

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.