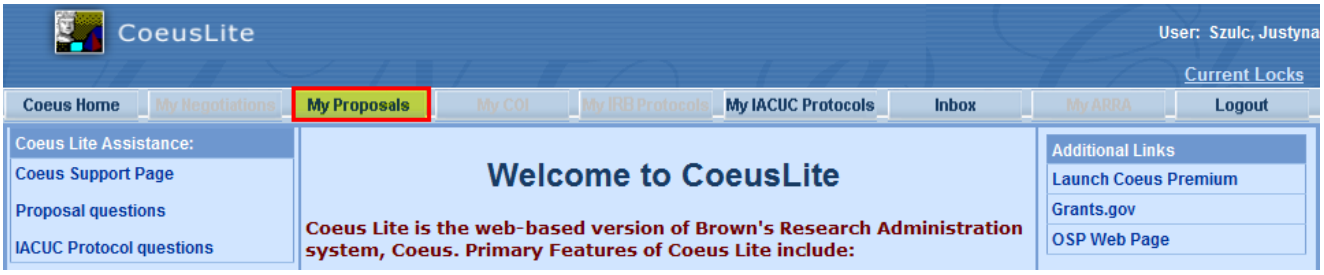
Completing the Development Proposal record for a Revised Budget is streamlined by making a copy of the original Development Proposal record submitted.

➢ *Searching for the Original Development Proposal Record*

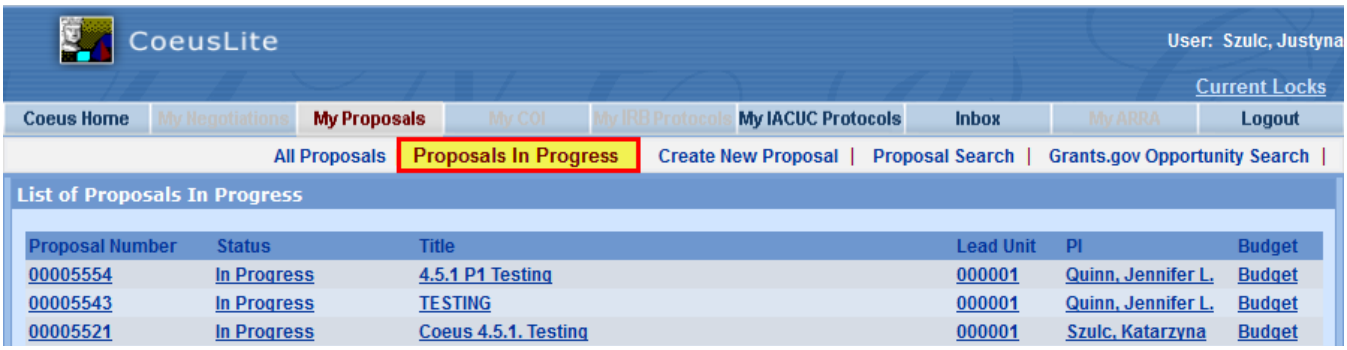
To begin creating a Revised Budget in Coeus, first search for the Development Proposal record that was submitted and for which you have been requested to complete a revised budget. Also, before you create the revised proposal, you will need to get the **Institute Proposal record number** of the original submission from the Medusa window of that proposal. **That can only be done in Coeus Premium so you will need to log in to Coeus Premium to get the Institute Proposal Number information.**

