COEUS LITE
Complete Proposal User Manual

Installation 4.5.1
updated 5/6/2013

Have additional questions? Email us: **Coeus-Help@drexel.edu**

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COEUS:
A Grants Management System

What is Coeus The Massachusetts Institute for Technology [*MIT*] developed Coeus (pronounced (*Koe-ee-us.*) an electronic system for the development and management of research related activities.

Coeus is now a consortium, comprised of 50 universities across the country that together include the top 500 research institutions that receive governmental funding in the United States. Drexel University takes a lead role in the continued development of Coeus by participating on the Functional Council within the *Coeus Consortium.*

Why Coeus In utilizing Coeus, Drexel has a greater ability to follow best practices in research. This ensures compliance with governmental mandates in research administration and finance.

Currently Utilized at Drexel The Coeus system provides complete management of research information. Each function of research is located in a separate tab or module within Coeus.

At this time, Drexel is using the Proposal Development, Institute Proposal, Reporting, Awards and Negotiation modules. Some of these modules are available to investigators, others are currently used only by the Office of Research Administration.

Proposals can now be created with ease, as the administrative and financial standards are automatically populated in the system. Then route proposals internally to obtain proper approvals through electronic means rather than inked signatures.

The system also allows for electronic submission to some sponsors, which reduces duplicity. Additionally, this process provides a way to maintain records of submissions and award transparently.

Future plans Before releasing new functionality university wide, the Electronic Research Administration & Financial Reporting group thoroughly test the module in our test environment. Once it passes inspection, we request a small cohort of Departments to employ before making it available.

In 2013 testing of the modules *IRB*, IACUC, *COI* are expected. If your Department is interested in participating in the trial phases, please contact Claire King.

Getting Started

Coeus may be an electronic system, but it engages people who need adequate time to do their jobs to the best of their ability. Please allow plenty of time for the proposal approval process.

Remember to allow time for review!

To begin using Coeus, it is recommended that you sign up for a Training Session. These are offered weekly, as well as whenever an entire department begins using the system.

Your role will need to be entered into the Coeus system. At that time your specific roles and any assignments will be mapped so that all of the necessary users and signatories will be made aware when a proposal is in process. Additionally, this will link all of your Coeus activities to the appropriate cost center(s,) to align proposals with awards when funding is made. To gain access, please send your contact information to: Coeus-Registration@drexel.edu

Launch

At Drexel University, the Coeus System that Researchers use is called Coeus Lite®. This version of Coeus runs through your preferred internet browser.

The live version of Coeus is designated 'Production' and is available at this web site:

PRODUCTION - https://coeus.drexel.edu/coeus/

Additionally, to acclimate yourself with the workings of Coeus, you may enter the Training version. Since this version is not tied to the Production version, you wouldn't need to worry about making mistakes. Feel free to play here until you feel comfortable with how the system works. However, remember that Training and Production are not connected, so if you've made changes in Training they will not appear in Production!

TRAINING - https://coeus.irttest.drexel.edu/coeus/

Coeus may be launched from anywhere that you have internet connection! If you want to access the website and you are located "off campus" you will simply need to connect to the Drexel VPN for added security. Follow this two-step process:

VPN - https://vpn.drexel.edu/+CSCOE+/logon.html

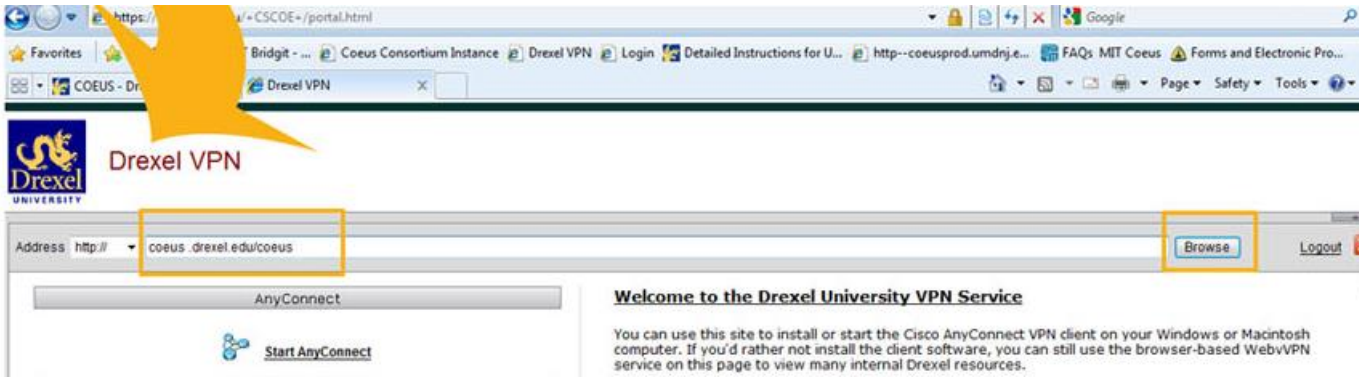
- Enter your Drexel Id, the same that you use to log into your work computer
- Click Start Any Connect
- Allow install

Off Campus Connection Tips

Connecting to the VPN while away from campus can be tricky with the Start AnyConnect client, especially for Mac users. If you need help, please try these instructions first and then contact Coeus-Help@drexel.edu for any continued support.

Connect to the VPN without Start AnyConnect

Follow the VPN link on the prior page. Enter your Drexel One credentials, click logon.



1. In the screen that opens, type the Drexel Coeus web address: Coeus.drexel.edu/Coeus in the address bar. Note that this appears below the Drexel Dragon logo.
2. Click Browse
3. Login to Coeus as usual

Connect iPad/iPhone to VPN

iPhones can be used to approve proposals, and iPads may be used to approve and create proposals.

1. Go to Settings
2. Select General
3. Choose Network
4. VPN
5. Add VPN Configuration
6. Touch the IPSec tab
7. Then follow the VPN image here exactly, however include *your* Drexel One id and password.

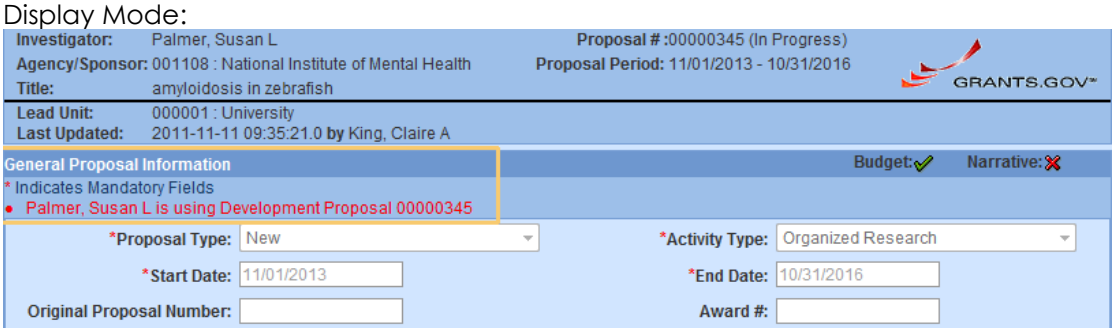
8. Select Save
9. Slide VPN to ON position

Navigation Overview

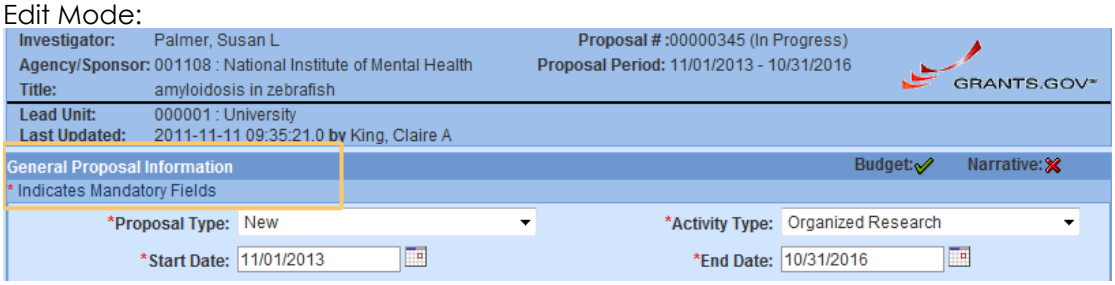
If stepping away from your computer, please exit the proposal and module. Only one person may work in a section at a time. If using proposal development, one user can Modify the General Info *and* Upload Narratives screens, while another user can Modify the proposal Budget.

Edit mode versus *Display mode* – If another person is working in a particular section, you will not be able to edit the details. However, you may select and view the information. This is the Display mode, denoted by the red text that tells you who is working in the section at that particular moment. If no one else is in the proposal but you still cannot edit, check 1.) The status of the proposal, proposals are only editable in In Progress or Rejected modes. 2.) There may be a lock on the proposal if you did not log out of the proposal last time. See locks below for more details.

Display Mode:



Edit Mode:



When navigating in Coeus, only have one window open at a time. If you try to use more than one window the system may lock you out.

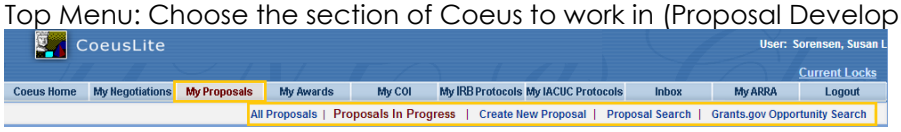
<u>Locks</u> – If you attempt to access a module and the information data and drop down menus are grayed out then there is a lock in place. This is to prevent information from accidentally being altered. Follow these steps to remove the lock and resume edits.

Remove a lock!

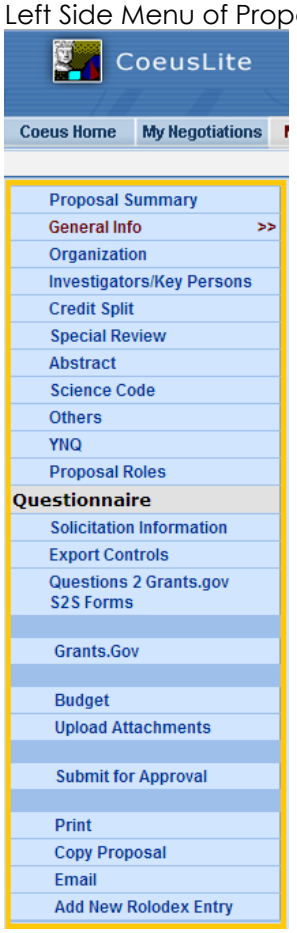
- Select "Current Locks" in the Coeus Lite header, in the top right corner
- In the window that opens, select "Remove" to the right of your user name
- Select "Yes" that you are sure
- Now re-enter the screen that was locked by making a selection from the top menu.

Menus – There are two sets of menus in Coeus. The first menu, on top, acts like the roots of a tree and expands down with additional options. The second menu on the left side will appear when you are in a module to allow you navigation within that specific module.

Top Menu: Choose the section of Coeus to work in (Proposal Development shown)



Left Side Menu of Proposal Development: Navigate to places within the proposal



Proposal Development

All proposal development occurs through the "My Proposals" tab on the top menu. Working in Coeus allows for a range of electronic options, such as finding a proposal in progress, create a new proposal or copy an existing proposal.

Find a Proposal Already Started

There are three ways to find proposals already in progress:

Search for Proposals

1. To see all proposals, regardless of the status of the proposal:

- Navigate to "My Proposals" tab on the top menu
- Select "All Proposals" from the menu that expands underneath

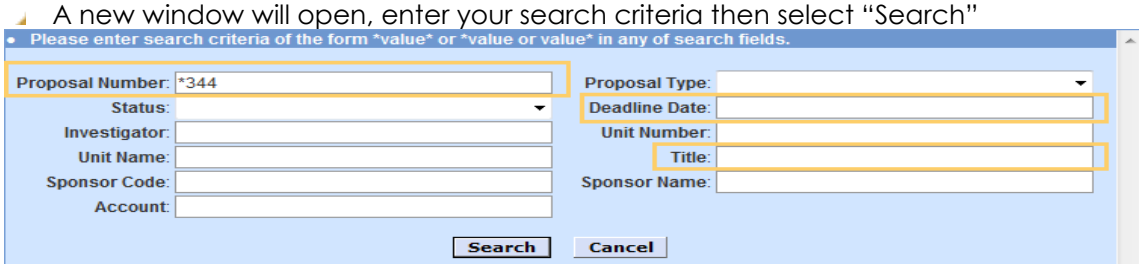
Click anywhere on a line to open the proposal, select budget to open in budget first.

