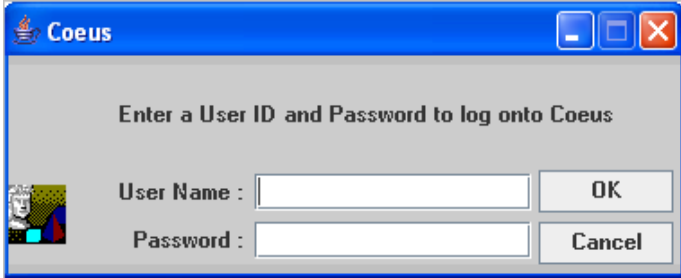


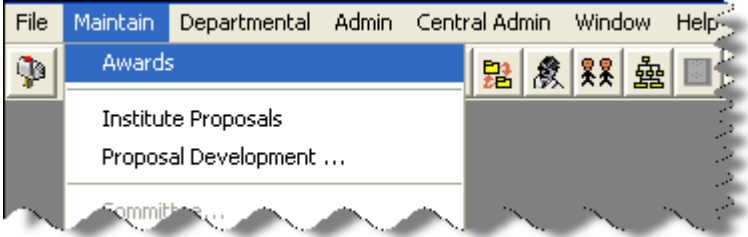
ACCESSING COEUS PREMIUM

- Click on the Coeus Premium link on the Coeus Homepage: <https://coeus.brown.edu/prod/>
- Enter your Brown **User Name** and **Password** in the Logon box



NAVIGATING TO A COEUS MODULE

- Use the Maintain Menu & select the Module you wish to open.



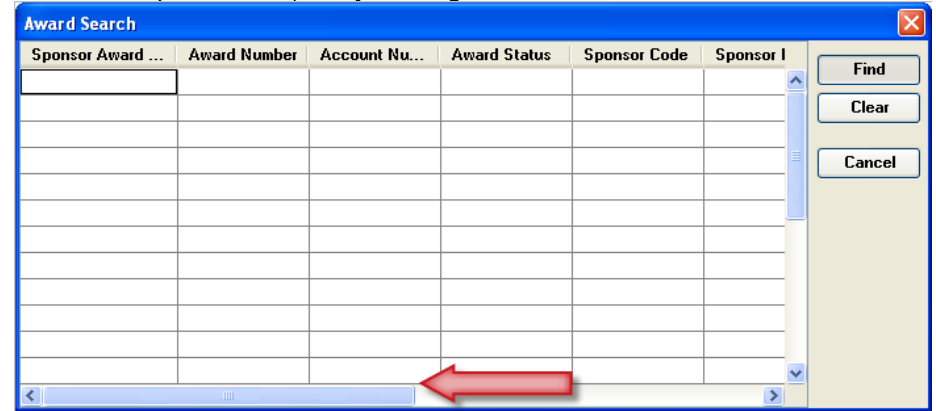
FREQUENTLY USED ICONS

Icons are shortcuts to the functions located in the Menu Bar. You can hover your mouse over a particular icon to find out what its function is.

Icon	Name	Icon	Name
	Inbox		Rolodex
	Award		Sponsor
	Institute Proposal		Subcontracts
	Proposal Development		Exit/logout
	Search		Medusa
	Save		Add
	Sort		Modify proposal

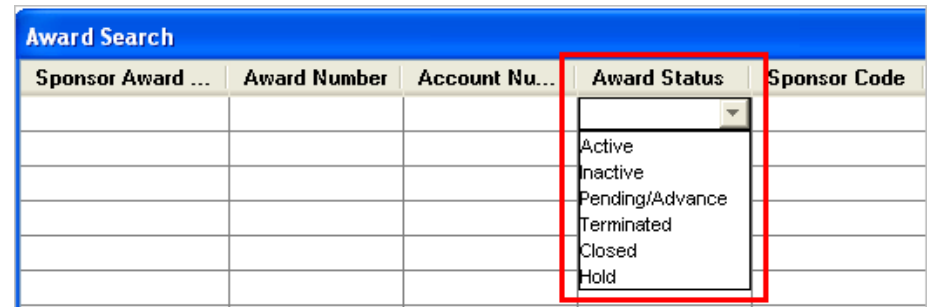
USING THE SEARCH WINDOWS

To open or display an existing award, proposal, subcontract, etc., you will use the Search Window to enter your search criteria. The Search Window is displayed automatically when you open a particular module (ex. Awards, Institute Proposals, etc.) or by clicking the **Search** icon.