PROCEDURE

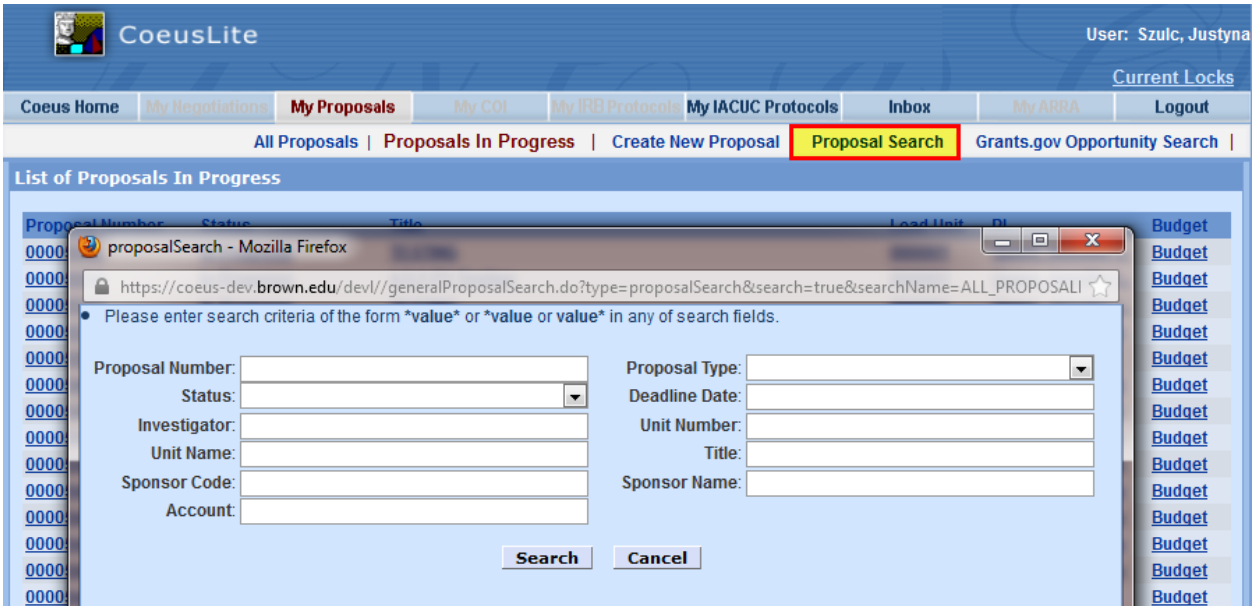
1. While in the **Welcome to Coeus Lite Page**, click on the **MY PROPOSALS** link.



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



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.

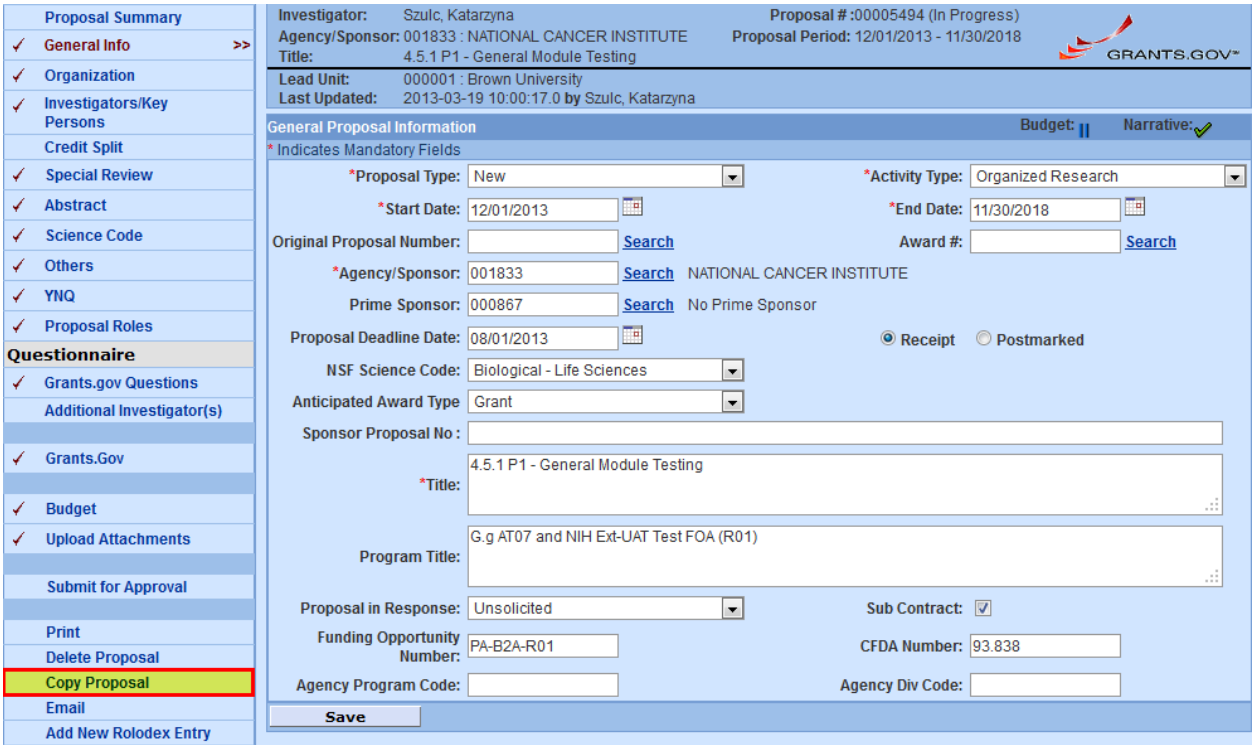
Refer to the Coeus Premium Instructions for Submitting a Revised Budget to get the Institute Proposal Number.