2. Alternatively, if looking for all started proposals, *except* those that have been submitted:

- Navigate to "My Proposals" tab on the top menu
- Select "Proposals In Progress" from the menu that expands underneath

3. Searching for a specific proposal:

- Navigate to "My Proposals" tab on the top menu
- Select "Proposal Search" from the menu that expands underneath
- A new window will open, enter your search criteria then select "Search"



Noted above are the best fields to use when searching for a proposal. Only one entry is required to run a search.

TIP: Use the wildcard symbol, an asterisk *****, in Coeus search screens. Strategic use of wildcards can reduce the number of letters you have to type – reducing typos! Also, you only have to remember key words or partial number sequences, not entire titles or names.

About Copying an Existing Proposal

Note: Copying proposals is a useful way to more easily prepare applications that are ***Change/Corrected, Renewals, Revisions, Continuations or Resubmissions***. In addition, copying proposals allows investigators to create a "template" proposal, into which narratives or other attachments can easily be uploaded based upon a previously determined set of "placeholder" modules.

When copying a proposal, it is important to note that some data maintenance will need to be done, for example:

Certain items are not copied:

- Investigator Certifications: Go to the Investigator Tab, highlight name and click "Certify" button.
- Research Compliance Questionnaire: This is copied only if you elect this option on the "Select Copy Options" window (image below)
- Budget: This is copied only if you elect this option on the "Select Copy Options" window (image below)
- Narratives: These are copied only if you elect this option on the "Select Copy Options" window (image below)
- Connection to Grants.Gov: Go to Action>Grants.Gov to reconnect
- Optional Forms previously selected: Go to Grants.Gov, select Forms Tab, recheck the forms to include.
- For submitted Proposal Hierarchies, only the parent is copied
- Proposal access roles granted for the original proposal

Also, certain changes will need to be made:

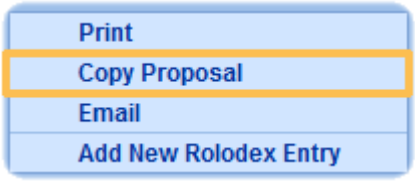
- On the Grants.Gov submission details window, be sure to review the application type
- Original proposal number. Think carefully about which number to use, instructions are found below

In addition, certain things should be verified:

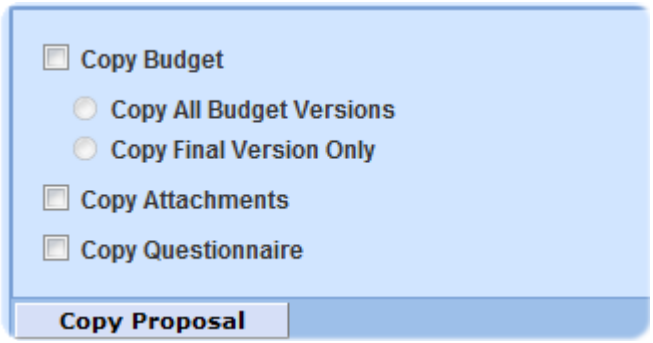
- A Grants.gov link may be copied from a previous proposal; however the opportunity it references may no longer be active. Validating the proposal will let you know if the opportunity referenced is still active at Grants.gov. If not, you need to delete the opportunity, and enter an updated opportunity.
- Check that all narratives have copied, are relevant and are marked as complete
- Check the Y/N questions to ensure that no new questions have been added since the original proposal was made
- Check the Research Compliance Questionnaire to ensure that no new questions have been added since the original proposal was made.

To Copy the Proposal

1. Open the original proposal in view mode
2. Use the copy proposal tab on the left navigation menu



3. Make these selections:



   a. Select the Budget checkbox to copy the original proposal's budget (if appropriate). Since it is possible that the original proposal does not have a version designated Final, it is recommended that you select All versions

   b. Select the Narrative checkbox if you want to copy the narratives from the original proposal

   c. You may elect to copy the Research Compliance Questionnaire. Be sure that all answers from the previous proposal version are still accurate

4. Click Copy Proposal

Non-Competing Renewals (continuations) Revisions, and Renewals

1. Select the appropriate choice from the Proposal Type pick list on the Proposal Details Screen (see appendix "Coeus Proposal Types" for definitions of proposal types)
2. Provide the Original Proposal number
3. For Renewals and Continuations, Provide the current Award number

Create a New Proposal

If you are authorized to create proposals in more than one Unit (Department) you will first be presented with your list of those units. Click on the appropriate Unit for this submission.

TIP: The Lead Unit cannot be changed once a proposal is started. The Lead Unit is the primary department associated with the proposal. This is the department that will submit the proposal and manage the award, if funded.

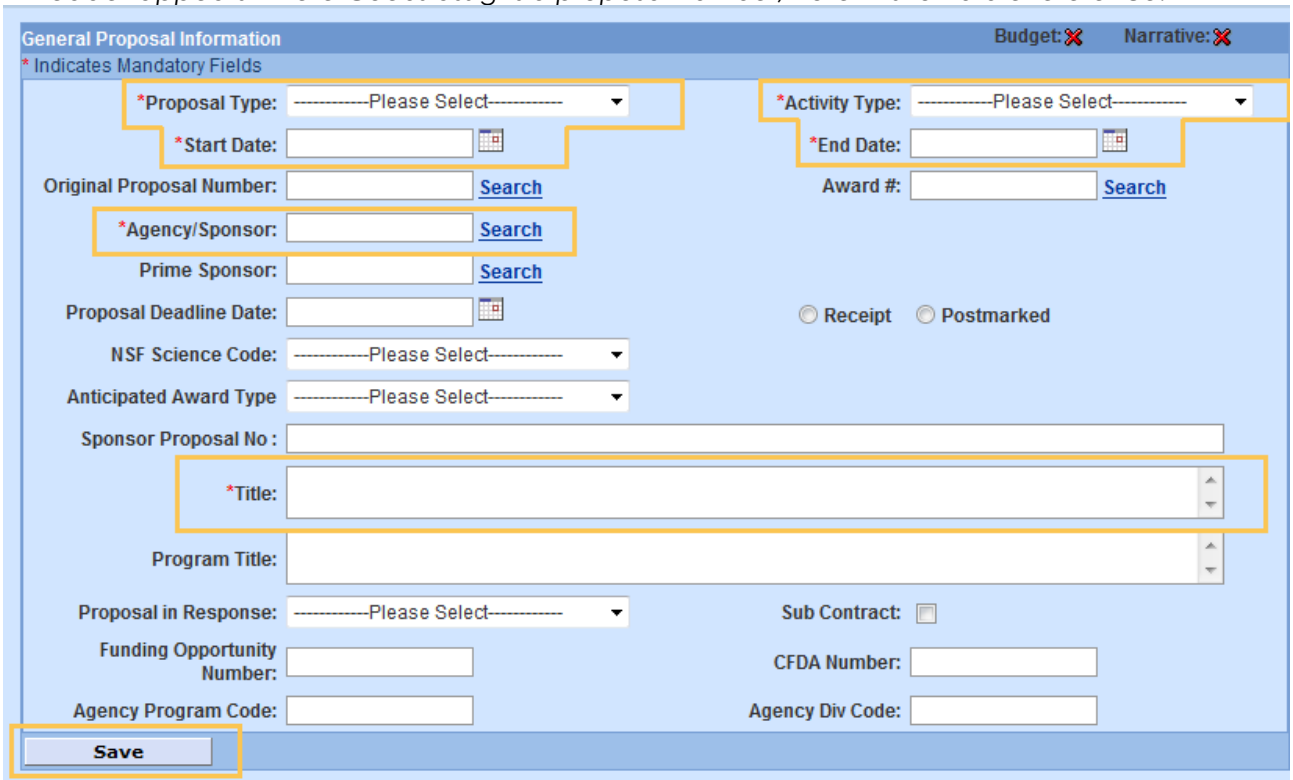
You will be able to add additional unit(s) to support routing and credit split for each investigator on the Investigator Details screen.

A new proposal will open on the General Info Screen. All required fields (marked by the *) must be completed before a new proposal will be created with a unique proposal number.

Complete the General Info

1. Complete the required fields
2. Save Work

A Header appears where Coeus assigns a proposal number, note this for future reference.



The Drexel Office of Research Administration also requires Proposal Deadline Date to best manage their workflow.

Use the Field Finder to see additional detailed information for all screens.
Explanation of the fields:

Field Name	Description
* Proposal Type	Select the appropriate entry from the drop-down list. This information might be specified in the sponsor's announcement or guidelines.
* Activity Type	Select the appropriate entry from the drop-down list.
* Start Date	Date the project is expected to start. Enter in **mm/dd/yy** format or use the calendar tool.
* End Date	Date the project is expected to end. Enter in **mm/dd/yy** format or use the calendar tool.
* Agency/Sponsor	The sponsor is the organization that will provide funding. Use the ***Search*** icon to find it to find the associated **code number**.
* Proposal deadline date	Date the proposal is due. **Required by Office of Research Administration.*
Receipt/Postmarked	Select the option that defines the deadline receipt requirement.
Anticipated Award Type	Select the type from the drop-down list, if known.
* Title	Enter the descriptive title. **For electronic submission, the title can contain no special characters**. 200 character maximum; individual sponsors often require shorter titles. Refer to your sponsor guidelines.
Program Title	Enter a program title provided by the sponsor. If this proposal will be submitted via Grants.gov, **this field will be completed/overwritten when you associate the proposal with a** Grants.gov opportunity.
Proposal in Response to	Select an entry from the drop-down list to identify how this funding opportunity was announced.
Subcontract	Select this checkbox if you will use one or more subcontracts on this proposal. If there will be no subcontracts, leave it unchecked.
Funding Opportunity Number	Enter the program announcement that you will respond to.

Organization/ Performance Sites

The Organization screen contains the contacts for Drexel's standard performance organization and performance site. See the Field Finder for detailed description of each field. You will not need to make additions or changes unless your project includes work at a site external to Drexel University.

Field Name	Description
Other Organization/Location	Other Organizations are other participants in the project, often recipients of a subcontract.
Performance Site/ Location	A site where work is being done that is not an organization (e.g. a volcano, a field camp location, or other significant off campus location that should be recognized in the proposal).

Create Additional Organizations/Sites

Use the *Add Organization/Location* function to perform a search to populate the required fields.

For *Other Organizations*, the Coeus Organization Table will be searched and the returned result will include the Location, Address, and Congressional District. Users can modify the district by deleting returned result and adding a new congressional district field. Using Other Organization will support populating DUNS Number to certain sponsor forms. Subcontractors are considered an *Other Organization*. Email Coeus-Help@drexel.edu if the needed organization is not listed.

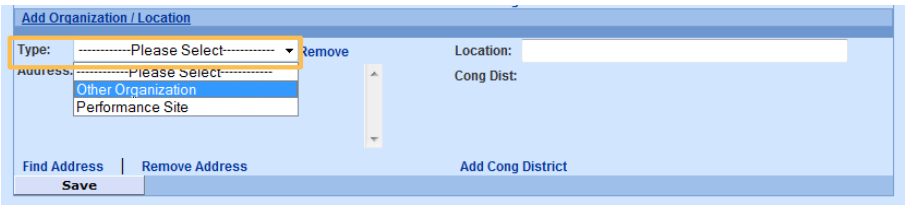
For *Performance Site*, the Location field must be manually entered, the Rolodex must be searched for the Address, and then the Congressional District field must be added and typed in. Rolodex does not support providing DUNS numbers to sponsor forms. *If DUNS is required for your submission, use Other Organization*.

Add an Other Organization

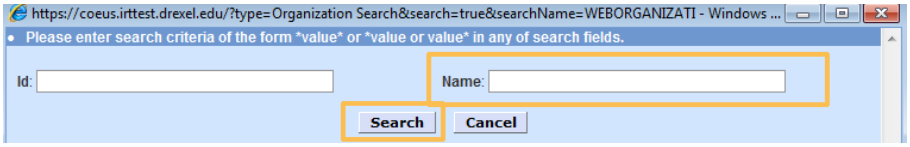
Once Other Organization type is selected the Location and Find/Remove address fields will be replaced with a Search function.

Use the Search function to locate the Organization.
Find the Organization by searching for part of the name and use the ***** wildcard to get a broad range of results.

