

## Revised Budget Process in Coeus

This document provides an overview of how to revise your budget in Coeus, based on which “budget periods” are being cut.

### Important Reminders about Revised Budgets


- Always use the Original Proposal or the latest Revised Budget Proposal as your Base (**Do NOT** use Continuation Proposals).
- Your Revised Budget should contain all the award periods, even if you are only revising Budget Period 1 only or subsequent periods.
- All periods need to have budget details to appropriately track revised dollars and cost share.
  - *This includes Personnel Details*

Budget Cut Scenario:	Coeus Process
<p><b>ALL Budget Periods</b></p> <ul style="list-style-type: none"> <li>● <i>Revise all budget periods in accordance with the Sponsor cut</i></li> <li>● <i>The revised budget submission will reflect the New Baseline for current and future performance periods</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Copy the <b>Original</b> Development Proposal record                     <ul style="list-style-type: none"> <li>● Copy the Budget (Final Version Only)</li> <li>● <i>Do NOT check the Narrative box; the original Narratives are not needed for a Revised Budget Submission.</i></li> </ul> </li> <li>2. Update the <b>Proposal Tab</b> of the <b>New</b> Development Proposal record:                     <ul style="list-style-type: none"> <li>● Modify the <b>Start and End Date</b> to reflect the <b>full period</b> of the award</li> <li>● Set the <b>Proposal Type</b> to “Resubmission”</li> <li>● Enter the <b>Original Proposal</b> field with the Institute Proposal No. of the Original submission (see below - <a href="#">how to obtain the original Institute Proposal No.</a>)</li> </ul> </li> <li>3. Update <b>Yes/NO Question 0B19</b> <ul style="list-style-type: none"> <li>● Select “Yes” to this question, “Is this submission a Revised Budget?”</li> </ul> </li> <li>4. Update the <b>Budget</b> section                     <ul style="list-style-type: none"> <li>● <b>Revise All Budget Years</b> according to the approved award budget                             <ul style="list-style-type: none"> <li>● Update / Modify cost elements in <b>all years</b> accordingly</li> <li>● Remember to adjust Start and End Dates of Personnel Effort in each Period</li> </ul> </li> </ul> </li> </ol>
Budget Cut Scenario:	Coeus Process
<p><b>Budget Period One Only</b></p> <ul style="list-style-type: none"> <li>● <i>Revise period 1 only and keep the remaining periods as they were originally proposed</i></li> <li>● <i>The revised budget submission will reflect the New Baseline for current and future performance periods</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Copy the <b>Original</b> Development Proposal or the <b>latest Revised Budget</b> Proposal record                     <ul style="list-style-type: none"> <li>● Copy the Budget (Final Version Only)</li> <li>● <i>Do NOT check the Narrative box; the original Narratives are not needed for a Revised Budget Submission</i></li> </ul> </li> <li>2. Update the <b>Proposal Tab</b> of the <b>New</b> Development Proposal record:                     <ul style="list-style-type: none"> <li>● Modify the <b>Start and End Date</b> to reflect the <b>full period</b> of the award</li> <li>● Set the <b>Proposal Type</b> to “Resubmission”</li> <li>● Enter the <b>Original Proposal</b> field with the Institute Proposal No. of the Original submission (see below - <a href="#">how to obtain the original Institute Proposal No.</a>)</li> </ul> </li> <li>3. Update <b>Yes/NO Question 0B19</b> <ul style="list-style-type: none"> <li>● Select “Yes” to this question, “Is this submission a Revised Budget?”</li> </ul> </li> </ol>

	<p>4. Update the <b>Budget</b> section</p> <ul style="list-style-type: none"> <li>● <b>Revise YEAR 1</b> of the Budget only             <ul style="list-style-type: none"> <li>○ Leave the budget details in the out years as originally entered - <i>(Dates and Dollars may shift from what was originally proposed due to changing the proposal period to the award period).</i></li> </ul> </li> <li>● Update / Modify cost elements in <b>year one</b></li> <li>● Remember to adjust Start and End Dates of Personnel Effort in Period 1</li> </ul>
<p><b>Budget Cut Scenario:</b></p>	<p><b>Coeus Process</b></p>
<p><b>Mid-Project Budget Period</b></p> <ul style="list-style-type: none"> <li>● <i>Keep prior years as previously proposed</i></li> <li>● <i>Revise requested budget year and any remaining budget years.</i></li> <li>● <i>The revised budget submission will reflect the New Baseline for current and future performance periods</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Copy the <b>Original</b> Development Proposal or the <b>latest Revised Budget</b> Proposal record             <ul style="list-style-type: none"> <li>● Copy the Budget (Final Version Only)</li> <li>● <i>Do NOT check the Narrative box; the original Narratives are not needed for a Revised Budget Submission</i></li> </ul> </li> <li>2. Update the <b>Proposal Tab</b> of the <b>New</b> Development Proposal record:             <ul style="list-style-type: none"> <li>● Modify the <b>Start and End Date</b> to reflect the <b>full period</b> of the award</li> <li>● Set the <b>Proposal Type</b> to <b>“Resubmission”</b></li> <li>● Enter the <b>Original Proposal</b> field with the Institute Proposal No. of the Original submission (see below - <a href="#">how to obtain the original Institute Proposal No.</a>)</li> </ul> </li> <li>3. Update <b>Yes/NO Question 0B19</b> <ul style="list-style-type: none"> <li>● Select “Yes” to this question, “Is this submission a Revised Budget?”</li> </ul> </li> <li>4. Update the <b>Budget</b> section             <ul style="list-style-type: none"> <li>● Revise the <b>Requested Year</b> and <b>ALL Remaining Years</b> <ul style="list-style-type: none"> <li>● <b>Leave the prior year’s</b> budget as originally proposed or previously revised – if adjusting the period time frame we know the dollars will be slightly altered.</li> <li>● Update / Modify cost elements in <b>the appropriate years</b></li> <li>● Remember to adjust Start and End Dates of Personnel Effort or the revised budget periods</li> </ul> </li> </ul> </li> </ol>

➤ **How to Obtain the Institute Proposal Record Number from the Original Submission:**

To obtain the **Institute Proposal record number** of the original submission, navigate to the Medusa Window of that original proposal.

1. Select the Original proposal and Click the **Edit → Medusa** from the menu bar - .

The Medusa Window will open. On the left hand side under the View box you should see an icon with two pieces of paper, the number to the right of that icon is the Institute Proposal number.

