

## Sponsor System Submission

### *Frequently Asked Questions*

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#### **Q: Where can I find training for sponsor systems like ASSIST, FastLane, Research.gov and Workspace?**

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A: While OSP Training Sessions may soon be developed, there is currently assistance already available directly from many sponsors. Please navigate to the links below for training videos and instructions:

[Preparing you Application Using ASSIST](#)

[FastLane Help Guide](#)

[Research.gov Proposal Preparation and Submission](#)

[Applicant Training for Grants.gov \(Workspace\)](#)

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#### **Q: Is a COEUS record still required?**

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A: Yes. A COEUS record is still needed, though it should not be connected to Grants.gov. For each proposal, the detailed budget should be created in COEUS and the complete, final proposal preview document from the sponsor's system should be uploaded in the COEUS Narrative. In addition to the final proposal document, you should also include other administrative documents (Cost Sharing Approvals, Investigators COI forms, Subaward Documents, Salary Cap Worksheets, etc.) in the Narrative. The COEUS record will be approved immediately after the proposal is successfully submitted to the sponsor. The steps in this process can also be found in **Attachment A**.

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**Q: My PI would prefer to submit his or her NIH proposal via COEUS system-to-system, is this still allowed?**

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A: Yes, S2S submissions are still allowed and we anticipate that many departments will keep using this method. The only change at this time is that departments are afforded more flexibility and options in how they choose to submit proposals. That being said, we will strongly recommend that some complicated proposal types, such as COEUS Hierarchy proposals, be submitted via sponsor systems.

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**Q: I'd like to use Workspace, but I do not have a Grants.gov log-in. How do I get one?**

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A: It is true that while most departmental staff already have access to NIH and NSF systems, fewer people currently hold Grants.gov accounts. Since a Grants.gov log-in is required to use Workspace, you'll need to navigate to this website to create an account: <https://www.grants.gov/web/grants/register.html>. After you register, OVPR's Research Project Coordinator will be notified and will process your account as follows:

- Those who currently hold the proposal Aggregator role in COEUS will be assigned a Workspace Manager role. This role allows you to Create a Workspace and have full access to manage that workspace.
- If you are not a COEUS Aggregator, you will be granted a Workspace account without a role. This will still enable you to perform work on a Workspace proposal if a Workspace Manger adds you as a 'participant' to a Workspace.

Please be sure that you choose Organization Applicant as you 'continue' through your registration. In order to create proposals for Brown University, you must sign up under an Organizational account, using Brown's DUNS number (001785542) and your employee position information and email at Brown.

# Sponsor System Submission Process

## Step 1

- Create a **COEUS** record, including a detailed budget. Do not connect this record to Grants.gov

## Step 2

- Initiate a proposal in the **Sponsor System** (ASSIST, FastLane, Workspace, etc.)
- Add all required proposal information, such as budget details and requested documents, into the **Sponsor System**
- Validate the proposal in the **Sponsor System** and address all Errors and Warnings

## Step 3

- Upload the a preview of the full **Sponsor System** proposal in the **COEUS** Narrative
- Also upload all other required internal documentation, such as FCOI forms, Salary Cap Worksheet, and other applicable documents into the **COEUS** Narrative

## Step 4

- Route the **COEUS** proposal to OSP/BMRA for review

## Step 5

- Address any applicable edits that are requested by OSP/BMRA
- If necessary, upload a revised, final, version of the **Sponsor System** proposal in **COEUS**

## Step 6

- OSP/BMRA will first submit the proposal in the **Sponsor System**, and will approve the **COEUS** record immediately after receiving notification of the successful submission