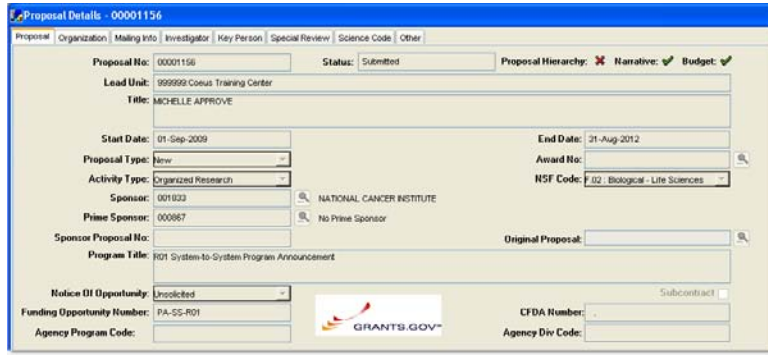


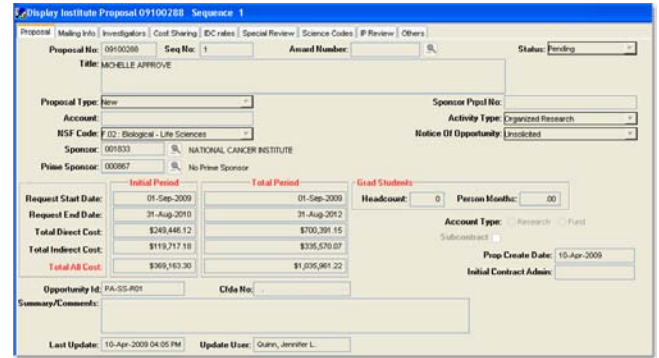
The optimum end result of the Proposal Approval cycle is a proposal status of **Submitted**. Approvers at the top of the Approval routing hierarchy with the Proposal Submission role (OSP - Patrice, Mike K., Pam / BMRA – Mary) can complete the full submission cycle. After the final approval, the proposal will update to Submitted status allowing **Coeus to generate a New Institute Proposal Number** (See Change / Corrected Application Submission & Revised Budget as exception).



Submitted Development Proposal Record:



Institute Proposal Record:



The main proposal attributes of the Proposal Development record populate the new Institute Proposal record. Items in the Proposal Development record that do NOT populate the Institute Proposal record are as follows:

- Detailed Budget (Line items by period)
- Narratives / Attachments
- Sponsor specific questions
- Abstract
- PI Certifications

Please refer to the specific instructions for approvals please refer to the detailed instructions:

Type of Submission	Approval Action needed	Enter the Original Proposal Number	Detailed instructions page
FINAL APPROVAL OF NEW / RENEWAL / REVISION/ & CONTINUATION PROPOSALS	Create new Institute Proposal record	N/A – Institute Proposal Number window does not appear	2
FINAL APPROVAL OF RESUBMISSIONS	Create new Institute Proposal record	NO	3
FINAL APPROVAL OF REVISED BUDGETS (PROPOSAL TYPE = RESUBMISSION)	Sequence previously submitted proposal	YES	4
FINAL APPROVAL OF CHANGE / CORRECTED PROPOSALS TO GRANTS.GOV	Sequence previously submitted proposal	YES	6

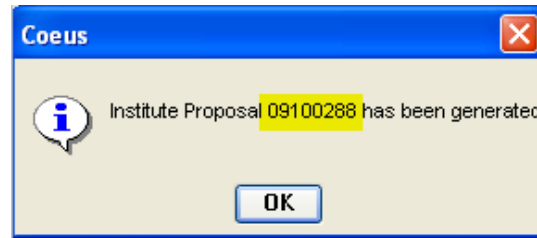


If you are unsure you submitted the proposal correctly, please notify Jennifer Quinn or Emily Derby as soon as possible; this process impacts reports that are distributed to Senior Management.

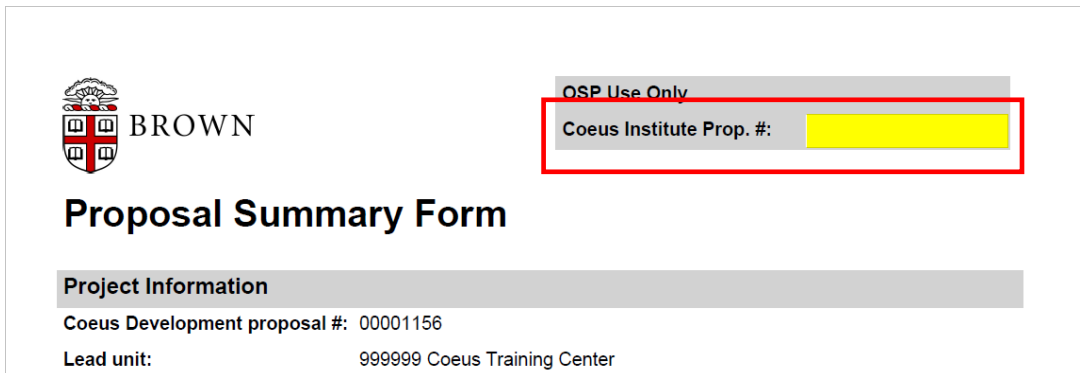
FINAL APPROVAL OF NEW / RENEWAL / REVISION/ & CONTINUATION PROPOSALS:

