



I. COEUS MAIN MENU BAR

This menu bar 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**.

File Maintain Departmental Admin CentralAdmin Report Window Help



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

Menu Bar	Menu Item	Action	Icon
File	Inbox	Open the Coeus Inbox	
File	Save	*Not Used in this Menu	-
File	Save As	*Not Used in this Menu	-
File	Close	Close out of Coeus	-
File	Change Password	<i>Currently Not Used at Brown</i>	-
File	Current Locks	Open the Current Locks window (delete locks)	-
File	Delegations	Open the Delegation Window	-
File	Preferences	Set Email Notification Preference (Yes or No)	-
File	Exit	Close out of Coeus	
Maintain	Awards	Open the Awards Module	
Maintain	Institute Proposals	Open the Institute Proposal Module	
Maintain	Proposal Development	Open the Proposal Development Module	
Maintain	Committee	Open the Committee Module	
Maintain	Schedule	Open the Schedule Module	
Maintain	IRB Protocol	Open the IRB Protocol Module	
Maintain	IRB Correspondence	Open the IRB Correspondence Type Module	-
Maintain	IRB Protocol Submission	Open the IRB Protocol Submission Module	
Maintain	IACUC Protocol	Open the IACUC Protocol Module	
Maintain	IACUC Correspondence	Open the IACUC Correspondence Type Module	-
Maintain	IACUC Protocol Submission	Open the IACUC Protocol Submission Module	
Maintain	Proposal Log	Open Proposal Log Module	-
Maintain	Rolodex	Open the Rolodex Module	
Maintain	Sponsor	Open the Sponsor Module	
Maintain	Sponsor Hierarchy	Open the Sponsor Hierarchy Module	-

Maintain	Subcontract	Open the Subcontract Module	
Maintain	Negotiation	Open the Negotiations Module	
Maintain	Award Reporting Requirements	Open the Award Reporting Requirements Module	-
Maintain	Subcontracting Reports	Open the Subcontracting Reports Table	-
Departmental	Business Rules	Open the Business Rules Module	
Departmental	Maps	Open the Maps Module	
Departmental	Personnel	Open the Person Table	
Departmental	Users	Open the Users Module	
Departmental	User Delegations	Open the User Delegations Module	-
Central Admin	S2S Submission List	Search S2S Submissions / OSP & BMRA Staff only	-
Window	Cascade	View open display windows overlapping	
Window	Tile Vertical	View open windows horizontally	
Window	Tile Horizontal	View open windows vertically	
Window	Layer	View only the active window (on top)	
Help	Help Topics	Open the Coeus Support Web page	-
Help	About	Displays Coeus License information	-

II. PROPOSAL DEVELOPMENT LIST WINDOW MENU BAR


This menu bar includes an Edit menu for common Proposal Development tasks such as; finding, copying, editing or creating a new proposal.

File Edit Maintain Departmental Admin Central Admin Tools Report Window Help



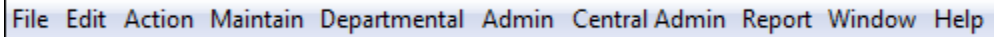
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Menu Bar	Menu Item	Action	Icon
File	Inbox	Open the Coeus Inbox	
File	Save	*Not Used in this Menu	-
File	Save As	Export the resulted search list to Excel	
File	Sort	Sort the results from your search	
File	Close	Close the Proposal Development Module	
File	Change Password	<i>Currently Not Used at Brown</i>	-
File	Current Locks	Open the Current Locks window (delete locks)	-
File	Delegations	Open the Delegations window	-
File	Preferences	Set Email Notification Preference (Yes or No)	-
File	Exit	Close out of Coeus	-
Edit	Delete	Delete the selected Proposal Development record	
Edit	Copy Proposal	Copy the selected Proposal Development record	
Edit	New Proposal	Create a New Proposal Development record	
Edit	Modify Proposal	Edit the selected Proposal Development record	
Edit	Display Proposal	Display the selected Proposal Development record	
Edit	Budget	Open Budget Module in Edit Mode	-
Edit	Narrative	Open Narrative Module in Edit Mode	-
Edit	Notepad	Open the Notepad for the selected Proposal Development record	
Edit	Add Proposal Viewer	Add a Proposal Viewer while Proposal is in <i>Approval in Progress</i> or <i>Submitted</i> status (Person added must be set up in Coeus)	-
Edit	Proposal Admin Details	<i>Currently Not Used at Brown</i>	-
Edit	Medusa	Open the Medusa Module for the selected proposal / Displays relationships between Awards, Proposals, Development Proposals, and Subcontracts	