* Slide the scroll bar to display more fields to search.

Some fields in the Search Window have drop-down lists associated with them to select a value from the list. For example, in the Search Window shown the **Award Status** field contains a drop-down list. *You will not see the drop-down list arrow until you click in the field.*



- Once you enter your search value or select from the drop-down list, you can click on the **[FIND]** button or hit the <Enter> key to yield the results.

ENTERING SEARCH VALUES IN FIELDS

In the fields that do not contain a drop-down list, you will need to enter all or part of a value you are searching for.

- You can search by ID number, status, PI name, title and more.
- You can combine searches on one line (i.e. searching for all “new” proposals by Dylan) or search for multiple items on more than one line (i.e. searching for proposals in more than one unit).

To enter partial values, you must use a Wildcard placeholder or a comparison operator.

***Note –** Wildcards are characters that are used when entering search criteria in place of one or more unknown characters.

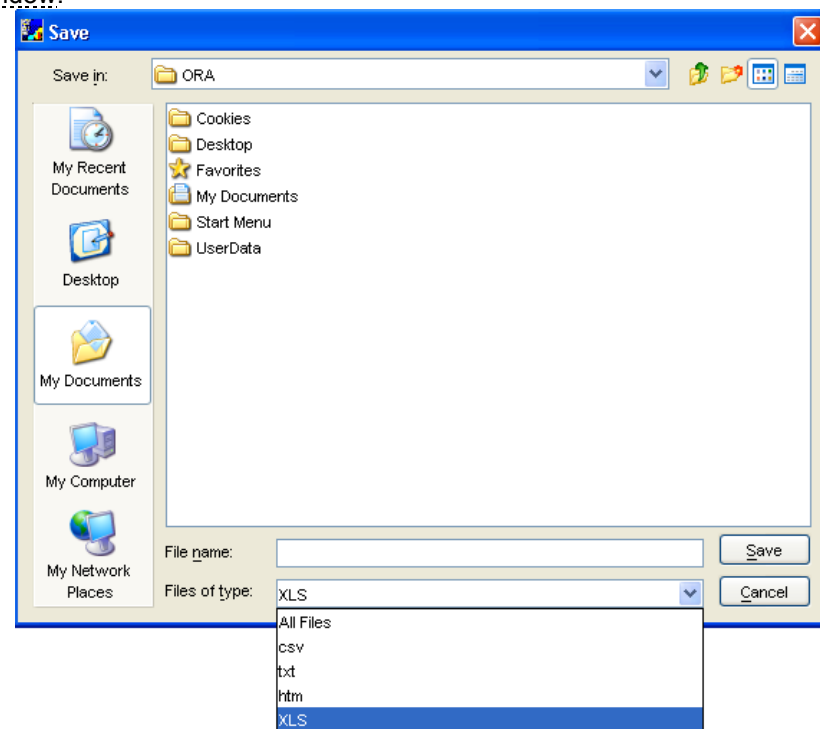
Operator	Use to locate	Examples
Asterisk (*)	You can use the wildcard * at the beginning or end of a text string, to indicate that there may be any number of characters before or after the text.	*Dylan* - search for Dylan’s proposals in the Investigator field.
No operator	All values that equal the text entered in the search field.	Text must be exact – National Cancer Institute in the sponsor field.
<	All the values that are less than the value that follows. For numeric values, include any leading zeros, since the search fields are not numeric.	< 00000300 in the Proposal No. field will find 00000200, 00000040, but not 40100000 or 1400
>=	All values that are greater than or equal to the value that follows.	>= 00000300 in the Proposal No. field will find 00000300, 300, but not 00000299

***Note –** The asterisk (*) wildcard is especially helpful when searching names, titles and organizations, etc. Since the data is entered in a very specific format, you must search in that same format to retrieve the desired results.

SAVING SEARCH RESULTS

The result of any search can be exported to several different file formats. After you perform a search that you would like to save, click on the **Save**

icon or select **File → Save As** from the menu bar to display the **Save Window**.








There are four different ways that you can save your results. The following methods are listed below:

- **csv = comma separated values file.** Will open in Excel but will look and function slightly different than the XLS file.
- **txt = text file.** Will open automatically in Notepad, but can be opened in other programs including Excel.
- **htm = Web file.** Will open like a Web page, can not be modified unless you know htm coding.
- **XLS = Excel file.** Will open in Excel and creates a worksheet that is modifiable.