➢ *Making a Copy of the Original Development Proposal Record*

Completing the Development Proposal record for a Revised Budget 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 following Section opens up:

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

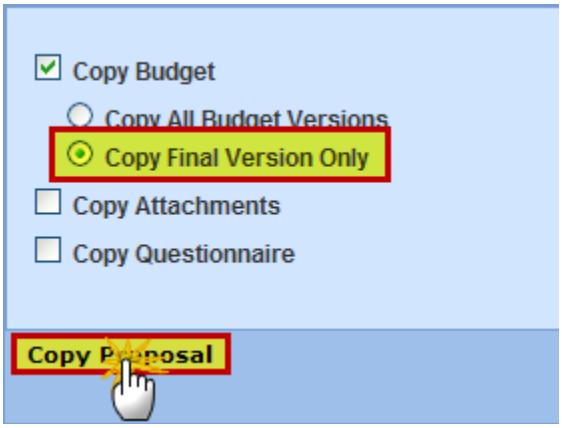
- Questionnaire (available questionnaires in Coeus Lite to copy are: **NSF Cover Page Form Questionnaire, PHS Fellowship Supplemental Form Questionnaire, and PHS398 Training Budget Form Questionnaire** - These questionnaires will only be available to copy if the opportunity that is being copied contains the applicable questionnaire)

If the **Budget** or **Narrative** copy options are grayed out, that means one of the following:

1. You are not an Aggregator on the proposal you want to copy and have no rights to copy the budget / narrative.
2. There were neither narratives nor a budget entered in the original proposal you want to copy.

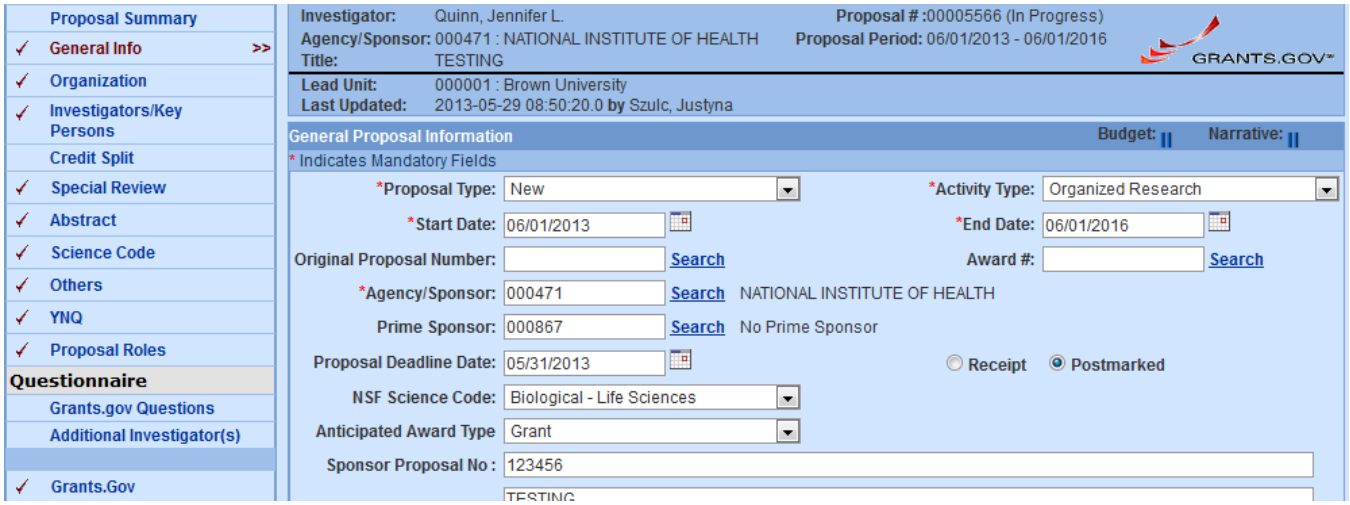
2. Under the Budget box, click the **Final version only** radio option to make a copy of the proposal with the final budget version included.