To Approve the proposal and update the proposal status to Submitted:

- Click the [**Approve**] button from the **Proposal Routing** window.
- A Coeus alert window will open to confirm that an **Institute Proposal number has been generated**.

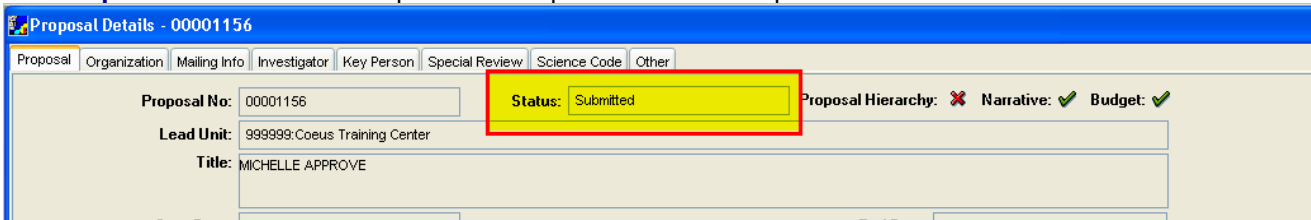


- The New Institute Proposal # should be entered on the Proposal Summary Form at this time.

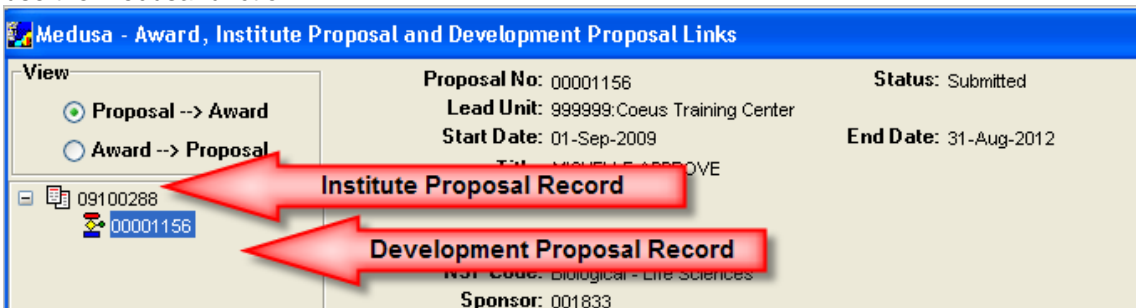


- Click the [**OK**] button to close the alert. The Proposal Approval cycle is complete.

The **Proposal Details** on the Proposal Development record will update to reflect Submitted status.



The **Development Proposal Record** is now linked to the **Institute Proposal record** that was created. To view this, use the Medusa function.



Close the proposal. You're done!

FINAL APPROVAL OF RESUBMISSIONS:

For these Proposal Types, End-Users are instructed to Link the original Institute Proposal record in the Proposal Details Tab.

Proposal Details - 0000053

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Proposal No: 0000053 Status: Approval In Progress Proposal Hierarchy: ✗ Narrative: ✓ Budget: ✓

Lead Unit: 040507:Bio-Med Statistical Sciences

Title: OSP / BMRA APPROVING PROPOSALS

Start Date: 01-Oct-2008 End Date: 30-Sep-2012

Proposal Type: Continuation Award No: [Search]

Activity Type: Organized Research NSF Code: [Search]

Sponsor: 000471 NATIONAL INSTITUTE OF HEALTH

Prime Sponsor: [Search]

Sponsor Proposal No: IC123456 Original Proposal: 09080192

Program Title: R01 System-to-System Program Announcement

When you are ready to Approve:

- As a final approver, after you click APPROVE, the Institute Proposal Number window will open.
- This window is asking the Approver if they would like to create a NEW Institute Proposal Number or add a SEQUENCE onto the original proposal number.
- FOR ALL PROPOSALS, with the exception of Change/Corrected & Revised Budgets, you should Generate a new institute Proposal number.**

Institute Proposal Number

Development proposal 00001158 is a revision

If you know the original proposal number:

Enter the original proposal number: [Input Field] [Search]

If you do not know the original Institute Proposal number:

Generate a new Institute Proposal number. (Choose this option only if you are sure there is no Institute Proposal in the system)

Do NOT generate a new institute proposal number. (The proposal will not be submitted to the sponsor)

OK

- A Coeus alert window will open to confirm that an **Institute Proposal number has been generated.**

A Coeus alert window will open with the following message:

Coeus

Institute Proposal 09100288 has been generated

OK

FINAL APPROVAL OF REVISED BUDGETS (PROPOSAL TYPE = RESUBMISSION):

For revised budgets, the Proposal Type will be Resubmission and YNQ 0b19 Revised Budget question will be marked as yes:

0B19 - Is this submission a Revised Budget?