1. Select Add Organization/Location
2. Select Type: Other Organization from drop-down menu



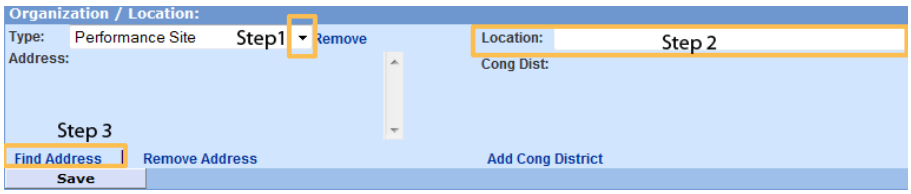
3. Select Find Address to open Organization Search window
4. Enter the search criteria and select Search



5. Select a result or perform the search again
6. If required, select Add Cong Dist: to generate a field for the congressional district. *If the data is in the Organization Table, it will automatically populate.*
   - Enter the congressional district in the 2 character State, hyphen, 3-character District format. (AA-000)
7. Select Save to keep the Other Organization

Add a Performance Site (Location Address)

1. Select Add Organization/Location
2. Select Type: Performance Site from drop-down menu
3. Enter a contact name in the Location field.
4. Select Find Address to open the Rolodex Search window
5. Enter the criteria and select Search



6. Select a result or perform the search again to locate
7. Select Add Cong Dist: to generate a field for the congressional district.
   - Enter the congressional district in the 2 character State, hyphen, 3 character District format. (AA-000)
8. Select Save to keep the Performance Site

Difference between Organization & Performance Site

An Organization will often be a place that sub contractual work will be done. These organizations have a DUNS Number and/or tax code that is necessary for reporting purposes.

On the other hand, a Performance Site can simply be a location where research will take place; for example the Gulf of Mexico for an Oceanic research proposal. A Performance Site or Organization will always be a non-Drexel location.

Delete Other Organizations or Performance Sites

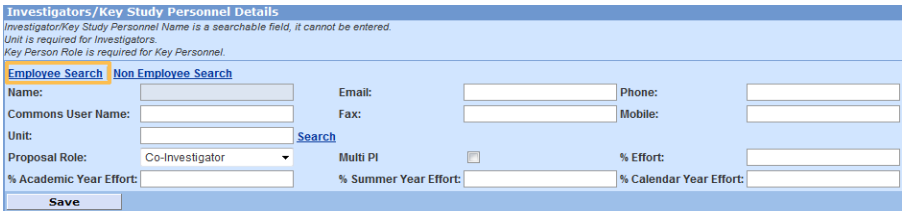
Select Remove (near Type) to delete the entry.

Investigators & Key Personnel

All Key Personnel for the entire project, including Subcontractors that are Key Personnel should be entered here. Other Proposal Roles can only be added after a PI is entered and saved. Add Investigators first, then enter Key Personnel, in alphabetical order. Remember, Key Persons contribute significantly to the scientific scope of a proposed project, it is irrelevant if they will be paid or not.

Add a Principal Investigator

1. Search for and add the Principal Investigator on the Investigators/Key Persons screen.
   - Employee Search will locate persons from HRIS

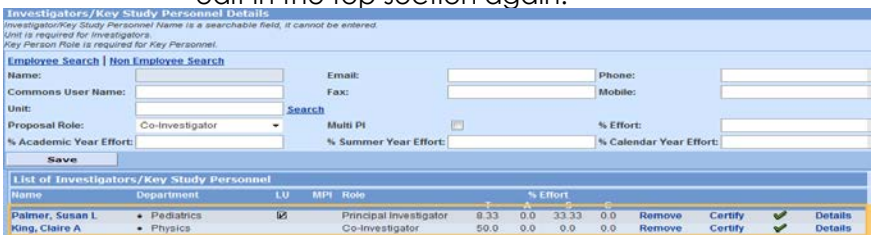


2. Edit the PI's maintained data:
   a. Modify or revise contact information
   b. Enter Commons User Name (For any Grants.gov submission)
   c. Enter the estimated percent of effort averaged over the entire proposed project period (is not sent with electronic submissions)
   d. Enter estimated annualized average effort for either the Academic/Summer **or** Calendar year effort based on a 9Month or 12Month appointment
   e. Enter the total % Effort
   f. Select Multi PI checkbox, if relevant to your submission (See next section for details)

3. The default value for Proposal role for the first person added is Principal Investigator. Leave this as is.

4. Select Save

When saved, the person details are added to a list below. Click on a name to edit in the top section again.



Multi PI submission (NIH only)

The Program Director/Principal Investigator (PD/PI) is defined as the individual(s) judged by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program supported by the grant. The presence of more than one identified PD/PI on an application or award diminishes neither the responsibility nor the accountability of any individual PD/PI.

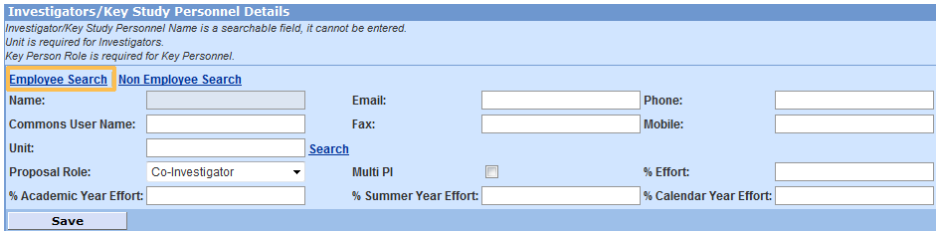
The multiple-PD/PI option is extended to most research grant applications submitted electronically through Grants.gov using the SF424 R&R application package. If the multiple-PD/PI model is not allowed, the Funding Opportunity Announcement (FOA) will state that "Multiple Principal Investigators (mPI) are not permitted." under Section III, Eligible Individuals.
*http://grants.nih.gov

1. Follow the standard Add PI instructions, as outlined on previous page
2. Select the check box for Multi-PI
3. Select Save

Each PD/PI **MUST** have an ERA Commons name entered in the Commons User Name field. Also, please review the Details screen to make sure information is complete.

Adding Second Drexel PD/PI

1. Search for and add the second Principal Investigator on the Investigators/Key Persons screen.
   - Employee Search will locate persons from HRIS



2. Edit the PD/PI's maintained data:
   a. Modify or revise contact information
   b. Enter Commons User Name
   c. Enter the estimated percent of effort averaged over the entire proposed project period (is not sent with electronic submissions)
   d. Enter estimated annualized average effort for either the Academic/Summer **or** Calendar year effort based on a 9Month or 12Month appointment
   e. Enter the total % Effort
   f. Select Multi PI
3. Using the drop down menu for Proposal Role, choose Co-Investigator (form pages will show role as PD/PI – see next page)
4. Select Save

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

Prefix	* First Name	Middle Name	* Last Name	Suffix
	Susan	L	Sorensen	

Position/Title: ERA Specialist
Department: Research Administration
Organization Name: Drexel University
Division: Office of Research
* Street1: Research Administration
Street2: 3201 Arch St Ste 100
* City: Philadelphia
County: PA101
* State: PA: Pennsylvania
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 19104

*Phone Number	Fax Number	* E-Mail
(215) 895-1688		susan.l.palmer@drexel.edu

Credential, e.g., agency login: SPALME15

*** Project Role:** PD/PI
Other Project Role Category:

Degree Type: Master of Arts
Degree Year: 2008

	File Name	Mime Type
***Attach Biographical Sketch**	ID-12286143_BN-1_BIOSKETCH.pdf	application/octet-stream
Attach Current & Pending Support		

PROFILE - Senior/Key Person_

Prefix	* First Name	Middle Name	* Last Name	Suffix
	Johnny	B	Manuel	

Position/Title: Program Administrator
Department: Research Administration
Organization Name: Drexel University
Division: Office of Research
* Street1: Research Administration
Street2: 3201 Arch St Ste 100
* City: Philadelphia
County: PA101
* State: PA: Pennsylvania
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 19104

*Phone Number	Fax Number	* E-Mail
(215) 571-3547		johnny.b.manuel@drexel.edu

Credential, e.g., agency login: JMANUEL

*** Project Role:** PD/PI
Other Project Role Category:

Degree Type:
Degree Year:

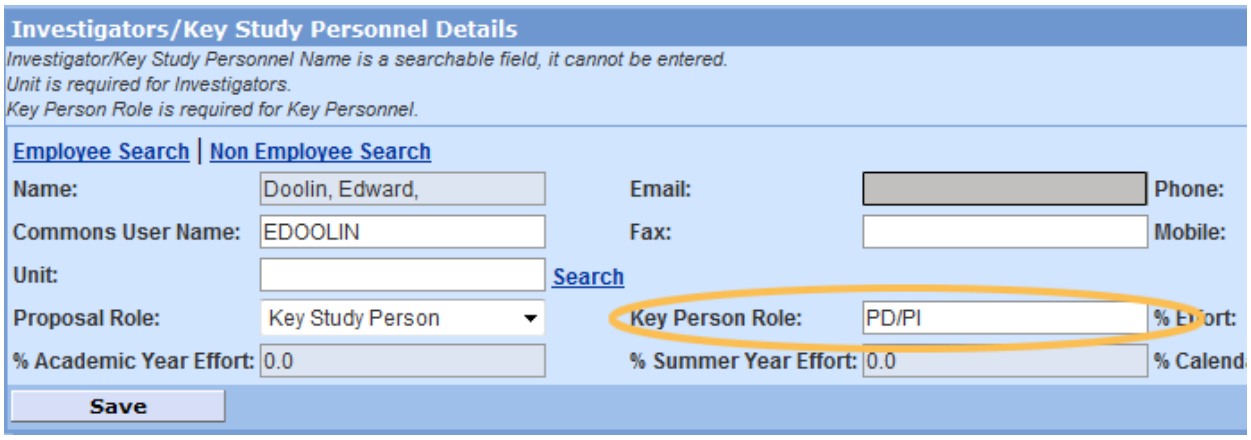
	File Name	Mime Type
***Attach Biographical Sketch**	ID-11868209_BN-1_BIOSKETCH.pdf	application/octet-stream
Attach Current & Pending Support		

The form will complete with PD/PI information for both persons named PD/PI .

Adding Second Non-Drexel PD/PI

The applicant organization may designate multiple individuals as PD/PIs who share the authority and responsibility for leading and directing the project, intellectually and logistically. Each PD/PI is responsible and accountable to the applicant organization, or, as appropriate, *to a collaborating organization*, for the proper conduct of the project or program including the submission of all required reports.

1. Search for and add the Principal on the Investigators/Key Persons screen
   - Non Employee Search will locate persons from the Coeus Rolodex.
   - If the person does not appear you must add them to the Coeus Rolodex. (See Section "Add Rolodex Entry")
2. Edit the PD/PI's data from the Rolodex:
   a. Modify or revise contact information
   b. Enter Commons User Name
   c. Enter the estimated percent of effort averaged over the entire proposed project period (is not sent with electronic submissions)
   d. Enter estimated annualized average effort for either the Academic/Summer **or** Calendar year effort based on a 9Month or 12Month appointment
   e. Enter the total % Effort
3. Using the drop down menu for Proposal Role, choose Key Person (form pages will show role as PD/PI – see next page)
4. In the Key Person Role, type PD/PI (this must be exact)



5. Select Save

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

Prefix	* First Name	Middle Name	* Last Name	Suffix
	Susan	L	Sorensen	

Position/Title: ERA Specialist
Department: Research Administration
Organization Name: Drexel University
Division: Office of Research
* Street1: Research Administration
Street2: 3201 Arch St Ste 100
* City: Philadelphia
County: PA101
* State: PA: Pennsylvania
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 19104

*Phone Number	Fax Number	* E-Mail
(215) 895-1688		susan.l.palmer@drexel.edu

Credential, e.g., agency login: SPALME15
*** Project Role:** PD/PI
Other Project Role Category:
Degree Type: Master of Arts
Degree Year: 2008

	File Name	Mime Type
***Attach Biographical Sketch**	ID-12286143_BN-1_BIOSKETCH.pdf	application/octet-stream
Attach Current & Pending Support		

PROFILE - Senior/Key Person_

Prefix	* First Name	Middle Name	* Last Name	Suffix
	Edward		Doolin	

Position/Title: Attending Surgeon
Department:
Organization Name: Childrens Hospital of Philadelphia
Division: College of Nursing and Health
* Street1: 34th Street and Civic Center Boulevard
Street2:
* City: Philadelphia
County:
* State: PA: Pennsylvania
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 19104-5127

*Phone Number	Fax Number	* E-Mail

Credential, e.g., agency login: EDOOLIN
*** Project Role:** PD/PI
Other Project Role Category:
Degree Type:
Degree Year:

	File Name	Mime Type
***Attach Biographical Sketch**	ID-5839_BN-1_BIOSKETCH.pdf	application/octet-stream
Attach Current & Pending Support		

The form will complete with PD/PI information for both persons named PD/PI .