Do NOT check the Narrative or the questionnaire box; the original Narratives are not needed for a Revised Budget submission.



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

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



➢ *Updating the Newly Created Development Proposal Record*

The next step is to verify and modify data in the proposal development record pertaining to the Revised Budget.

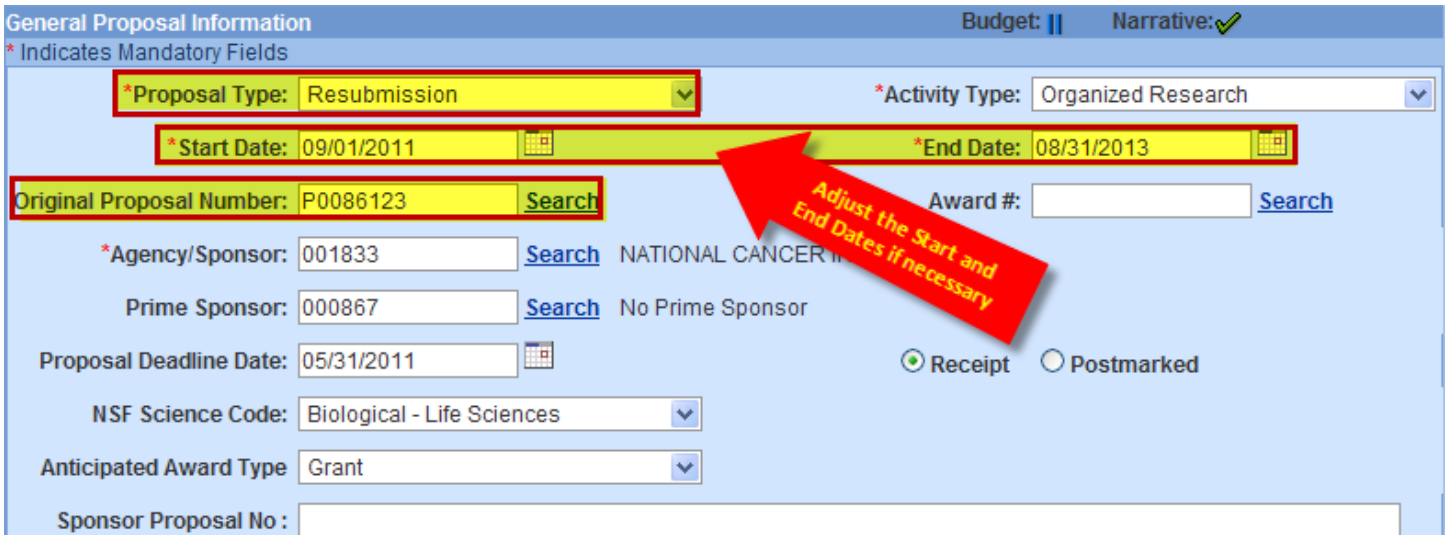
The following instructions identify specific data that is needed in the proposal record for Revised Budget proposals. Please refer to the Training Guides for detailed instruction on how to complete each section.
http://research.brown.edu/osp/coeus/Training/User_Guides.html

PROCEDURE

Modifying the Proposal Details Section:

