I. Requesting Access to Coeus

A Brown IT ticket is required for access to Coeus:

1. Go to IT Service Center - https://ithelp.brown.edu/new-ticket
3. In the "Which Application or Service would you like assistance with? *" text box > Enter Coeus
4. Under "Please select a category for your request" drop-down > select Submit an Account or Access Request
5. In the Sub-Category drop-down below - Select Coeus.
6. The Coeus form will open - complete the form & select the roles you need.

II. Coeus Access Roles

- APPROVE ALL PROPOSALS FOR DEPARTMENT (Assigned to Approval Map) - *Dept Chair Approval for Designee
  Approve all proposals submitted by the Department. Department Chair or approved Designee is required for each department.

  Specific affiliated role rights:
  - View entire Proposal
  - Approve / Reject Proposal
  - Add an Approver
  - View Grants.gov Package
  - Print all portions of the Proposal

- PROPOSAL CREATOR (Create Proposals for Department)
  Allowed to Create a New Proposal and is automatically assigned Aggregator role on proposals created.

  Specific affiliated role rights:
  - Create Proposals
  - View Institute Proposals & Awards for Department
  - Add / Modify/ Delete Rolodex
  By default all Aggregator rights as well. (See Aggregator role.)

- AGGREGATOR (Modify all Proposals for Department)
  Full access rights to a proposal In Progress. (The creator of a proposal is automatically assigned a role of Aggregator. There can be multiple users with Aggregator role on a proposal.) Cannot copy proposals with budget & narrative where they did not previously have role.

  Specific affiliated role rights:
  - View & modify entire Proposal
  - Create / Modify Budget & Narrative (Upload Attachments)
  - Maintain Proposal Roles (Access) [add/remove people]
  - View & Maintain Person Certification
  - Answer "Yes/No" Questions
  - Submit the Proposal for Departmental Routing and Institute Approval
  - View Grants.gov Package
  - Print all portions of the Proposal
- **BROWN ASSISTANT AGGREGATOR / NO BUDGET** (Modify Proposals for Department but no access to the budget)

  Can modify proposal details and can create and upload proposal narratives and personnel attachments. *Cannot view or edit the budget and cannot maintain proposal roles.*

  Specific affiliated role rights:
  - View & modify Proposal **except** Budget
  - Create / Modify Narratives (Upload Attachments)
  - View & maintain Person Certification
  - Submit the Proposal for Departmental Routing and Institute Approval
  - Print all **excluding** Budget forms

- **PROPOSAL ASSISTANT (Access to assigned Proposals Only)**

  This role is intended for users who will not create proposals for their department but will be granted access at the proposal level to work on specific proposals within the department.

  Specific affiliated role rights:
  - Add/modify/delete Rolodex
  - View Institute Proposals & Awards at Unit

- **VIEW-ALL DEV PROPOSALS (View Access to all Development Proposals for a Department)**

  Designed to give view access to already existing proposal development records to a user without having a role on the proposal. Can view the proposal details, budget and narrative sections of the proposal. Can also make a copy of a pre-existing proposal record **but cannot copy the budget or narrative sections.**

  Specific affiliated role rights:
  - View entire Proposal
  - Print all **excluding for Budget forms.**

- **VIEW ALL PROPOSALS AND AWARDS (Department Level or Central Office Level)**

  View proposals and awards (and award notices when applicable) / Access to Sponsored Projects Reports in Cognos
  - View Department Institute Proposal records & documents
  - View Department Award records & Award notices & their subcontracts

- **COGNOS REPORT VIEWER (Central Office Only)**

  View proposals and awards – no access to documents / Access to Sponsored Projects Reports in Cognos
  - View Department Institute Proposal records
  - View Department Award records & Award notices & their subcontracts

**III. Additional Roles that can be assigned at the Proposal Level**

- **BROWN CERTIFIER**

  View the proposal and answer the Investigator Certification questions and upload proposal narratives and personnel attachments. *Cannot view or edit the budget or maintain proposal roles.*

  Specific affiliated role rights:
  - View & modify Proposal **except** Budget
  - Answer PI Certification Questions
  - Maintain Person Certification
  - View / Create / Modify Narrative (Upload attachments)

- **BROWN HIERARCHY COLLABORATOR**

  Access to proposal to link to the proposal hierarchy and view the proposal details. *Cannot view the Narrative or Budget sections.*

  Specific affiliated role rights:
  - View Proposal
  - Maintain Proposal Hierarchy
  - Print all **excluding** Budget forms.