Co-Investigators and Key Study Persons

Co-Investigator defaults next, or select Key Study Person from drop-down list. Follow the same process as adding the Principal Investigator. If entering a Key Study person, remember to add a proposal specific role under Key Person Role – this will populate on the form pages for most Grants.gov submissions.

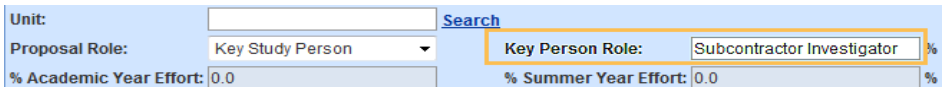
1. Search for and add the Principal on the Investigators/Key Persons screen
   - Employee Search will locate persons from HRIS.
2. Edit the Col's / Key Person's maintained data:
   a. Modify or revise contact information
   b. Enter Commons User Name (For any Grants.gov submission)
   c. Enter the estimated percent of effort averaged over the entire proposed project period (is not sent with electronic submissions)
   d. Enter estimated annualized average effort for either the Academic/Summer **or** Calendar year effort based on a 9Month or 12Month appointment
   e. Enter the total % Effort
3. Using the drop down menu for Proposal Role, choose either Co-Investigator or Key Person
4. If Key Person Selected, change the Key Person Role to describe project specific function
5. Select Save

Key Persons from Outside of Drexel

Occasionally, it will be necessary to add Key Persons that are not part of Drexel University. One such instance is when your proposal will subcontract work to another organization that contributes to the scientific portion of your project. Follow the same process as with other Key Persons, using the Non-Employee search. This will search the Coeus Rolodex. If the person is not in the Rolodex, add the person to the Rolodex.

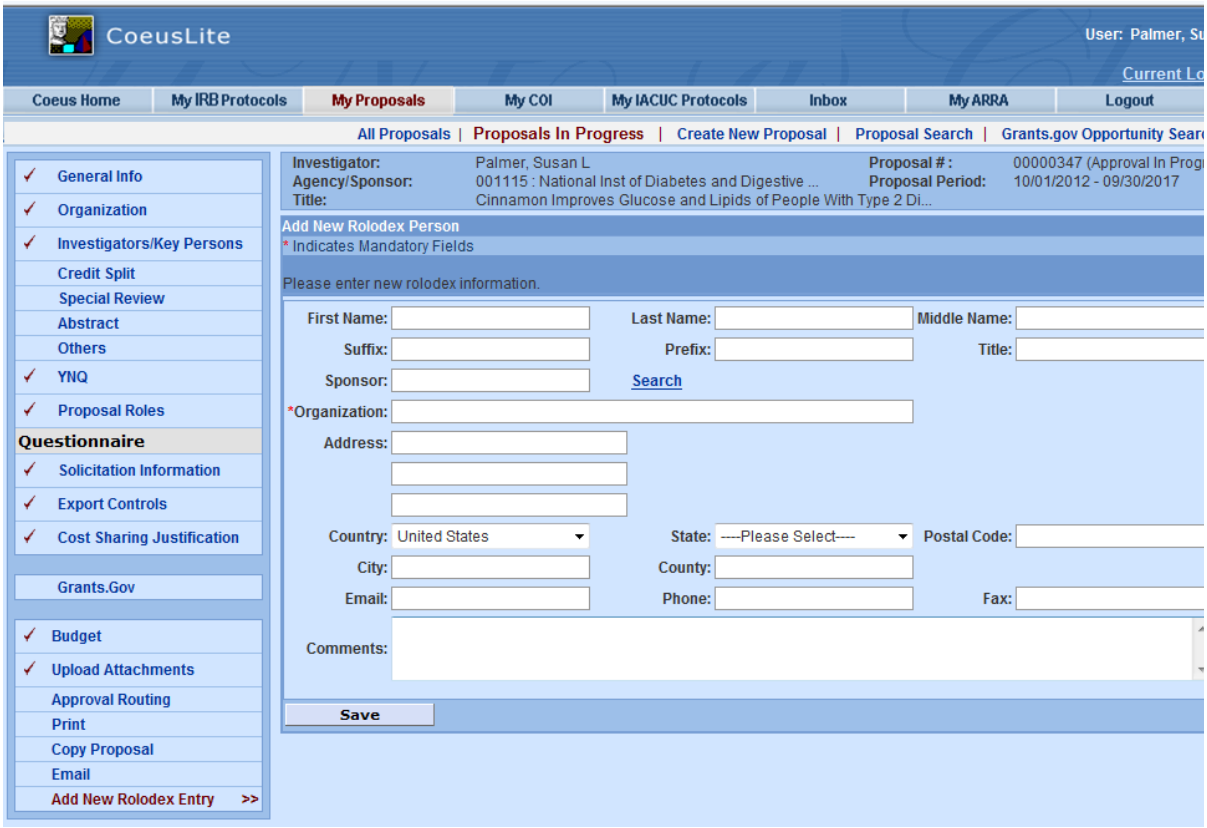
1. Search for and add the Principal on the Investigators/Key Persons screen
   - Non Employee Search will locate persons from the Coeus Rolodex.
2. Edit the PD/PI's data from the Rolodex:
   f. Modify or revise contact information
   g. Enter Commons User Name
   h. Enter the estimated percent of effort averaged over the entire proposed project period (is not sent with electronic submissions)
   i. Enter estimated annualized average effort for either the Academic/Summer **or** Calendar year effort based on a 9Month or 12Month appointment
   j. Enter the total % Effort
3. Using the drop down menu for Proposal Role, choose Key Person
4. Change the Key Person Role to describe project specific function
5. Select Save

By default, the first individual entered is designated with the Role: Principal Investigator. The next person added will default to Co-Investigator. Remember to choose Key Person when adding subcontractors, then note the proposal specific role under Key Person Role:



Add Rolodex Entry

The Coeus Rolodex is used to maintain contact and organization information for people, **not from Drexel**, that should be included in a proposal. Whenever you search for non-employee personnel, you search in the Rolodex. Once a Coeus rolodex entry has been created, it stays in the database and is available for quick and easy entry in any proposal, so enter all information to the best of your knowledge.



ONLY use **letters** (uppercase/lowercase A-Z, a-z), **numbers** (0-9), **hyphens** (-) and **underscores** (_). Special characters like an umlaut ü) will cause an error in electronic transmissions. Even ***spaces between characters can cause problems*** with some sponsors retrieving files from a successful Grants.gov submission!

- Name (Last and First),
- Address (street address on the first line; other lines are optional),
- City
- State
- Postal Code
- Country
- Phone,
- E-Mail

After saving, you'll be provided with the new Rolodex ID.

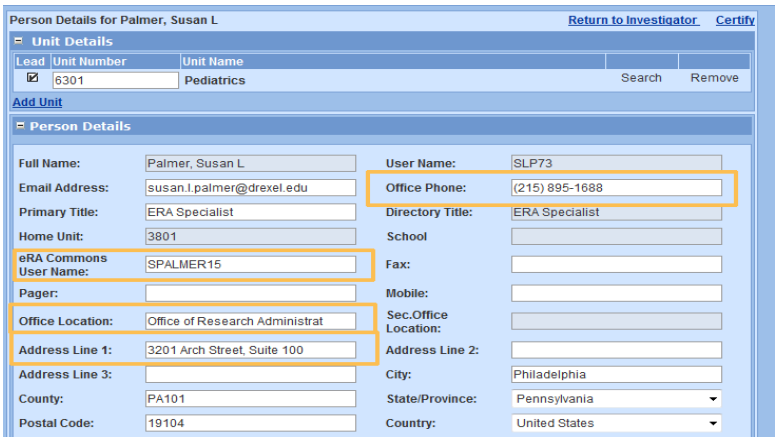
Customize Proposal Person Details

The Person Details contain detailed contact information, degrees, and the ability to add additional units for a person. Changes made to Person Details on this screen will not update institute or Coeus person data; changes will only be applied and retained in this proposal record.

1. Select Details to open the Person Details screen

Review/ Modify Contact Information

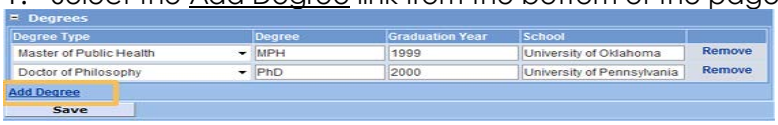
- Modify entries as needed. White-background fields are editable.
- Insert an eRA Commons User ID if it wasn't entered during Add Person process.
- Provide Full Address, Phone and E-mail for Grants.gov submissions.
- The Office Location should be your department name.
- The Address Line 1 must be an address, not a department.
- You may want to update the Office phone to your cell phone, as this is the number you will be contracted at by any sponsors.



Review/ Add Degrees

A limit of three degrees is allowed per person, if submitting a Grants.gov application.

1. Select the Add Degree link from the bottom of the page



2. Use the drop down menu to select one of the degree types
3. Click in the Degree text box and enter the degree abbreviation
4. Add the Graduation Year

5. Type the School of Graduation
6. Save progress

Add Additional Department Units for Person

Units are the codes that are associated with the department that a person works under. In some instances,
for example a dual appointment, a person may work under more than one department. If, in one of these instances the person will be performing work in both departments, it is possible to add an additional unit.
Add Unit, if needed, supports the approval routing and credit split.

1. Select Add Unit

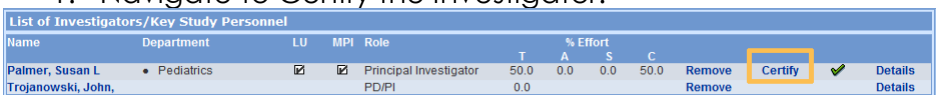
The Lead Unit for the PI must match the Lead Unit for the proposal. If this is the wrong Lead Unit for this investigator or proposal, you must copy or create a *new* proposal in the correct unit.

2. Select Search of centrally maintained Units
3. Enter search criteria (recommend using the *) to locate Unit number
4. Select a Unit, search again, or close the window
5. Confirm selection: Unit applied to Proposal Person Details
6. Select Save at the bottom on the screen

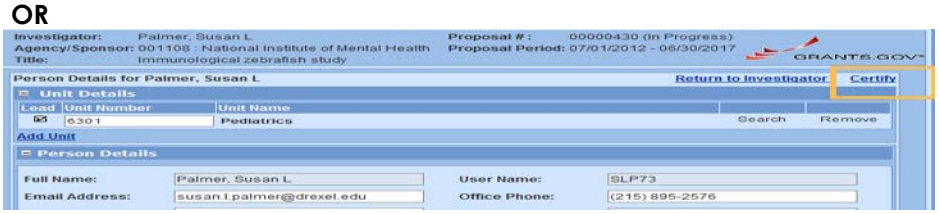
Certify Investigators

Each person listed as either Principal or Co-Investigator as the Person Role Type needs to Certify. This will require the person to confirm the various activities relating to this particular proposal.

1. Navigate to Certify the Investigator:



OR



2. Answer questions by selecting the appropriate radial button, then Save.
3. A green check mark on the list of Investigators/ Key Persons indicates Certification is complete.

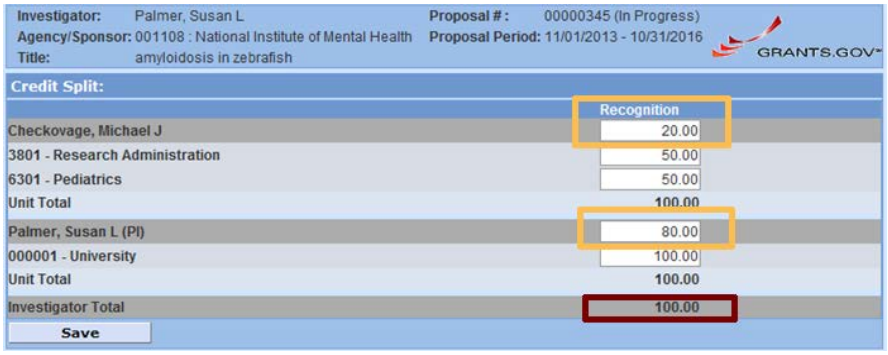
Currently, non-Employees do not need to be certified as their own organization will handle certification requirements.

