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:

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

**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.

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.

- 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:
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?*

<table>
<thead>
<tr>
<th>Proposal Question</th>
<th>Proposal Number: 00000674</th>
<th>Sponsor: 000480 : NATIONAL SCIENCE FOUNDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>Answer</td>
<td></td>
</tr>
<tr>
<td>0B18</td>
<td>Is this submission a Revised Budget?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>0B19</td>
<td>If applicable, are proposed salaries over the cap?</td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NIH Salary Cap Worksheet with submission.</td>
</tr>
<tr>
<td>12</td>
<td>NSF Beginning Investigator</td>
<td>Yes  No</td>
</tr>
<tr>
<td>13</td>
<td>NIH Beginning Investigator</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>

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

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 Window]

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

![Sequence Created]

- **Do NOT check these boxes.**