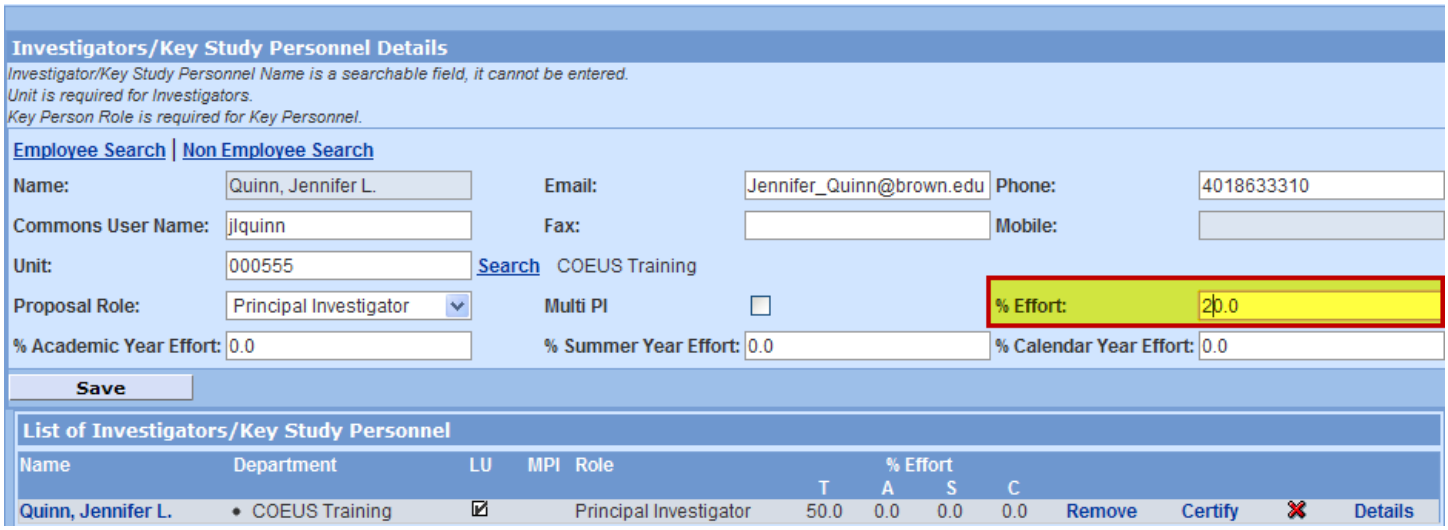
1. In the **General Info Section**, enter/modify the required information. Follow regular instructions for completing the fields.
   i. **Start and End Date** fields – adjust if necessary
   ii. **Proposal Type** field – select ***Resubmission***
   iii. **Original Proposal** field - Enter the Institute Proposal number (Obtained from Coeus Premium) for the original submission. [To link to the Institute Proposal record, click the **SEARCH** link to the right of the field and search by the *Title*, *PI*, and *Sponsor*)

It is very important to set the Proposal Type to Resubmission for the Revised Budget to route appropriately.



2. In the **Organization Section** follow the regular instructions for completing the fields.

3. In the **Investigators/Key Persons Section** if any Investigator effort is being changed as a result of the Revised Budget, adjust the **Effort %** field accordingly.



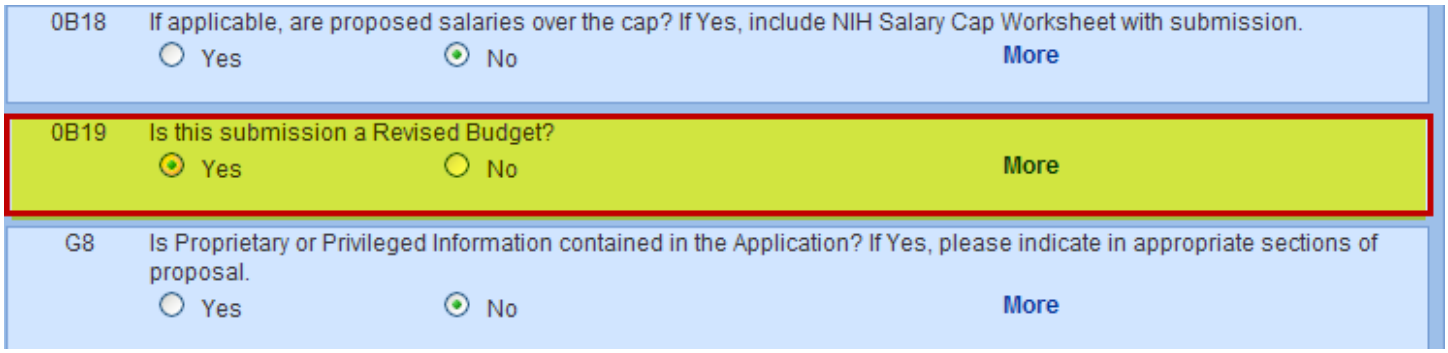
4. In the **Special Review Section** follow the regular instructions for completing the fields.