Credit Split

Accounts for the Various types of Credit associated with the Investigator/ Key Persons on a project.

Recognition

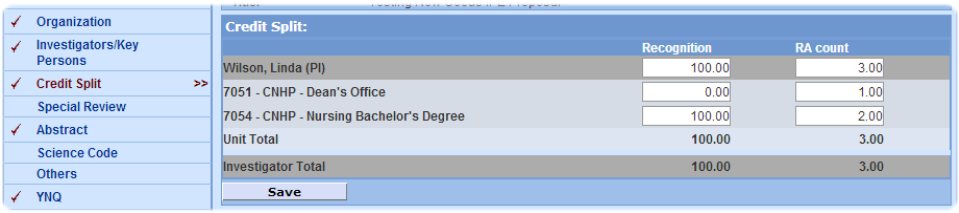
Recognition accounts for how the Principal Investigators and Co-Investigators, within the scope of this project, will be credited for the work. 100% of the project should be accounted for. The credit split is an important factor, as it aligns the credit given to a project with the org. units that support the project. Notice that each person's unit(s) account for 100% of the recognition of the credit.



In this example, the CO-PI, Checkovage is acknowledged for 20% of the credit but splitting that within two of the units he works for.

Research Assistants (RAs)

Students often perform the role of Research Assistants. If a student, named or unknown, will be working on a project, they should be accounted for here. Please list the number of students by the person responsible for guiding the student(s) and the Department that should be credited.

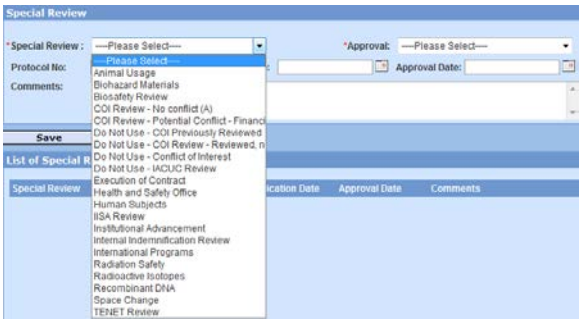


Students listed may also require stipend/ salary/ or tuition considerations in the budget section as well!

Special Reviews

The Special Reviews screen is used to identify research that requires special review or approval, such as work with human subjects, animals, biohazards or recombinant DNA. Given the complexity of the Special Review process, it is advisable that you contact the Office of Research Administration with any specific questions. Please be sure to notate if Human, Animal, Recombinant DNA or any Biological Hazards will be used with the expected funding.

1. Click the drop-down box in the field labeled Special Review



2. Select the type of Review that applies to the proposed project
3. Click the drop-down box in the field labeled Approval
4. Select a status appropriate to the review
5. If the status chosen is Exempt; write E and the exemption number (ex: E4) in the Comments section
6. Save the entry

What the Status means:

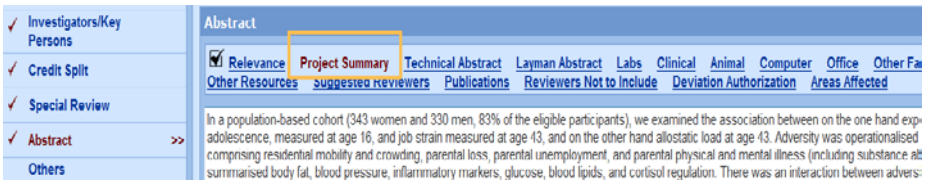
- ***Pending***- then all required information has been entered.
- ***Submitted***- then the Application Date of the Regulatory Review must be entered.
- ***Approved***- then a protocol number must be entered in the Protocol Number field and an approval date entered into the Approval Date field.
- ***Exempt***- for Grants.gov submission, then a protocol number must be entered in the Protocol Number field and an approval date entered into the Approval Date field. Further, the exempt code (letter and number, i.e. E4) must be entered in the Comments field. Multiple exempt codes must be separated by a comma (i.e. E1,E4).

After the special review information has been entered and saved, you may:
Select View to see the comments entered for that Special Review. Select Remove to delete the special review.

Abstracts

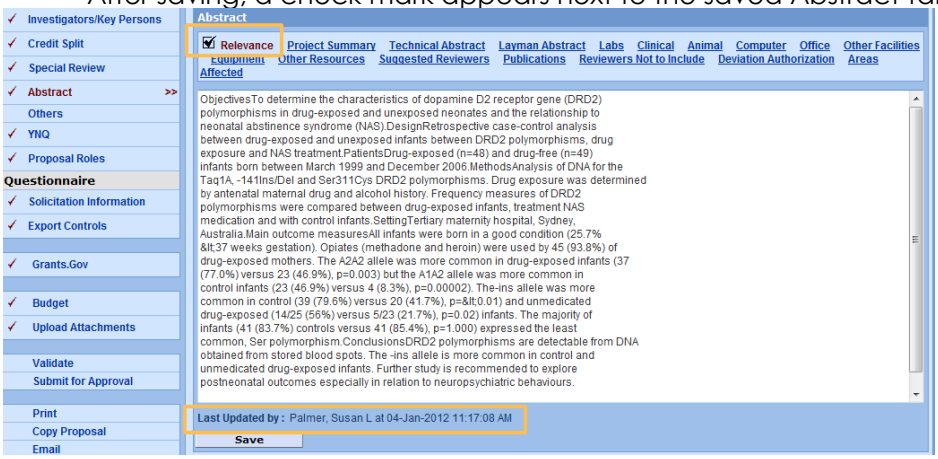
Abstracts are free form text boxes for specific subjects. These entries are then used by Coeus to populate certain sponsor forms. See the following section on NSF Options for more information.

Coeus at Drexel allows for the option of adding an additional abstract for just Drexel to search; allowing investigators to connect via data mining of this field for better interdisciplinary research. All you need to do is copy and paste your abstract into the abstract category: Project Summary in addition to your normal uploading of an abstract under Attachments.



1. Select the abstract type to navigate to an abstract text entry panel
2. Enter or paste in text
3. Save

After saving, a check mark appears next to the saved Abstract tab used:



The identity of the user who last saved appears with a timestamp.

NSF Submission Options Under Abstract

Suggested Reviewers

NSF allows submitters to suggest reviewers who are particularly well qualified to review an application. You may note this under the Suggested Reviewers section of the Abstract tab.

1. Navigate to the Abstract tab, then click the Suggested Reviewers section
2. Click into the white free text area and enter the First, Middle and Last name of the suggested reviewer(s)

   Tip: Any formatting, including Carriage Returns (ENTER) will not be translated, it is best to keep entered text as basic as possible.

3. Save

After saving, a check mark appears.
Also, the identity of the user who last saved appears with a timestamp.

Reviewers Not To Include

NSF allows submitters to designate reviewers that they would rather not review an application, as long as submitters indicate why.

1. Navigate to the Abstract tab, then click the Reviewers Not To Include section
2. Click into the white free text area and enter the First, Middle and Last name of the suggested reviewer(s)

3. Be sure to indicate why the designated person(s) are listed

Tip: See NSF Grant Proposal Guide Chapter II Exhibit 2, "Potentially Disqualifying Conflicts of Interest" which may be helpful in preparation of this list

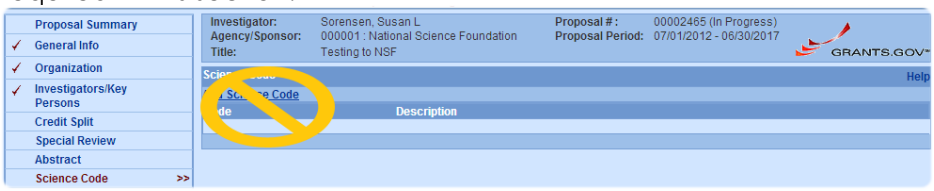
Tip: Any formatting, including Carriage Returns (ENTER) will not be translated, it is best to keep entered text as basic as possible.

4. Save

After saving, a check mark appears.
Also, the identity of the user who last saved appears with a timestamp.

Science Code

Science Code may be used for reporting purposes for Drexel. At this time, no information is required in this section.



Others

The Others Screen is used to collect data for Grants.gov **S2S NASA submissions** only

1. ***AOR NSPIRES USER NAME*** –Please type the NSPIRES user name of the AOR (Authorized Organization Representative) – this is typically the person in Research Administration who ultimately submits the proposal to Grants.gov

Assign Proposal Roles

Check the roles that have been assigned for your proposal on the Proposal Roles screen, and make changes as necessary. Any roles you assign to a user apply only to the current proposal. If you copy a proposal, access rights *do not* carry over. Access rights apply only to the specific proposal number in which they are granted.

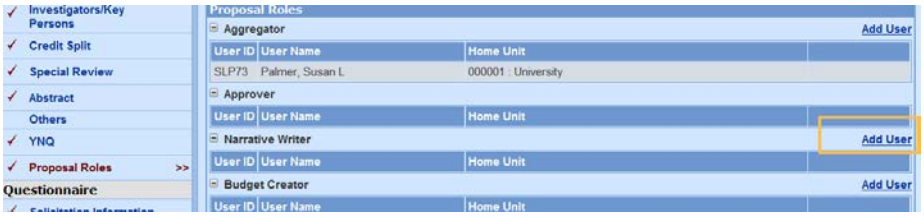
Role Definitions

Role	**Definition**
Aggregator	Make changes to any part of the proposal, answer yes/no questions, certify investigators, submit for approval, Delete In Progress Proposals
Approver	Approve the proposal. You cannot add or delete users from this role, but you can see which users have been designated as approvers after the proposal is routed for approval. The list of approvers is maintained by Coeus administrators.
Budget creator	Create and edit the budget.
Narrative writer	Create and edit the narratives.
Viewer	View any part of the proposal. Cannot edit.

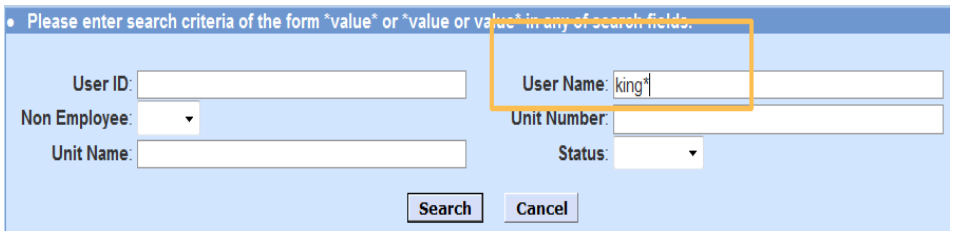
Adding Users

Navigate to the Proposal Roles screen by selecting Proposal Role tab from the left navigation.

1. Click Add User at the role category line

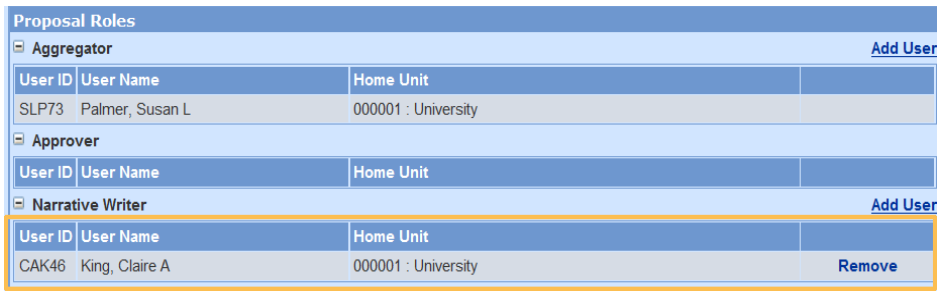


2. In the new search window that opens, type the last name and asterisk (*) of the person that you wish to add in User Name



Note: To add a person, they must be a current Drexel Coeus User with a User ID

3. The person will now be added to the user category:



Removing Users

From the Proposal Roles screen, find the user you wish to remove.

1. Click the Remove link at the far right

2. Answer the pop up window as OK

Note: the Aggregator Remove function is disabled if there is only one aggregator present. If you wish to remove that user, you must first add another Aggregator.

Proposal Summary screen

Summary screen provides the same view as approvers with details and print access on the Summary page, reducing the need to navigate to the proposal record and back again to the summary to approve. Users may view the proposal summary information as well as be able to drill down into more specific proposal data.

