





I. COEUS MAIN TOOLBAR

This toolbar is used to access the various modules of Coeus, remove locks, navigate to the inbox and organize open windows. It remains consistent on every screen of the **Proposal Development Module**.



Icon Names in Gray are for internal OVPR (OSP, BMRA, RPO) use or not used at Brown.











Icon	Icon Name	Action	Menu Bar
	Maintain Inbox	Open the Coeus Inbox	File
	Maintain Awards	Open the Awards Module	Maintain
	Maintain Institute Proposals	Open the Institute Proposal Module	Maintain
	Maintain Proposal Development	Open the Proposal Development Module	Maintain
	Maintain Rolodex	Open the Rolodex Module	Maintain
	Maintain Sponsor	Open the Sponsor Module	Maintain
	Maintain Subcontract	Open the Subcontract Module	Maintain
	Maintain Negotiation	Open the Negotiations Module	Maintain
	Maintain Business Rules	Open the Business Rules Module	Departmental
	Maintain Maps	Open the Maps Module	Departmental
	Maintain Personnel	Open the Person Table	Departmental
	Maintain Users	Open the Users Module	Departmental
	Maintain Unit Hierarchy	Open the Unit Hierarchy	Admin
	IRB Protocol	Open the IRB Protocol Module	Maintain
	IRB Protocol Submission	Open IRB Protocol Submission Module	Maintain
	Schedule	Open the Schedule Module	Maintain
	Committee	Open the Committee Module	Maintain
	IACUC Protocol	Open the IACUC Protocol Module	Maintain
	IACUC Protocol Submission	Open the IACUC Protocol Submission Module	Maintain
	Cascade	View open display windows overlapping	Window

	Tile Horizontal	View open windows vertically	Window
	Tile Vertical	View open windows horizontally	Window
	Layer	View only the active window (on top)	Window
	Exit	Close out of Coeus	File

II. PROPOSAL DEVELOPMENT LIST TOOLBAR

This toolbar includes icons for common Proposal Development tasks such as; finding, copying, editing or creating a new proposal.



Icon	Icon Name	Action	Menu Bar
	Add a New Proposal	Create a New Proposal Development record	Edit
	Modify Selected Proposal	Edit the selected Proposal Development record	Edit
	Display Selected Proposal	Display the selected Proposal Development record	Edit
	Copy Proposal	Copy the selected Proposal Development record	Edit
	Notepad	Open the Notepad for the selected Proposal Development record	Edit
	Medusa	Open the Medusa Module for the selected proposal / Displays relationships between Awards, Proposals, Development Proposals, and Subcontracts	Edit
	Sort Proposals	Sort the results from your search	File
	Search for Proposal	Open the Proposal Development Search window	Tools
	Save As	Export the resulted search list to Excel	File
	Close	Close the Proposal Development Module	File

III. PROPOSAL DEVELOPMENT DETAILS TOOLBAR

This toolbar includes icons to navigate to the different proposal areas of a displayed proposal or to perform specific tasks on an editable record. Menu items may be grayed out depending on your proposal role, the status of the proposal, and dependent on if you are viewing or editing a proposal.

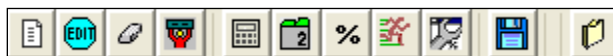













Icon Names in Gray are for internal OVPR (OSP, BMRA, RPO) use or not used at Brown.

Icon	Icon Name	Action	Menu Bar
	Next Proposal	Navigate between proposals in the Proposal Development list in Display Mode.	File
	Previous Proposal	Navigate between proposals in the Proposal Development list in Display Mode.	File
	Approve Proposal	Approve / Reject the Proposal	Action
	Submit Proposal for Approval	Submit the Proposal for Approval Routing to OSP	Action
	Select Approval Map	<i>Currently Not Used at Brown</i>	Action
	Proposal Narrative	Open the Proposal Narrative window	Edit
	Proposal Budget	Open the Proposal Budget window	Edit
	Yes No Questions	Open the Yes/No Questions window	Edit
	Proposal Roles Maintenance	Open the Proposal Roles Maintenance window	Edit
	Proposal Abstracts	Open the Proposal Abstracts window	Edit
	Proposal Persons	Open the Proposal Personnel window	Edit
	Notepad	Open the Proposal Notepad window	Edit
	Medusa	Open the Medusa Module for the selected proposal / Displays relationships between Awards, Proposals, Development Proposals, and Subcontracts	Edit
	Print	Print Proposal → Brown Custom forms & Non-Grants.gov Forms	File
	Save	Save modifications made to the Proposal record	File
	Send Proposal Notification	Send a Proposal Notification to an individual that has access to the Proposal record.	Action
	Close	Close the selected Proposal Development record	File

IV. PROPOSAL BUDGET TOOLBAR

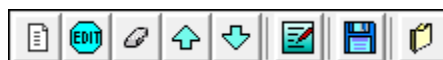
This toolbar contains key budget icons that allow you to perform the various functions needed to create, modify or print a budget.



Icon	Icon Name	Action	Menu Bar
	Add Line Item	Add a Line Item / Cost Element to the budget	Items
	Line Items Details	Open the Budget-Line Item Detail window	Items
	Delete Line Item	Delete the selected Line Item	Items
	Personnel Budget for the Line Item	Open the Personnel Budget Details window for the selected line item / Must be a Personnel Cost Element	Items
	Calculate Budget	Calculate the Total for all periods of the budget	Budget Periods
	Generate All Periods	Generate the out years for the proposal (Can only select this once / generate after Period 1 is finalized)	Budget Periods
	Maintain Rates for the Proposal	Open the Rates window for the proposal	Edit
	Budget Persons	Open the Budget Persons window	Edit
	Customize View	Open the Customize View window. Option to group by budget category and display calculated overhead and employee benefit rates - (Not an option in Budget Summary Tab)	View
	Save	Save modifications made to the Budget	File
	Close	Close the budget of the Proposal Development record	File

V. PROPOSAL NARRATIVE TOOLBAR

This toolbar includes an icon items to add, modify, and upload narrative attachments.



Icon	Icon Name	Action	Menu Bar
	Add module	Open the Edit Module Details window to Add Narrative	Edit
	Modify module	Open the Edit Module Details window to modify Narrative	Edit
	Delete module	Delete the highlighted Narrative Type	Edit
	Move module up one row	Move the highlighted Narrative Type up the list by one	Edit
	Move module down one row	Move the highlighted Narrative Type down the list by one	Edit
	Upload Attachment	Upload attachment for the Document Type selected	Edit
	Save	Save modifications made to the Narratives	File
	Close	Close the Narrative section	File

VI. PROPOSAL PERSONNEL TOOLBAR

This toolbar includes icon items to add, modify, and upload personnel attachments.



Icon	Icon Name	Action	Menu Bar
	Add Module	Add a Personnel Document Type to selected individual	Edit
	Delete Module	Delete a Personnel Document Type to selected individual	Edit
	Display Person Details	Opens the Person Details window of selected individual to review or edit	Edit
	Display Educational qualifications	Opens the Degree Details window for selected individual to review or edit	Edit
	Move Up	Move the selected individual up the list by one	Edit
	Move Down	Move the selected individual down the list by one	Edit
	Upload Attachment	Upload attachment for the Document Type selected	Edit
	Save	Save modifications made to the Narratives	File
	Close	Close the Proposal Personnel section	File

Acknowledgment: Thank you to Vanderbilt Medical School & Princeton for their supporting documentation on which this is based.