Once you select which format type you would like to save the results and where you would like to save it, click [**SAVE**].

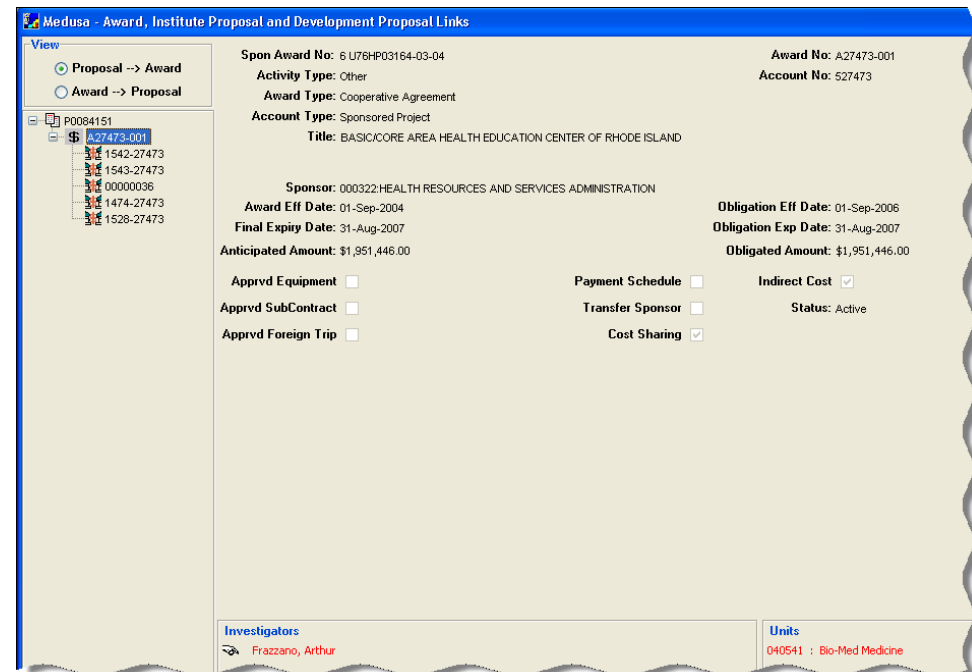
A GUIDE TO COEUS NUMBERS

Number	Format	Example	Module	Symbol
Proposal Development	8 digit number; typically starts with 4 zeros	00000123	Proposal Development	
Institute Proposal	8 digit number; first two digits are Fiscal Year, next two digits are processing month and last four digits are the proposal #.	10010001 (First proposal in July 2010.)	Institute Proposal	
Coeus Award number	6 digit number and a dash followed by 3 numbers; typically starts with 2 zeros	001234-001	Award (use Award Number box)	
Account number	6 digit number ledger account number. *Do NOT put a dash after the 5	512345	Award (use the Account Number box)	
Sponsor Award Number	Any format.	Any format.	Award (use Sponsor Award Number box)	

USING MEDUSA 

Each item in a module has a different tracking number. Medusa links the various module records to each other. So if you know the Award number but need to find the Institute Proposal number funding that award, Medusa will show the linkages for the numbers.

- Search for the item in the module where the number is known. (i.e. you know the account for an award is 512345. Search in the Award module for account number 512345.)
- Click on the Medusa  button. Medusa will show, on the left side, the Institute Proposal  number, the Proposal Development  number, the Award  number, and subcontract  numbers, if any are available.
- Click on the number to highlight it (it turns blue) / the general attributes will display on the right hand panel.



The screenshot shows the Medusa interface for an award. On the left, a tree view shows a hierarchy of numbers: P0084151, A27473-001 (highlighted), 1542-27473, 1543-27473, 00000036, 1474-27473, and 1528-27473. The main panel displays the following information:

- Spon Award No:** 6 U76HP03164-03-04
- Award No:** A27473-001
- Account No:** 527473
- Activity Type:** Other
- Account Type:** Sponsored Project
- Title:** BASIC/CORE AREA HEALTH EDUCATION CENTER OF RHODE ISLAND
- Sponsor:** 000322:HEALTH RESOURCES AND SERVICES ADMINISTRATION
- Award Eff Date:** 01-Sep-2004
- Final Expiry Date:** 31-Aug-2007
- Anticipated Amount:** \$1,951,446.00
- Obligation Eff Date:** 01-Sep-2006
- Obligation Exp Date:** 31-Aug-2007
- Obligated Amount:** \$1,951,446.00
- Apprvd Equipment:**
- Apprvd SubContract:**
- Apprvd Foreign Trip:**
- Payment Schedule:**
- Transfer Sponsor:**
- Cost Sharing:**
- Indirect Cost:**
- Status:** Active

At the bottom, the **Investigators** section lists Frazzano, Arthur, and the **Units** section lists 040541 : Bio-Med Medicine.