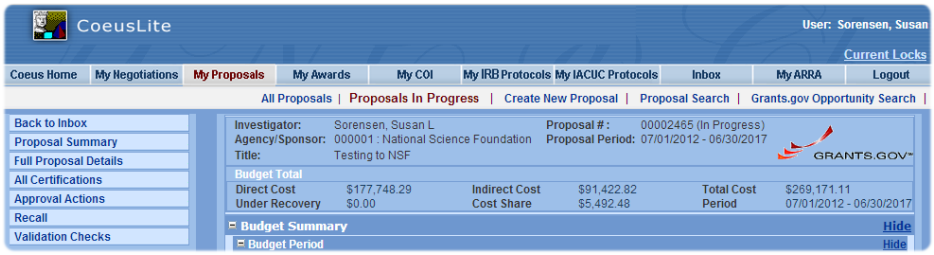
Navigation to the Proposal Summary Scree in three possible ways:

1. *Via the Proposal Details window*: Click on the Proposal Summary Navigation button.
2. *Via Inbox*: Users will click in the [inbox] button in the menu bar and select any of the proposals that are waiting for approval. These actions will immediately open the Proposal Approval Screen.
3. *Via Approval Routing:* Users will select a proposal and click in the [approval routing] button on the left hand side menu bar. Once in the approval routing page, select the [Proposal Summary] button

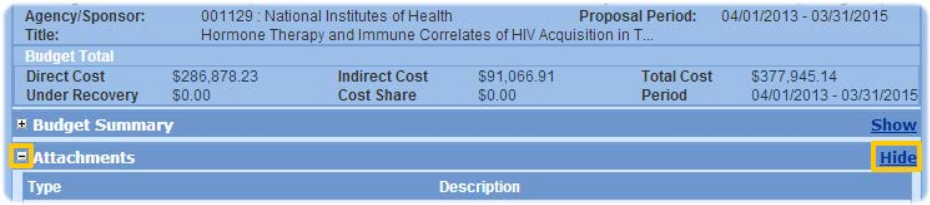
The default view in each section is expanded, however, they can be collapsed but hitting the minimize box or the [hide] button.

Proposal Summary Options

The proposal Summary provides general data for the proposal. The top part shows the investigator, sponsor, title of the proposal, proposal number and proposal period. The bottom part gives a snapshot of the Budget totals, including direct cost, indirect cost, under-recovery, cost share, total cost and budget period.

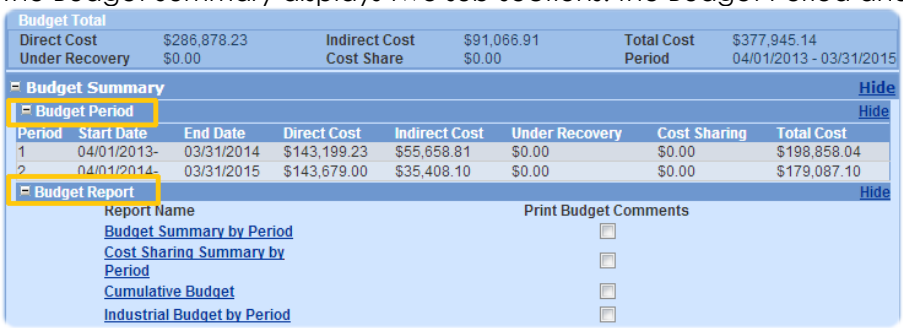


The default view in this section is expanded, however, it can be collapsed by hitting the minimize box or the [hide] button.



Budget Summary

The Budget Summary displays two sub-sections: the Budget Period and the Budget Report.



The Budget Period shows the number of periods in the proposal and provides a snapshot of the budget for each of the periods. It shows the start and end date of the period, direct cost, indirect cost, under-recovery, cost sharing and total cost for the period.

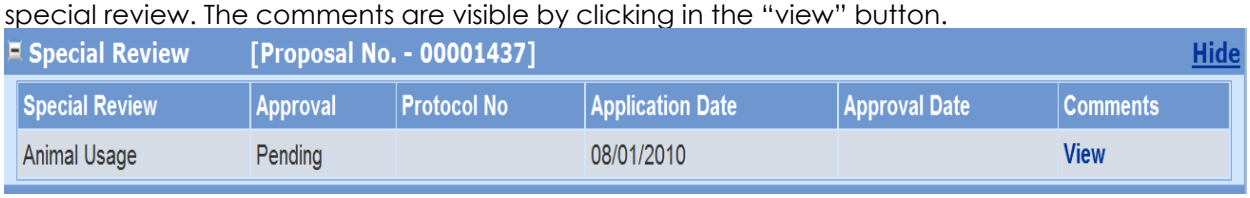
The Budget Report lists the available budget reports for the proposal. When the user clicks in a report the report opens up to shows the details.

Attachments

The attachments section displays a list with all the files attached to this proposal. When the user clicks "view" the attachment opens as a PDF. The attachments can be printed using the print button of the PDF file. This section is a snapshot of the "upload attachments" tab in the proposal details screen.

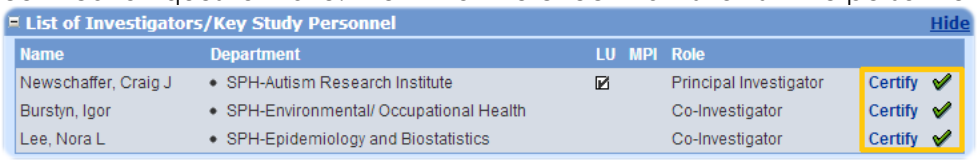
Special Review

The special Review section shows any special reviews of this proposal. The header of this section identifies the proposal number. The body of this section provides the type of review, the approval status, protocol number (if any), the application date, the approval date and any comments added to the special review. The comments are visible by clicking in the "view" button.



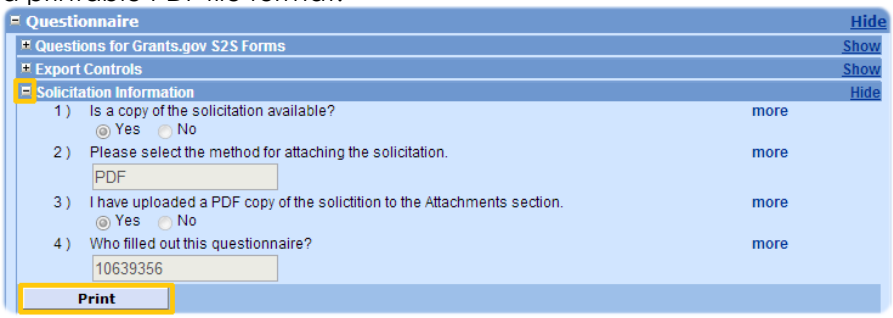
List of Investigators/Key Study Personnel

The list of investigators/key study personnel displays the PI, Co-PIs and Key persons listed in the proposal. The body of this section provides the following personnel information: Names, departments, the lead unit, roles and it also notes if the person is a multiple PI (co-investigator). The certify button allows the user to view the certification questionnaire. The "X" or the checkmark shows if the personnel have been certified or not.



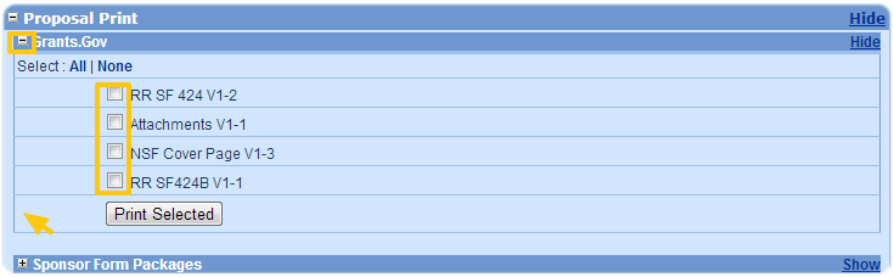
Questionnaire

The questionnaire section shows the questionnaires completed when writing the proposal. This section displays the name of each questionnaire and its answers. The "print" button will provide the questionnaire in a printable PDF file format.



Proposal Print

The proposal print section provides a quick look at all the attachments provided to grants.gov for a S2S submission.



The user can pick any form that they wish to review by clicking the checkbox, then clicking print selected. When hitting the print selected button, a PDF version of the form/s selected will open, allowing the user to review or print the form/s. The all or none buttons allow the user to select or de-select all the boxes at once.

YNQ – Yes/No Questions

Answers to these compliance questions are required before you may submit a proposal through the approval routing process.

1. Answer all questions on the YNQ screen by clicking on the appropriate radial button

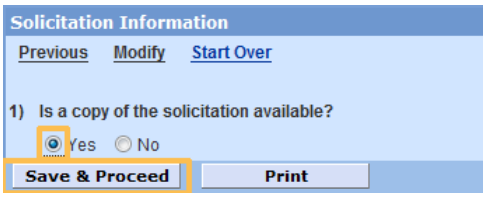
2. Use More to read additional information about this question, if available
3. Save the answers

Solicitation Information

The solicitation information section provides the Office of Research Administration with the informational details necessary to review a proposal.

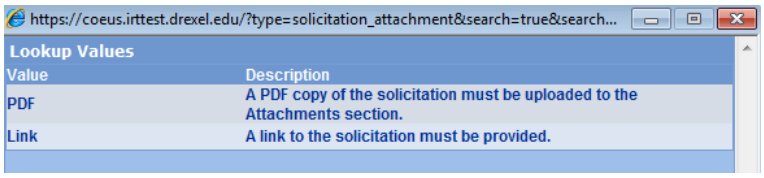
1. Select the Yes radial if you are responding to a solicitation. Otherwise, choose No

TIP: NIH R01's have solicitations too!



2. Select Save & Proceed

3. Choose Search to select the method by which you will attach the solicitation, in the new window that opens, select either link or PDF



If you choose PDF, you must navigate to the Upload Attachments section and add the Solicitation under Institutional Documents!

4. Save

Export Controls

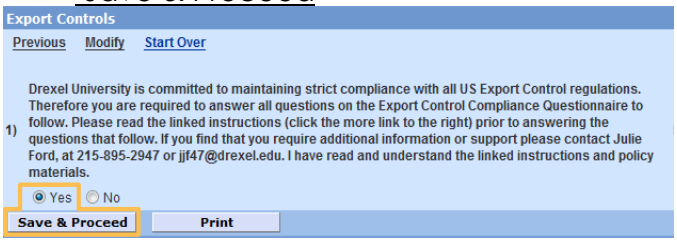
What Are Export Controls

Drexel engages in research and educational activities that may involve the development or use of products, goods, hardware, software, materials or technology that may be subject to U.S. export control laws and regulations. The U.S. government increasingly is focused on the compliance of universities with these laws and regulations. Drexel is committed to complying with all applicable export controls, as established by the applicable federal regulations. If the University is not in compliance, there could be severe criminal and civil penalties for Drexel University and individual researchers at Drexel, thus it is critical that everyone in the Drexel community understands these rules and complies with them fully.

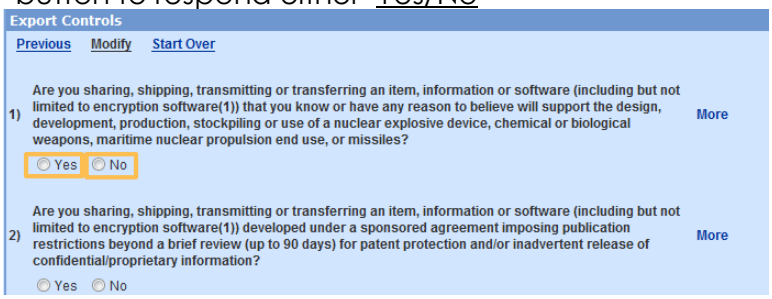
Answering Export Control Questions

Begin the Export Controls section by selecting the Yes radial, which states that you will answer questions to the best of your ability and will contact the stated Office of Research Administration contact to clarify any questions, if needed.