Edit	Create Proposal from Grants.gov Opportunity	Open the Grants.gov Opportunity Search window	-
Tools	Search	Open the Proposal Development Search window	







III. PROPOSAL DEVELOPMENT DETAILS MENU BAR

This menu bar includes an **Edit** and **Action Menu** 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.



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


Menu Bar	Menu Item	Action	Icon
File	Inbox	Open the Coeus Inbox	
File	Print	Print Proposal → Brown Custom forms & Non-Grants.gov Forms	
File	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	Current and Pending Report	Open the Current and Pending Report for an Investigator	-
File	Close	Close the selected Proposal Development record	
File	Save	Save modifications made to the Proposal record	
File	Change Password	<i>Currently Not Used at Brown</i>	-
File	Current Locks	Open the Current Locks window (delete locks)	-
File	Delegations	Open the Delegations window	-
File	Preferences	Set Email Notification Preference (Yes or No)	-
File	Exit	Close out of Coeus	-
Edit	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	Questionnaire	Open the Questionnaire window	-
Edit	Proposal Roles	Open the Proposal Roles Maintenance window	
Edit	Abstracts	Open the Proposal Abstracts window	
Edit	Proposal Personnel	Open the Proposal Personnel window	




Edit	Notepad	Open the Proposal Notepad window	
Edit	Data Override	Modify specified fields once Proposal in routing / OSP & BMRA Staff only	-
Edit	Medusa	Open the Medusa Module for the selected proposal / Displays relationships between Awards, Proposals, Development Proposals, and Subcontracts	
Edit	Create Hierarchy	<i>Currently Not Used at Brown</i>	-
Edit	Link to Hierarchy	<i>Currently Not Used at Brown</i>	-
Action	Approval/Rejection	Approve / Reject the Proposal	
Action	Submit for Approval	Submit the Proposal for Approval Routing to OSP	
Action	Submit to Sponsor	Submit to Sponsor / OSP & BMRA Staff only	-
Action	Grants.gov	Open the Grants.gov window	-
Action	Validation Checks	Validate the Proposal through Coeus and the University	-
Action	Show Routing	View the Routing Map for the Proposal	-
Action	Add Viewer	Add a Proposal Viewer while Proposal is in <i>Approval in Progress</i> or <i>Submitted</i> status (Person added must be set up in Coeus)	-
Action	Select Approval Map	<i>Currently Not Used at Brown</i>	
Action	Print Certifications	Print Investigator Certifications	-
Action	Send Notification	Send a Proposal Notification to an individual that has access to the Proposal record.	
Action	COI Disclosure Status	Open the COI Disclosure Status window	-










IV. PROPOSAL BUDGET MENU BAR

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

File Edit View Action Budget Periods Items Maintain Departmental Admin Central Admin Report Window Help

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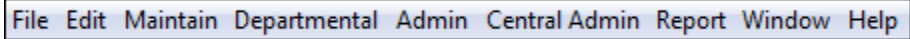
Menu Bar	Menu Item	Action	Icon
File	Inbox	Open the Coeus Inbox	
File	Close	Close the budget of the Proposal Development record	
File	Save	Save modifications made to the Budget	