VIEWING THE INSTITUTE PROPOSALS



The Institute Proposal Module contains information about proposals submitted to external sponsors. Each proposal that has been officially submitted by the University to the external sponsor is assigned a unique identifier. Through this identifier, the user can view information about proposals, i.e. funding source (external sponsor), title, department, principal investigator(s), and proposal amount. Once a proposal is funded, the information in the Institute Proposal Module forms the basis of the award.

The Institute Proposal number (IP) is assigned when the Proposal Development proposal has been approved by OSP or the front desk manually enters the submitted PSAF. This module includes proposal status information (pending, funded, rejected).

- Search for the Institute Proposal in the IP module and double click on the result to open it.
- The IP screen then opens. Status and other information can be viewed throughout the many tabs.

Display Institute Proposal 13091588 Sequence 2

Proposal Mailing Info Investigators Key Person Cost Sharing IDC rates Special Review Science Codes IP Review Others

Proposal No: 13091588 Seq No: 2 Award Number: Status: Pending

Merged With: Title: 4.5.1 P1 - General Module Testing

Proposal Type: New Sponsor Prpsl No: Account: NSF Code: F.02 : Biological - Life Sciences Activity Type: Organized Research Notice Of Opportunity: Unsolicited

Anticipated Award Type: Grant

Sponsor: 001833 NATIONAL CANCER INSTITUTE Prime Sponsor: 000867 No Prime Sponsor

	Initial Period	Total Period	Grad Students
Request Start Date:	01-Dec-2013	01-Dec-2013	Headcount: 0 Person Months: .00
Request End Date:	30-Nov-2014	30-Nov-2018	
Total Direct Cost:	\$132,170.70	\$705,914.56	Account Type: <input checked="" type="radio"/> Research <input type="radio"/> Fund
Total Indirect Cost:	\$76,919.21	\$343,201.67	Subcontract: <input checked="" type="checkbox"/>
Total All Cost:	\$209,089.91	\$1,049,116.23	Prop Create Date: 19-Mar-2013

Opportunity Id: CFDA No: Initial Contract Admin:

Summary/Comments:

Last Update: 27-11-2013 Update User: 08

VIEWING INSTITUTE PROPOSAL DOCUMENTS

Attachment for Institute Proposal 12111468

No.	Attachment Type	Title
proposal		Test

Coeus - Derby, Emily A. - Coeus Dev1

File Details Maintain Departmental Admin Central Admin Report Window Help

Negotiation

Attachments

Proposal Mailing Info Investigators Key Person Cost Sharing IDC rates Special Review Science Codes

Proposal No: 12111468 Seq No: 3 Award Number: 00

Merged With:

Contact Name: Phone Number: Email Address:

Comments:

Last Updated by: Derby, Emily A. at 07-May-2013 12:08:25 PM

Last Document Uploaded by: Derby, Emily A. at 07-May-2013 12:08:25 PM

File Name: test Doc.pdf

The documents that will be listed in this section of the record will be either **Rejection Notices from Sponsor** or **Withdrawal Notifications from the PI**

VIEWING AWARD INFORMATION



The Award Module maintains detailed information on awards including a complete history of every change made to an award from notice through closeout. Coeus stores various pieces of information pertaining to the award; attributes, dollar and date information and sponsor agency contacts (in the electronic rolodex). The system also maintains reporting requirements (financial, technical, property, patents), maintains the terms and conditions, required cost sharing, special reviews (animals, human subjects, biohazards, etc.), and indirect cost rates.

Award Structure

There are two types of awards in Coeus – **Parent Awards** and **Child Awards**. The Parent award reflects the Notice of Grant Award and is linked to the Main Account No. Child awards are sub accounts associated with the Parent award that are funded by the Parent NGA and have a separate Brown account number. Sub accounts may be created to track specific spending, equipment purchases, cross-departmental award administration, or differing Indirect Cost Rates from the Parent Award.