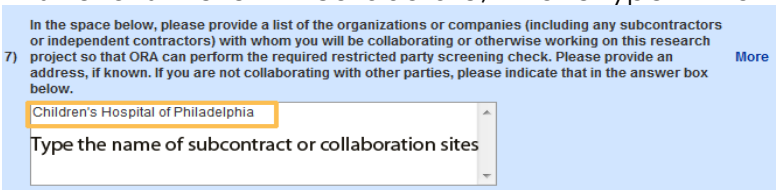
1. Choose the Yes radial button by clicking
2. Save & Proceed



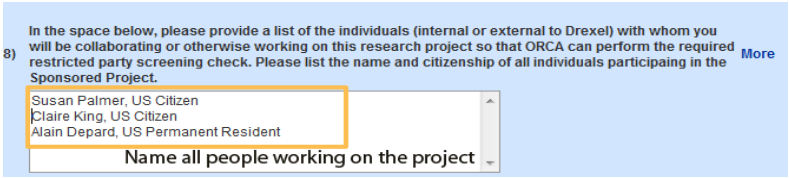
3. On the screen that appears, read and answer each question by clicking a radial button to respond either Yes/No



4. For Questions 7, click into the white space to enter free text; specify with what other institutions Drexel will collaborate, if none type NA or None



5. For Question 8, click into the white space to enter free text; name who will be working with the PI on the proposal and what their United States status is: Permanent Resident, US Citizen, etc.



6. Save & Proceed
7. A new window will open, to let you know the questions are completed and have been saved

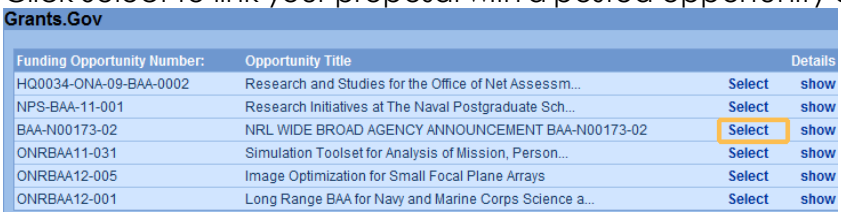
Questionnaire actions:

- ***Previous*** - allows a user to scroll back to the last question answered.
- ***Start Over*** - to return to the beginning of the Questionnaire and begin again. All prior answers will be deleted.
- ***Modify*** - to open a previously completed Questionnaire.
- ***Print -*** will open a new browser window with a PDF report of the questions and any answers entered if the questionnaire has not been completed.

Connect to Grants.Gov to Submit Proposal Electronically

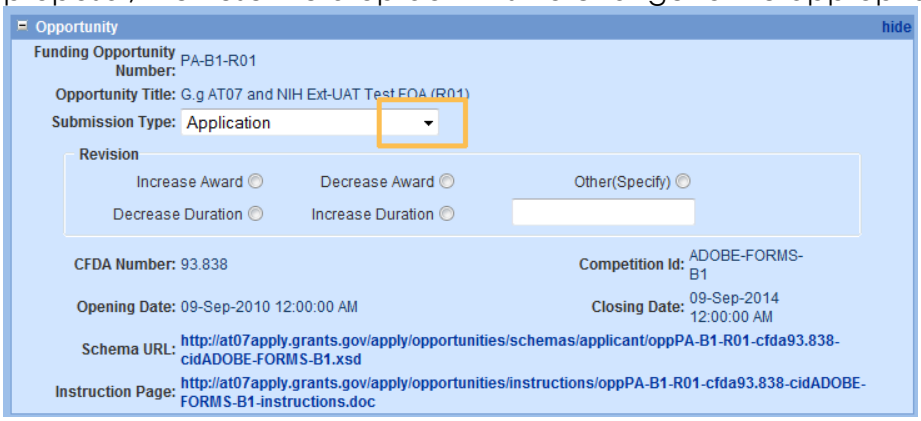
For Grants.gov System-to-System (S2S) Candidates: To submit your proposal electronically through Grants.gov, using the System-to-System (s2s) functionality, you must first complete fields on the General Info screen: enter either the Funding Opportunity Number or CFDA Number. Then, navigate to the Grants.gov screen to initiate a Coeus search of Grants.gov for the FOA or CFDA submission package.

1. The General Info data fields for either CFDA Number or Funding Opportunity Number (aka Opportunity ID) – **but not both** - must be filled in order to perform the search
2. Navigate to the Grants.gov screen, when step one is completed accurately, Coeus will retrieve any proposals associated with the information you provided
3. Click Select to link your proposal with a posted opportunity at Grants.gov.



A completed search retrieves the sponsor's electronic submission details for the application such as the list of mandatory and optional forms, the necessary attachment types, program title, instructions, CFDA Number, Opportunity Number, etc, required for a successful proposal submission

4. Review the submission type. The default submission type is Application. This applies to most proposals, however if you are submitting a pre-proposal or change/corrected proposal, then use the drop down list to change to the appropriate type



5. Review the list of required and optional forms (forms must be marked **Available** in the **Desc** column to submit s2s)
6. Check the *optional* forms to Include for this submission (see sponsor opportunity instructions)

7. Click the Save button (scroll to the bottom of the page) to save the Grants.gov selected opportunity and the forms you selected to include for this submission

Tip: Once you have completed your proposal and are ready to submit for approval routing, revisit the Grants.gov page to ensure that all items you wish to submit are checked to be included.

Tip: After the proposal has been completed, you may print the forms to an Adobe PDF. This will show all Coeus work on the relevant Grants.gov forms. Simply click the check box of forms you wish to show, and then click Print Selected Forms.

Other functions on the Grants.gov screen:

- ***Refresh*** – Not active until a proposal is submitted to Grants.gov. Use this to show updated submission details.
- ***Select Another Opportunity*** – used to choose another opportunity within the same funding opportunity announcement.
- ***Delete Opportunity*** – to remove the link between Grants.gov and this funding opportunity.
- ***Validate*** – runs the Grants.gov specific checks on the selected forms to print.
- ***Print*** Selected Forms – prints the forms chosen in the check boxes in a PDF format.

Upload Attachments

The Upload Attachments section is where you will add all of the scientific pieces of the proposal, as well as documentation to verify research compliance. These uploads are sectioned into three separate spaces within upload attachments:

Upload Proposal Attachments	Documents or files are required as defined by the sponsor opportunity instructions and their general submission guidelines. A base list of types will always be presented. **To display the types required for Grants.gov** submissions, an opportunity *must already have been* added in General Info and connected through the Grants.gov screen for this proposal.
Upload Personnel Attachments	These are person-specific files (biosketch, current & pending, etc.)
Upload Institutional Attachments	Completed Conflict of Interest Form, Financial Disclosure Form, and the Solicitation Attachment if PDF attachment was chosen under the Solicitation Information Section. Other items as specified by your Program Administrator at Research Administration.

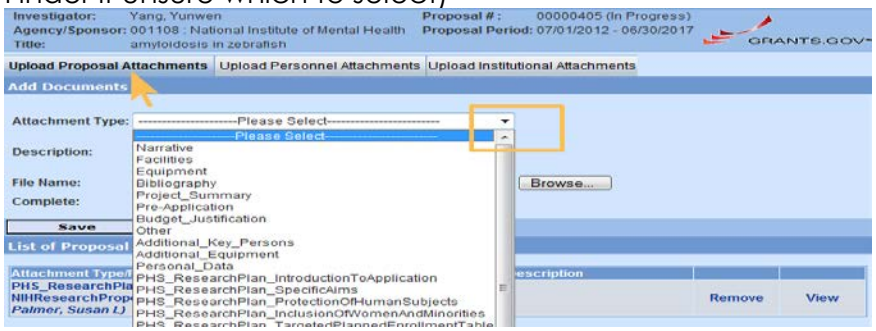
TIP: Link your proposal to the sponsor opportunity using the Grants.gov screen (will have the logo in the top right corner) **before** you navigate to upload attachments. You won't be able to see and select most of the form-specific attachment types until you link to an opportunity.

TIP: Refer to your sponsor opportunity or general submission guidelines for required uploads.

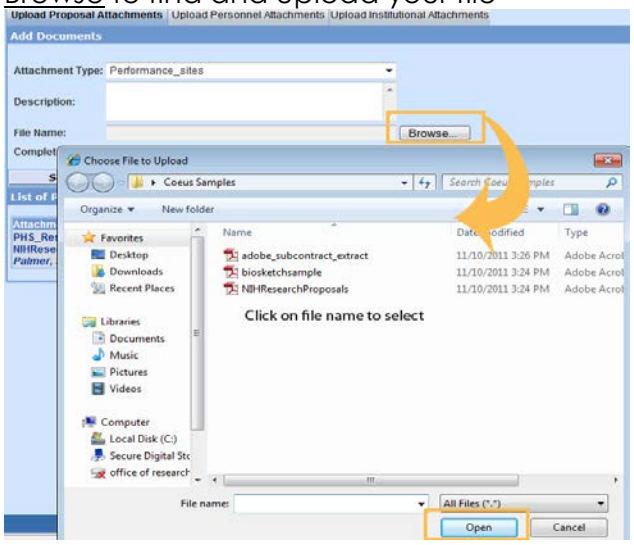
Upload *Proposal* Attachment

The Proposal Attachment is the default section that is opened when Upload Attachment tab is selected. Recall that for a System-to-System submission you must be connected to Grants.gov to see relevant attachment types.

1. Use the drop down menu to choose the needed Proposal Attachment type (see the Field Finder if unsure which to select)



2. If needed, enter a Description (may be required for some narrative types or per the sponsor instructions)
3. Browse to find and upload your file



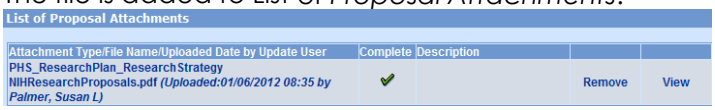
Upload a File from your computer!

TIP: All necessary proposal attachment types must be added before the proposal is routed for approval, however it is possible to replace PDF files with more recent versions throughout the approval routing process! Blank PDFs aka "Placeholders" can be uploaded for files (other than project summary and budget justification.) Be sure to replace these, when files are finished.

4. Mark the selection as the final version by leaving the Complete box checked, if the unfinished version is attached, uncheck the Complete box

5. Click the Save button

The file is added to List of *Proposal Attachments*.



Mark attachment as incomplete if still working on the file!

Other actions available on Proposal Attachments:

- ***Remove*** - delete the uploaded file and attachment type
- ***View*** - open the file in a new browser window

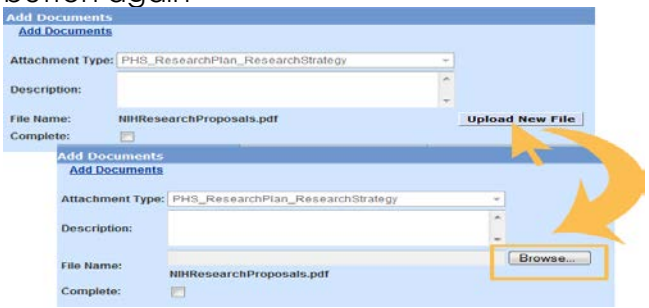
6. Repeat for all Proposal Attachment Types required by the submission.

Update Proposal Attachments

All attachment types necessary for submission must be added before the proposal is routed for approvals. You will not be able to add additional lines of Attachment Types once a proposal is in the Approval in Process status. However, it is possible to update the PDFs attached to an Attachment Type. Many choose to use blank PDFs as placeholders until a file is finished.

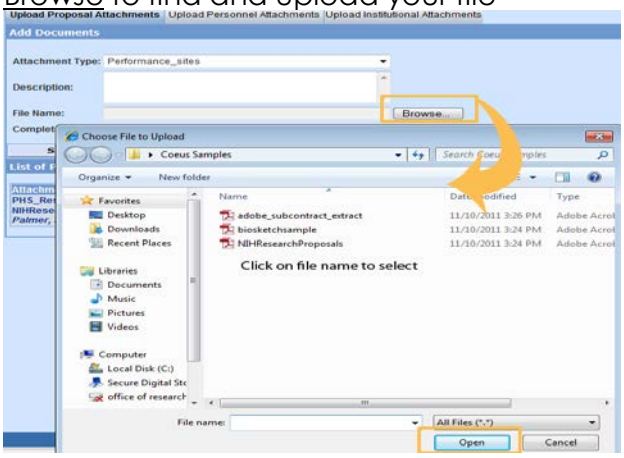
1. Begin (as with the Upload Proposal Attachments) on the Upload Attachments Screen, the first section Upload Proposal Attachments
2. Locate the narrative to be **updated** in the list of Proposal Attachments
3. Click on the narrative FILE NAME – first cell in table – **NOT** the View button

4. At the top of the screen, The Upload New File button appears (where the Browse button appears in Modify mode) Click the button and the screen will refresh to show the Browse button again



Replace File!