The screenshot shows a web interface for a proposal question. At the top, it says "Proposal Question" in a blue header. Below that, it displays "Proposal Number: 00000674" and "Sponsor: 000480 : NATIONAL SCIENCE FOUNDATION". A table lists questions with their IDs and answers. Question 0B19, "Is this submission a Revised Budget?", is highlighted in yellow and has "Yes" selected. Other questions include "Investigator(s) (any person(s) responsible for the design, conduct, or reporting of research)?", "NSF Beginning Investigator", and "NIH Beginning Investigator".

C...	Question	Answer
	Investigator(s) (any person(s) responsible for the design, conduct, or reporting of research)? If Yes, please identify the	<input type="radio"/> Yes <input type="radio"/> No
0B18	If applicable, are proposed salaries over the cap? If Yes, include NIH Salary Cap Worksheet with submission.	<input type="radio"/> Yes <input checked="" type="radio"/> No
0B19	Is this submission a Revised Budget?	<input checked="" type="radio"/> Yes <input type="radio"/> No
12	NSF Beginning Investigator	<input type="radio"/> Yes <input checked="" type="radio"/> No
13	NIH Beginning Investigator	<input type="radio"/> Yes <input checked="" type="radio"/> No

When you are ready to Approve:**Generate a Sequence to an existing Institute Proposal Record**

To Generate an Institute Proposal Sequence for a Revised Budget submission, the Proposal Development record must contain the following:

- The originally submitted proposal should be linked in the **Original Proposal** field as well.
- The **Proposal Type** must be **Resubmission**.

When you are ready to Approve:

- As a final approver, after you click APPROVE, the **Institute Proposal Number** window will open.
- This window is asking the Approver if they would like to create a NEW Institute Proposal Number or add a SEQUENCE onto the original proposal number.
- For Revised Budget applications you should **Generate a Sequence** on the original proposal submitted.
- Enter the IP number from the prior approved proposal in the field requesting the Original Proposal Number. Use the Search tool if necessary. **YOU SHOULD ALWAYS VERIFY THIS NUMBER.**

Institute Proposal Number

Development proposal 00001168 is a revision

If you know the original proposal number:

Enter the original proposal number:

If you do not know the original Institute Proposal number:

Generate a new Institute Proposal number.

(Choose this option only if you are sure there is no Institute Proposal number)

Do NOT generate a new institute proposal number.

(The proposal will not be submitted to the sponsor)

OK

Do NOT check these boxes

- Click **OK** to generate the sequence and close the window.

Coeus

A new sequence number for Institute proposal 09100292 has been created.

OK

A message will appear indicating that you have created a sequence on the proposal.

FINAL APPROVAL OF CHANGE / CORRECTED PROPOSALS TO GRANTS.GOV**Generate a Sequence to an existing Institute Proposal Record**

To Generate an Institute Proposal Sequence for a Change/Corrected submission to Grants.gov, the Proposal Development record must contain the following:

- The **Sponsor Proposal No.** field must be entered. The Sponsor Proposal number required may be the prior Grants.gov Tracking ID or for NIH, the IC and Serial Number pre-assigned to that resubmission.
- The originally submitted proposal should be linked in the **Original Proposal** field as well.
- The **Submission Type** in the Grants.gov window needs to be selected as Change / Corrected Application

When you are ready to Approve:

- As a final approver, after you click APPROVE, the **Institute Proposal Number** window will open.
- This window is asking the Approver if they would like to create a NEW Institute Proposal Number or add a SEQUENCE onto the original proposal number.
- For Change/Corrected applications you should **Generate a Sequence** on the original proposal submitted.
- Enter the IP number from the prior approved proposal in the field requesting the Original Proposal Number. Use the Search tool if necessary. **YOU SHOULD ALWAYS VERIFY THIS NUMBER.**

Institute Proposal Number

Development proposal 00001168 is a revision

If you know the original proposal number:

Enter the original proposal number:

If you do not know the original Institute Proposal number:

Generate a new Institute Proposal number.

(Choose this option only if you are sure there is no Institute Proposal Number)

Do NOT generate a new institute proposal number.

(The proposal will not be submitted to the sponsor)

OK

Do NOT check these boxes

- Click **OK** to generate the sequence and close the window.

Coeus

A new sequence number for Institute proposal 09100292 has been created.

OK