

Coeus (and Workday Grants) User Roles & Access Rights

<u>User Role</u>	<u>Access Rights Associated with Role</u>	<u>Notes on Role</u>	<u>Access Allows Actions in Workday</u>
Administrative Officer	<ul style="list-style-type: none"> Typically assigned to Department Administrator/Manager View various reports related to grants (e.g., Quarterly Investigator Information Report, Department Administrator - Investigator Award & Proposals Quarterly Activity Report) 		
Aggregator	<ul style="list-style-type: none"> Delete a Proposal (only "In Progress" proposals may be deleted) Create a Proposal Hierarchy Answer Yes/No questions in proposal for institutional and regulatory questions (e.g., investigator certifications) Answer Research Compliance Questionnaire Submit the proposal for departmental routing and Institute approval Maintain proposal roles (access - add/remove people) Create & modify budget Create & modify narrative Create & modify entire proposal View & maintain person certification Print all portions of the proposal 	<p>Full edit rights to a proposal in progress.</p> <p>Cannot copy proposal with budget and narrative where they previously did not have this role (need to be an Aggregator to copy).</p>	
Approve All Proposals for Dept.	<ul style="list-style-type: none"> View entire proposal Approve/reject proposal Add an approver Print all portions of the Proposal 	<p>Roles only for Department Chair and/or their Designee. Designee needs Chair approval to be granted this access level.</p> <p>Approve all proposals submitted by Department.</p>	
Brown Assistant Aggregator/No Budget <i>(rarely assigned)</i>	<ul style="list-style-type: none"> View and modify proposal except budget Create and modify Narratives (upload attachments) View and maintain Person Certification Submit the proposal for departmental routing and institute approval Print all excluding Budget Forms 	<p>This role modifies proposal details and can create and upload proposal narratives and personnel attachments.</p> <p>Cannot view or edit the budget. Cannot maintain proposal roles.</p>	
Brown Certifier <i>(rarely assigned)</i>	<ul style="list-style-type: none"> View and modify proposal except budget Answer PI Certification questions Maintain Person Certification View, create, and modify Narrative (upload attachments) 	<p>Role is assigned at the proposal level (not Unit).</p> <p>Role views the proposal and answers the investigator certification questions, uploads proposal narrative and personnel attachments.</p> <p>Cannot view or edit the budget or maintain proposal roles.</p>	

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Brown Department Viewer	<ul style="list-style-type: none"> View Department Institute Proposal records and documents View Department Awards records and Award notices and their subcontracts. 	<p>Role given at the Departmental level or Central Office Level.</p> <p>View proposals and awards (and award notices when applicable). Gives access to Sponsored Projects Reports in Cognos.</p>	
Brown Hierarchy Collaborator	<ul style="list-style-type: none"> View proposal Maintain proposal hierarchy Print all excluding Budget forms 	<p>Role is assigned at the proposal level (not Unit).</p> <p>Role provides access to the proposal to link to the proposal hierarchy and view the proposal details.</p> <p>Cannot view the Narrative or Budget.</p>	
Brown IRB Administrator	<ul style="list-style-type: none"> Create, edit, and modify Institutional Review Board (IRB) protocols (Full Board submissions) 	Only given to Human Research Protection Program (HRPP) Central Office	
Brown IRB Reviewer	<ul style="list-style-type: none"> View only access to IRB protocols for all Departments 	Cannot edit IRB submissions in any state.	
Brown RPO Administrator <small>RPO - Research Protection Office which is now HRPP</small>	<ul style="list-style-type: none"> Access to human subjects research submissions for all Departments Create, edit, and modify human subjects submissions (e.g., upload submissions, create the Coeus record) 	Only given to HRPP Central Office	
Brown View Only	<ul style="list-style-type: none"> View access to all research submissions within Coeus throughout the University 		
Cognos Report Viewer	<ul style="list-style-type: none"> View all department institute proposal records View department award records & award notices & their subcontracts No access to documents or attachments in proposals, awards, or subcontracts 	<p>Only given to Central Office staff that are able to see all Departments in Coeus.</p> <p>Role gives access to run Cognos Departmental reports.</p>	
Contract Administrator	<ul style="list-style-type: none"> Review and approve department proposals 	<p>Only given to Central office Pre-Award staff.</p> <p>The user is on the approval maps for OSP internal routing in Coeus.</p> <p>User receives notifications for department approvals.</p>	
Dept. Contact (Pre-Award)		User receives Coeus notifications for certain items for Pre-Award departmental matters that may require attention.	