5. In the **Abstract Section** follow the regular instructions for completing the fields.

6. In the **Science Code Section** follow the regular instructions for completing the fields.

7. In the **Others Section** follow the regular instructions for completing the fields.

8. In the **YNQ Section** of the proposal record, you must indicate in question **0B19** that the submission is a Revised Budget.



After copying the original proposal, this question will be populated with "NO", be sure to change this to **"YES"** for all Revised Budget proposals.

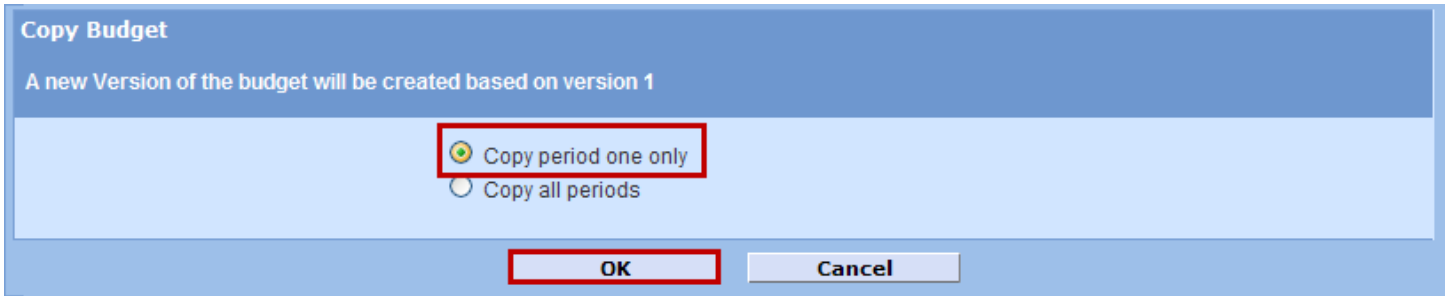
9. Click the [**SAVE**] button to save your changes.

➢ *Revising the Budget*

Enter the Budget section to revise your budget. Please refer to the detailed instructions in this guide on how to complete the Proposal Budget Section.

If you choose, you can make a copy of the original budget and only include Period 1 in order to have the ability to generate the out years for the revised Budget. **Keep in mind that when you copy a budget version, any subawards that**

are uploaded in the original budget version do NOT get copied over and will need to be re-uploaded in the new budget version.