File	Print Total	Print the Total Summary of Budget	-
File	Budget Summary	Print Proposal Budget Reports (6 options)	-
File	Change Password	<i>Currently Not Used at Brown</i>	-
File	Delegations	Open the Delegations window	-
File	Preferences	Set Email Notification Preference (Yes or No)	-
File	Exit	Close out of Coeus	-
Edit	Rates	Open the Rates window for the proposal	
Edit	Persons	Open the Budget Persons window	
Edit	Cost Sharing Distribution	Open the Cost Sharing Distribution window	-
Edit	Under Recovery Distribution	Currently not used at Brown	-
Edit	Budget Justification	Open the Budget Justification window	-
Edit	Project Income	Currently not used at Brown	-
Edit	Modular Budget	Open the Modular Budget window	-
Edit	Sub Award	Open the Sub Award window	-
View	Customize	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	Salaries	Open the Budget Persons Salaries window	-
Budget Periods	Add	Add a Period to the budget / Budget Summary Tab only	-
Budget Periods	Delete	Delete a Period from the budget / Budget Summary Tab only	-
Budget Periods	Calculate All Periods	Calculate the Total for all periods of the budget	
Budget Periods	Calculate Current Periods	Calculate the Total for the period selected	-
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	Adjust Period Boundaries	Adjust the Periods of the budget	-
Items	Add Line Item	Add a Line Item / Cost Element to the budget	
Items	Insert Line Item	Insert a Line Item between two line items / Inserts above selected line item	-
Items	Delete Line Item	Delete the selected Line Item	
Items	Edit Details	Open the Budget-Line Item Detail window	
Items	Select Cost Element	Select a Cost Element for the Line Item	-
Items	Personnel Budget	Open the Personnel Budget Details window for the selected line item / Must be a Personnel Cost Element	

Items	Sync to Period Cost Limit	Sync the period to the Period Cost Limit	-
Items	Sync to Direct Cost Limit	Sync the period to the Direct Cost Limit	-
Items	Apply to Later Periods	Apply Line Items to future periods	-

V. PROPOSAL NARRATIVE MENU BAR

This menu bar includes an **Edit Menu** with menu items to add, modify, and upload narrative attachments.



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Menu Bar	Menu Item	Action	Icon
File	Inbox	Open the Coeus Inbox	
File	Save	Save modifications made to the Narratives	
File	Save As	*Not used in this Menu	-
File	Close	Close the Narrative section	
File	Change Password	<i>Currently Not Used at Brown</i>	-
File	Current Locks	Open the Current Locks window (delete locks)	-
File	Delegations	Open the Delegations window	-
File	Preferences	Set Email Notification Preference (Yes or No)	-
File	Exit	Close out of Coeus	-
Edit	Add	Open the Edit Module Details window to Add Narrative	
Edit	Modify	Open the Edit Module Details window to modify Narrative	
Edit	Delete Module	Delete the highlighted Narrative Type	
Edit	Move Up	Move the highlighted Narrative Type up the list by one	
Edit	Move Down	Move the highlighted Narrative Type down the list by one	
Edit	View Attachment	View the document that has been uploaded for the Narrative Type selected	-
Edit	Upload Attachment	Upload an attachment for the Document Type selected	

VI. PROPOSAL PERSONNEL MENU BAR

This menu bar includes an **Edit Menu** with menu items to add, modify, and upload personnel attachments and modify Personal and Degree information on the proposal record.

File Edit Maintain Departmental Admin CentralAdmin Report Window Help



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Menu Bar	Menu Item	Action	Icon
File	Inbox	Open the Coelus Inbox	
File	Save	Save modifications made to the Narratives	
File	Save As	*Not used in this Menu	-
File	Close	Close the Proposal Personnel section	
File	Change Password	<i>Currently Not Used at Brown</i>	-
File	Current Locks	Open the Current Locks window (delete locks)	-
File	Delegations	Open the Delegations window	-
File	Preferences	Set Email Notification Preference (Yes or No)	-
File	Exit	Close out of Coelus	-
Edit	Add Module	Add a Personnel Document Type to selected individual	
Edit	Delete Module	Delete a Personnel Document Type to selected individual	
Edit	Person Detail	Opens the Person Details window of selected individual to review or edit	
Edit	Degree Info	Opens the Degree Details window for selected individual to review or edit	
Edit	View Attachment	View the document that has been uploaded for the Document Type selected	-
Edit	Upload Attachment	Upload an attachment document for the Document Type selected	
Edit	Move Up	Move the selected individual up the list by one	
Edit	Move Down	Move the selected individual down the list by one	

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