Each award has a 6-digit award number and a 3-digit extension (format: xxxxxx-xxx) that is assigned by Coeus. This award number is different from the FRS account number(s) and sponsor award number(s) that are

associated with an award. When an award is distributed into sub accounts (parent/children), the 6-digit award number remains the same, and the 3-digit extension acts as a counter.

Sample Award Hierarchy in Coeus:

Total Amounts		Dates				
	Obligated	Anticipated	Oblg. eff	Oblg. exp	Final exp	
[1] 000010-001 : 526476	\$1,844,543.00	\$1,844,543.00	01-Sep-2005	31-Aug-2009	31-Aug-2009	Parent
[1] 000010-002 : 526468	\$40,129.00	\$40,129.00	01-Sep-2005	31-Aug-2009	31-Aug-2009	Child

The Awards module is used when an institute proposal has been funded.

- Search for the award in the Award module and double click on the award to open it.
- Many tabs will open containing information about the award, such as terms, conditions, PI, general comments, and subcontracts related to this award, among other information.

Award No: 000021-001 **Sequence No:** 14 **Status:** Active

Sponsor Award No: BES-0547060 **Account:** 526513 **NSF Code:** Medical - Life Sciences

Modification No: 007 **Effective Date:** 01-Feb-2006 **Execution Date:**

Begin Date: 01-Feb-2006 **Sponsor:** 000480 NATIONAL SCIENCE FOUNDATION

Activity Type: Organized Research **Award Type:** Grant **CFDA No:** 47.041

Account Type: Sponsored Project **Dfafs No:**

Sub Plan: Not Required **Procurement Priority Code:**

Pre-Award
Authorized Amount: \$.00 **Effective Date:**

Title: CAREER: AXON GUIDANCE BY MULTIPLE CUES

Last Update: 30-Apr-2013 03:47 PM **Update User:** Derby, Emily A.

- To view the budget, click on the | **Money and End Dates** | tab. The Obligated and Anticipated amounts, and effective and expiration dates, are listed.

	Obligated Total	Anticipated Total	Obligation Effective Date	Obligation Expiration Date	Final Expiration Date
[1] A27473-001 : 527473	\$1,951,446.00	\$1,951,446.00	01-Sep-2006	31-Aug-2007	31-Aug-2007

- If there are multiple child accounts for an award, this screen would display a list of Coeus Award numbers ending in -002, -003, etc. If there are no child accounts, only the parent (-001) would be displayed. Click on the buttons on the bottom of the screen to see Total amounts, Distributed, and Distributable amounts. Click on History to see a history of the amounts entered into this award.

VIEWING AWARD BUDGET INFORMATION

The Award Budget is contained inside the Awards module. Coeus does not contain detailed budget information; we only track Direct & Indirect dollars in Coeus.

- In the | **Money and End Dates** | tab of the Award open, click on the [**BUDGET**] button. The Budget for Award Window opens. Multiple budget versions may be listed based on award increments or mods.

Budget for Award: A27473-001 Sequence: 5 Amount Sequence: 2

P/G Number: 527473

Total Obligated Distributable Amount: \$1,951,446.00

Budget Version	Sequence Number	Start Date	Expiration Date	Budget Status	Budget Amount	Type	Update User	Update Timestamp
1	1	01-Sep-2004	31-Aug-2005	Posted	\$500,000.00	New	PARIS	17-Apr-2006 09
2	2	01-Sep-2005	31-Aug-2006	Posted	\$747,768.00	New	Ferland, Joyce H.	12-May-2006 04
3	3	01-Sep-2006	31-Aug-2007	Posted	\$843,317.00	New	Ferland, Joyce H.	11-Sep-2006 09
4	4	01-Sep-2006	31-Aug-2007	Posted	\$7,111.00	New	Ferland, Joyce H.	25-Sep-2006 08
5	5	01-Sep-2006	31-Aug-2007	Posted	\$-146,750.00	New	West, Mary T.	18-Aug-2008 05

- Click once on a line to highlight it, then click on the [**DISPLAY**] to see the budget.