➢ *Completing the Upload Attachments Section*

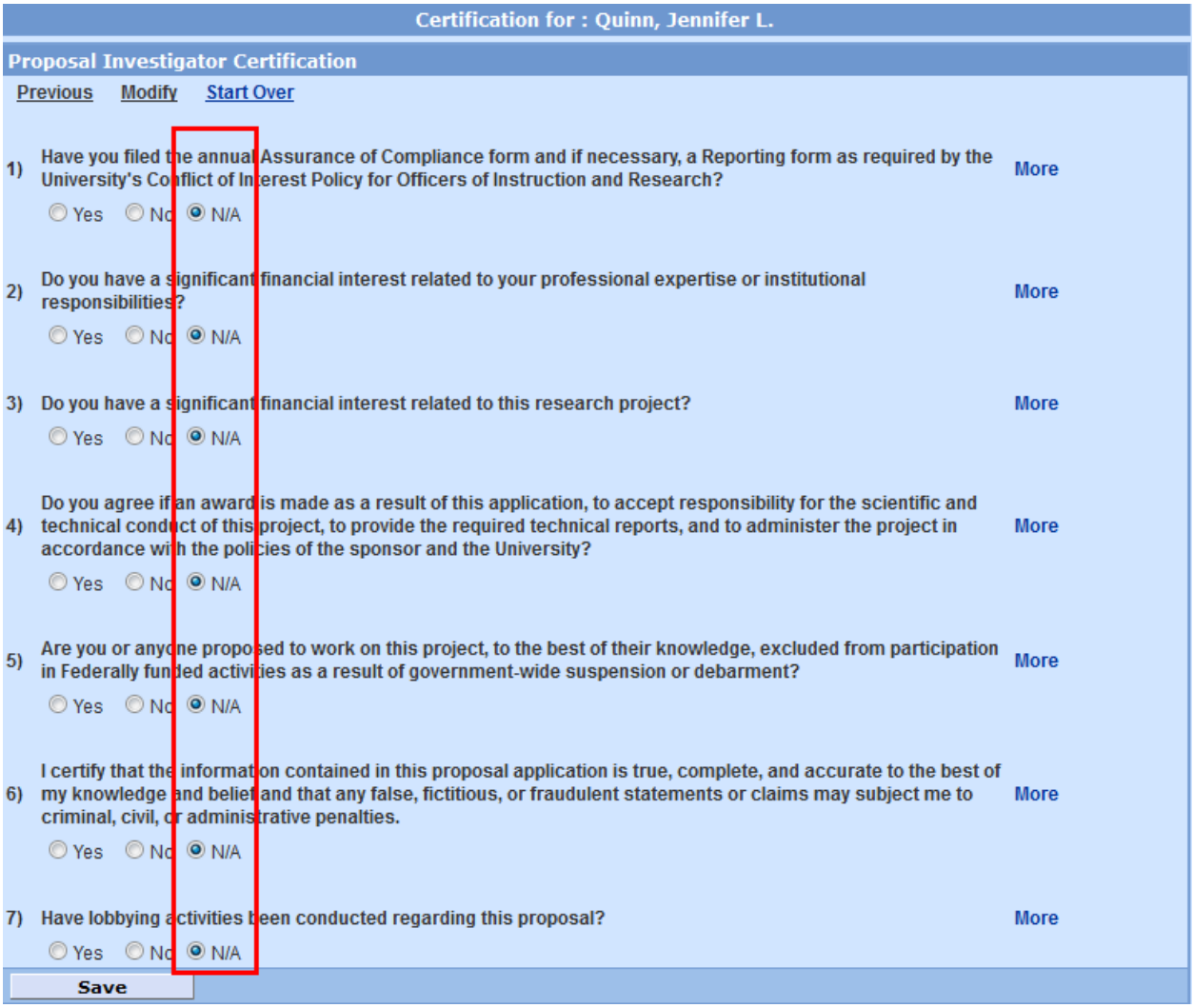
Upload any necessary documents needed to support the Revised Budget in the **Upload Attachments section.**

➢ *Completing the Certifications for All Investigators*

The PI, Co-PIs and Is do NOT need to certify the proposal for Revised Budget submissions. To complete this step:

1. Navigate to the **Investigators/Key Persons Section** and select the [**CERTIFY**] button for the PI.

2. Answer all the certification questions as "N/A"



3. Repeat these steps for all investigators in that section.

➢ *Submitting the Proposal for Approval Routing*

The Approval Routing of Revised Budgets will bypass the Department Chair sign-off since they are not needed for this type of submission.

APPENDIX G: FUNCTIONS THAT CANNOT BE PERFORMED IN COEUS LITE

Currently, the Coeus Lite and Coeus Premium versions are very much compatible and majority of the proposal development functions can be accessed in either of the versions. However, there are still few functions that are exclusive to Coeus Premium and will need to be completed in that environment (*you can complete all the available components in Coeus Lite, and then access Coeus Premium to complete the ones that are only available there*).

The functions that are not available in Coeus Lite and can **ONLY** be accessed in Coeus Premium are:

- **Re-Order Proposal Personnel**
  Coeus Premium gives you the option to sort the order of the personnel included in your proposal to arrange the Key Personnel in the order you desire for them to appear in the R&R Senior Key Person (Expended) Form and the R&R Budget Form. (The PI must be listed first). Currently, Coeus Lite does not have this functionality.