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Dept. Contact (Post-Award)		User receives Coeus notifications for certain items for Post-Award departmental matters that may require attention.	
Grants/Contract Accountant	<ul style="list-style-type: none"> Review and approve awards 	OSP Post-Award Central Office only.	<ul style="list-style-type: none">
Grant Financial Analyst	<ul style="list-style-type: none"> Access to report(s) (in Workday) on grants the user is assigned (e.g., Sponsored Award Budget to Actual). 	Cannot have grant manager <u>and</u> grant financial analyst role, as the roles won't function properly.	<ul style="list-style-type: none">
Grant Manager	<ul style="list-style-type: none"> Review, approve, and report on grants (in Workday) that the user is assigned. 	Cannot have grant manager <u>and</u> grant financial analyst role, as the roles won't function properly.	<ul style="list-style-type: none">
BMRA Grant Financial Analyst	<ul style="list-style-type: none"> Meant for BioMed central office personnel. Access to report(s) (in Workday) on grants the user is assigned. 	Cannot have BRMA grant manager <u>and</u> BMRA grant financial analyst role, as the roles won't function properly.	<ul style="list-style-type: none">
BMRA Grant Manager	<ul style="list-style-type: none"> Meant for BioMed central office personnel. Review, approve, and report on grants (in Workday) that the user is assigned. 	Cannot have BMRA grant manager <u>and</u> BMRA grant financial analyst role, as the roles won't function properly.	<ul style="list-style-type: none">
Proposal Assistant	<ul style="list-style-type: none"> Add, modify, and delete Rolodex entries View institute proposals and awards at Unit level 	Role is not intended for users who will create proposals for their department but are granted access at the proposal level within the department.	
Proposal Creator	<ul style="list-style-type: none"> Create a new proposal for the Unit View Institute Proposals & Awards for the Unit Add/modify Rolodex entries 	Role creates a new proposal.	
Protocol Approver	<ul style="list-style-type: none"> IRB- Approve human subjects research submissions. 	Only given to IRB Chair or IRB Chair designees.	
Protocol Viewer	<ul style="list-style-type: none"> IRB- Access own human subjects research submission for viewing attachments 	Role allows access to your own human subjects research submission.	
Subaward Administrator	<ul style="list-style-type: none"> Create and edit subawards 	Only given to Central Office.	
Unit Head	<ul style="list-style-type: none"> Typically assigned to the Department Head/Chair Will receive various reports related to grants (e.g., Listing of New Awards, Listing of Proposals and Awards) View entire proposal Approve/reject proposal Add an approver Print all portions of the Proposal 	Roles for Department Chair. Approve all proposals submitted by Department.	<ul style="list-style-type: none">

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View All Dev Proposals	<ul style="list-style-type: none"> View all parts of all proposal development records for the Unit Print all portions of the proposal excluding the Budget forms 	<p>View access to all Proposal Development (PD) records for a Department.</p> <p>Role provides access to already existing proposal development records to a user without having a role on the proposal.</p> <p>Can view proposal details, budget and narrative sections of the proposal.</p> <p>Cannot copy the budget or narrative.</p>	
View All IRB Protocols	<ul style="list-style-type: none"> IRB- View human subjects research submissions at Unit level 	Cannot edit or copy human subjects protocols; view access only.	

Roles KEY
Central Office Only
Workday Grant Roles- select ONE only
Coeus roles