Award Budget: New Posted

Account No:	527473	Obligated Amount:	\$1,951,446.00	Budget Status:	Posted
Version:	3	Budget Amt:	\$843,317.00	On Off Campus Flag:	<input type="checkbox"/>
Award No:	A27473-001	Start Date:	01-Sep-2006	End Date:	31-Aug-2007
Sequence No:	5	Type:	New	OH Rate Type:	MTDC
Description:					
Comments:					

Line Number	Cost Element	Cost Element Description	Change Amount	Obligated Amount	Total Amount
1	009000	Direct Costs - Not to be used in Propo...	\$826,723.00	\$1,208,963.00	\$2,035,686.00
2	009980	Indirect Costs - Not to be used in Propo...	\$16,594.00	\$38,805.00	\$55,399.00

VIEWING COST SHARING IN AWARDS

- With the award open, click on the Details menu and select Cost Sharing. **Details → Cost Sharing**. The Cost Sharing window opens. (Note: Percentage is not used at Brown).
- This window will also show NIH Salary Cap information.

Cost Sharing

Sponsor Award Number: N/A
Award Number: 001580-001 Sequence Number: 1

Percenta...	Type	Fiscal ...	Source Acco...	Destination Acco...	Amount
.00To Be Fixed		2011	NIHCAP	1	\$26,308.97
.00To Be Fixed		2012	NIHCAP	2	\$39,640.33
.00To Be Fixed		2013	NIHCAP	3	\$53,370.71

Buttons: OK, Cancel, Add, Delete

VIEWING AWARD DOCUMENTS

- With the award open, click on the | **Attachments** | tab.
- The Attachments tab contains all Notice of Grant Awards pertaining to the Award.
- Click ONCE on the PDF symbol to open the award notice.
- The award notice will open in Adobe Reader above the Coeus application.

New Award : 001580-001: Sequence : 1

Attachments

Type	Description	Last Updated	Updated By
	Notice of Award	2009-08-04 11:30:52.0	Quinn, Jennifer L.

Buttons: Add, Void, Show All

CURRENT & PENDING REPORTS

Current & Pending reports are located in the Person module. To navigate to that section:

- Click the Departmental menu and click Personnel. **Departmental → Personnel**.

Coeus - Quinn, Jennifer L. - Coeus Training

File Maintain Departmental Admin Central Admin Window Help

Business Rules...
Maps...
Personnel...
Users...
User Delegations

- Enter the Investigators last name in the **Last Name** field and click the **[FIND]** button. (You can also include First Name to narrow your search results)

Person Search

Last Name	First Name	Full Name	User Name	Email	Departme
davis					

Buttons: Find, Clear, Cancel

- Click **Edit → Current & Pending Support** to generate the report for the selected individual.

Current and Pending Support

Current Support | Pending Support

Pending Support for Davis, Christopher V.

Proposal Number	Agency	PI	Title	Total Direct Cost	Total Indirect Cost	Total Requested	Effective Date	End Date
09080772	NATIONAL INSTITUTE...	PI	Testing Revised Budget one more time	\$264,931.51	\$163,914.98	\$428,846.49	01-Sep-2009	31-Aug-2012
09121431	NATIONAL INSTITUTE...	PI	Testing Changed / Corrected application	\$264,931.51	\$132,465.83	\$397,397.34	01-Sep-2009	31-Aug-2012
10010007	NATIONAL INSTITUTE...	PI	USING COEUS TO SUBMIT A REVISED BU...	\$87,180.86	\$53,946.24	\$141,127.10	01-Sep-2009	31-Aug-2012
10010021	NATIONAL INSTITUTE...	PI	Testing Changed / Corrected application	\$264,931.51	\$163,914.98	\$428,846.49	01-Sep-2009	31-Aug-2012
10010055	NATIONAL INSTITUTE...	PI	USING COEUS TO SUBMIT A REVISED BU...	\$150,000.00	\$53,946.24	\$203,946.24	01-Sep-2009	31-Aug-2012
10010060	NATIONAL INSTITUTE...	PI	USING COEUS TO SUBMIT A REVISED BU...	\$67,039.55	\$41,490.76	\$108,530.31	01-Sep-2009	31-Aug-2012
10020064	NATIONAL INSTITUTE...	PI	Testing Revised Budget one more time	\$264,931.51	\$163,914.98	\$428,846.49	01-Sep-2009	31-Aug-2012

The report displays two tabs of information: | **Current Support** | tab is a listing of Investigator’s active Awards and | **Pending Support** | tab is a listing of the Investigator’s pending proposals. This report also includes proposals and awards where the individual is listed as an **Investigator, Co-investigator, Co-PI or Key Person**

Each tab’s results can be downloaded and saved as an Excel spreadsheet.