- **Add/Maintain Proposal Personnel Citizenship Details**
  Some sponsor forms require citizenship details. Currently, this information can only be added/maintained in Coeus Premium Proposal Person Details Screen. (NIH Fellowship & Career Development forms)
  Once the Citizenship Information is entered in Premium, it will not be displayed in the Coeus Lite proposal, but it will be in effect and modifiable in the Premium proposal until submitted for approval.

- **Assign Narrative User Rights**
  In Coeus Premium when uploading Narrative Attachments, you have the ability to assign following rights to users: Read, Modify, or None. This feature is useful if one is attaching documents that contain confidential information that others on the proposal should not necessarily be able to view, modify, or both.
  Once the rights are assigned in Premium, they will carry over to the proposal in Coeus Lite. However, they will only be modifiable in the Premium proposal.

- **Create Narrative Placeholders**
  Coeus Premium allows you to Add Narrative Type "placeholder" without uploading a file; files can be uploaded later. Files can be uploaded in Coeus Lite to the Narrative Placeholders that have been created in Coeus Premium.

- **View Approval Routing Map before Submitting the Proposal for Approval**
  Coeus Premium allows you to preview the Approval Map as you build your proposal. In Coeus Lite you can only see the Approval Routing Map for the Proposal after it has been submitted for approval.

- **Proposal Hierarchy**
  A proposal hierarchy can be helpful if you need to build separate budgets to submit as one – for example if the proposal includes:
  - Co-Investigators in other departments with Lab Allocations
  - Separate budgets and/or tasks by child accounts
  - Separate a budget with a specialized F&A rate

  You can create and complete your individual proposals in either Coeus Lite or Premium but *creating* the hierarchy and *linking* and *unlinking* the child proposals to the parent proposal *can only* be done in Coeus Premium. Once separate proposals are created, one of the proposals can then create the Parent proposal, and as many child proposals can be linked as are needed.
  While a proposal is linked in a hierarchy, it can only be *viewed* in Coeus Lite. You must *Unlink* the proposal from the hierarchy to continue modifications in Coeus Lite. The hierarchy parent proposal can only be modified in Coeus Premium.

- **Set Direct Cost Limit and Total Cost Limit for Each Budget Period**
  Coeus Premium allows you to set Direct Cost Limit and Total Costs Limit for **each** Project Period. This functionality is not available in Coeus Lite. In Coeus Lite you can only set the Total Cost Limit and Total Direct Cost Limit for the **entire** Project Period in the Budget Summer Section.

- **Sync Period Costs to the Total Period Costs Limit or the Period Direct Cost Limit**
  Coeus Premium allows you to *sync* some of the direct costs in the project periods to the Direct Cost Limit or the Total Costs Limit for **each** Project Period. This functionality is not available in Coeus Lite.

- **Turn Off Inflation for Personnel Line Items/Budget Elements**
  Coeus Premium allows you to *turn off* the inflation for Personnel Line items in the Budget – Line Item Detail Window before any individuals are added to that Line Item. This functionality is not available in Coeus Lite.

- **Change a Budget Category of a Line Item for this Proposal**
  Coeus Premium allows you to assign a Line Item to a category different from what it defaults to. For example, publishing a Post Doc to the Senior Personnel section of the RR Budget. This functionality is not available in Coeus Lite.

- **Print Budget Total and Industrial Cumulative Budget Forms**
  The Budget Total form and the Industrial Cumulative Budget Form can only be printed from Coeus Premium. They are currently not available in Coeus Lite.

- **Customize Coeus Budget View**
  Coeus Premium allows you to customize the view of the budget giving you the option to select the information that you want to view; e.g. Cost Share column for each line item, Category, Underrecovery, etc.

- **Generate a List of Investigator's Current and Pending Awards**
  Coeus Premium has a tool that queries the Award module for current awards and the Institute Proposal module for pending proposals. These reports can be downloaded as Excel files and used to prepare a Current & Pending Support document.

- **View Institute Proposals and Awards**
  The Institute Proposal module and the Award module can only be accessed in Coeus Premium.

- **Modify Rolodex Entries you Created**
  Coeus Premium allows you to make modifications to the Rolodex entries that you have created. Such modifications cannot be made in Coeus Lite. Coeus Lite only allows you to create *new* Rolodex Entries.