5. Browse to find and upload your file



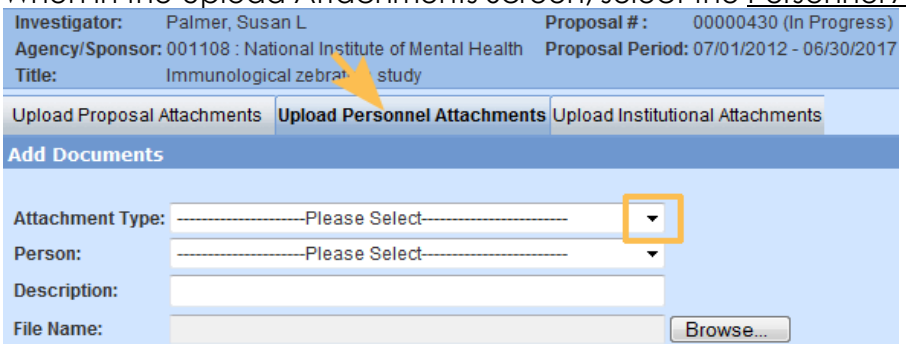
Mark attachment as complete if file is final version!

6. Save

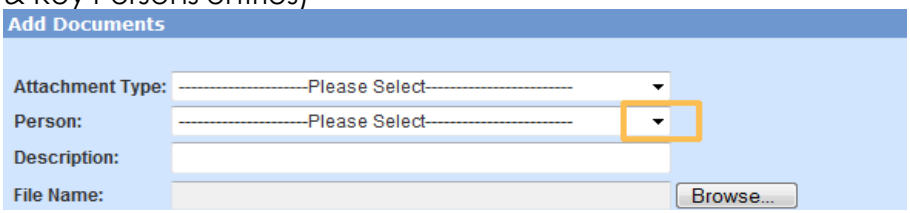
Upload Personnel Attachments

Personnel Attachments relate directly to an individual that has been listed on the Investigator/Key Persons Screen. These people contribute significantly to the scientific scope of a proposed project.

1. When in the Upload Attachments Screen, select the Personnel Attachment tab

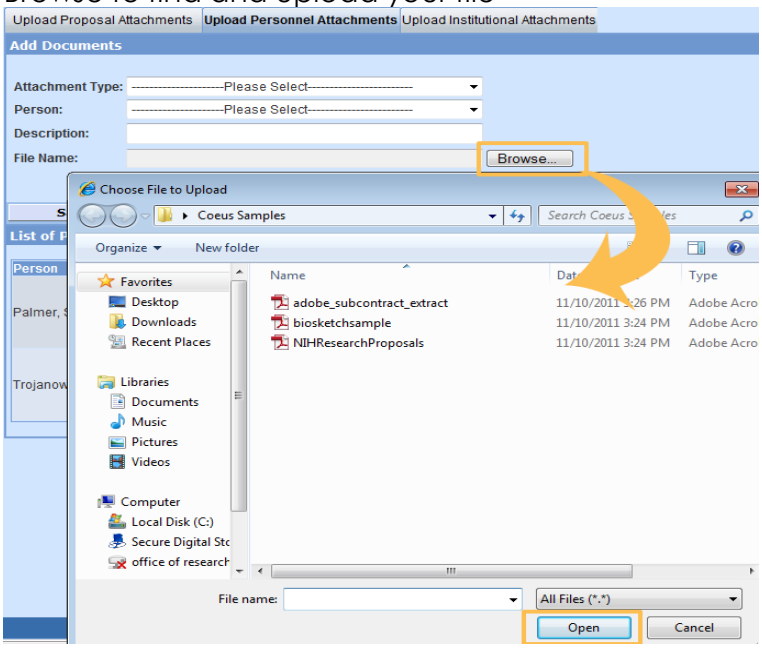


2. Use the drop-down list to choose the needed Attachment Type
3. Select the Person relevant to the file being uploaded. (List generated from Investigators & Key Persons entries)



4. Enter a Description (required)

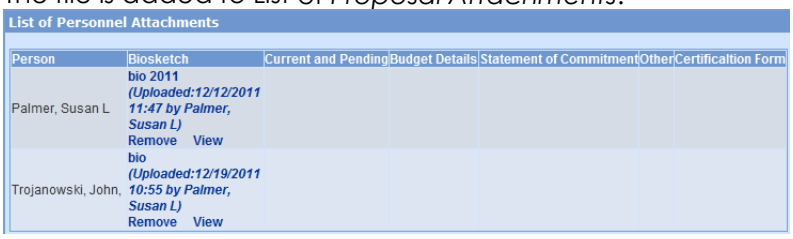
5. Browse to find and upload your file



Upload a File from your computer!

6. Save

The file is added to List of *Proposal Attachments*.



List of Personnel Attachments

Person	Biosketch	Current and Pending	Budget Details	Statement of Commitment	Other	Certificaltion Form
Palmer, Susan L	bio 2011 (Uploaded:12/12/2011 11:47 by Palmer, Susan L) Remove View					
Trojanowski, John,	bio (Uploaded:12/19/2011 10:55 by Palmer, Susan L) Remove View					

Other actions available on Personnel Attachments:

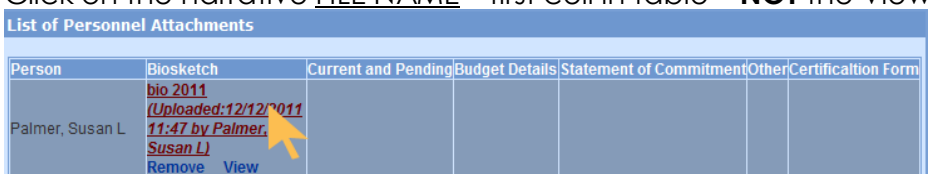
- ***Remove*** - delete the uploaded file and attachment type
- ***View*** - open the file in a new browser window

7. Repeat for all Individuals and all Personnel Attachment Types required by the submission.

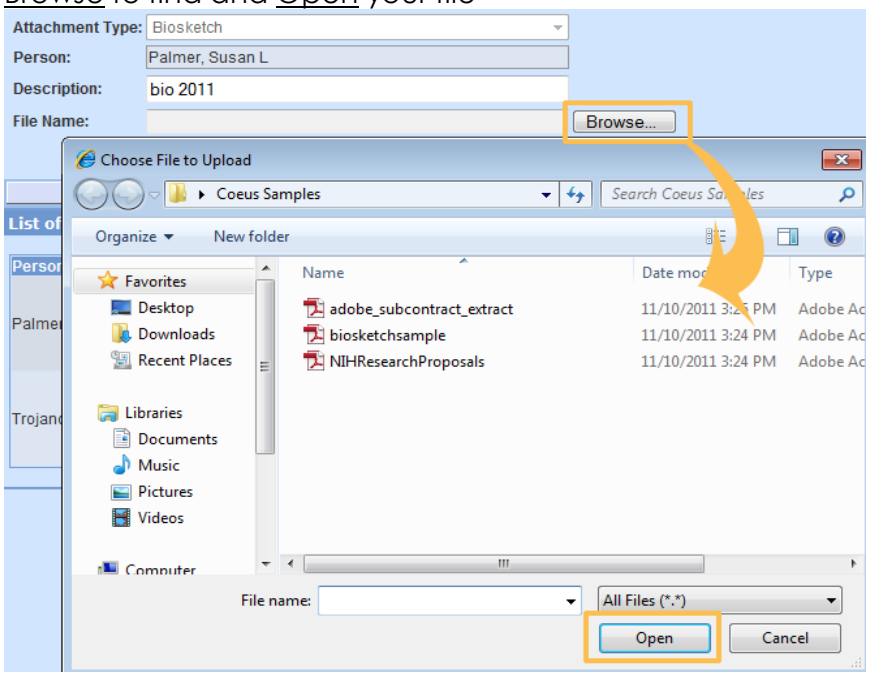
Update Personnel Attachments

All attachment types necessary for submission must be added before the proposal is routed for approvals. You will not be able to add additional lines of Attachment Types once a proposal is in the Approval in Process status. However, it is possible to update the PDFs attached to an Attachment Type. Many choose to use blank PDFs as placeholders until a file is finished.

1. Begin (as with the Upload Personnel Attachments) on the Upload Attachments Screen, the first section Upload Personnel Attachments
2. Locate the file to be **updated** in the list of Personnel Attachments
3. Click on the narrative FILE NAME – first cell in table – **NOT** the View button



4. The screen refreshes, making details editable once again.
5. Browse to find and Open your file



Replace File!

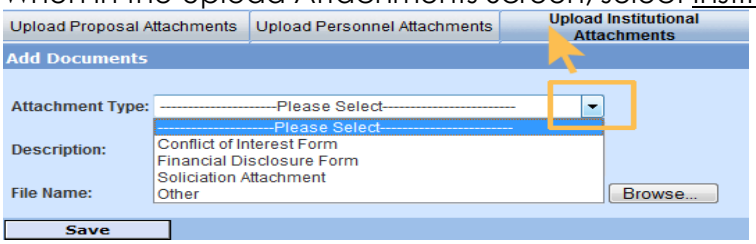
6. Save

Upload Institutional Attachments

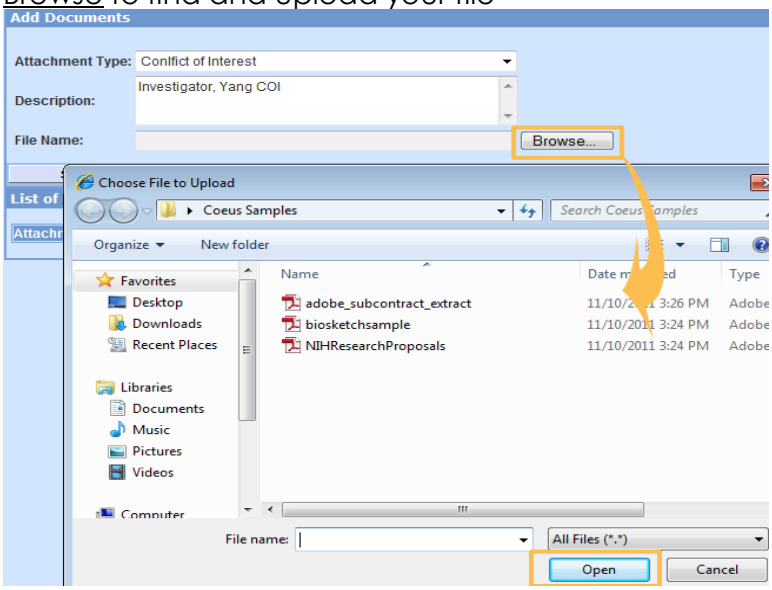
Attach your solicitation and other institutionally required documents, such as conflict of interest, and financial disclosure statements. If this proposal is not a Grants.gov submission your Office of Research Administration Program Administrator may request that an institutional attachment type for submission confirmation be added.

Upload a File from your computer!

1. When in the Upload Attachments Screen, select Institutional Attachments , the



2. Select an Attachment Type from the drop-down list –*Be Sure to add all Key Personnel Conflict of Interest PDFs here!*
3. Enter a Description (Required)
4. Browse to find and upload your file



5. Save

Budget

Once you have entered the General Info and added the Investigators/ Key Persons, you can click the Budget link on the proposal navigation panel. The left menu navigation options change when you access the Budgeting screens, to be budget specific. To return to the other proposal screens from the Budget, select the Return to Proposal link at the top of the Budget navigation panel. The first time you navigate to the Budget, you will be prompted to start a new budget, and then you will be presented with the Budget Setup: Personnel screen.

Navigating the Coeus Lite Budget Screens

Return to Proposal	Select to return the general proposal navigation panel.
Budget Versions	Displays a summary line for all budget versions created. Default budget launch screen when more than one budget version exists. Copy a budget here.
Budget Summary	Displays summary budget information; i.e. budget totals, direct and indirect costs, cost sharing, etc.
Print	Navigates to the Budget print options screen
Budget Set Up	a Header
Personnel	Add personnel for budgeting; enter salary details required for expense calculations.
Adjust Periods	Allows users to modify budget start and end dates, or to add or modify budget periods, or period lengths.
Proposal Rates	Displays institute overhead rates; allows for insertion of applicable rates. Inflation by category.
Validate	Use the Validate tool to run a check against Drexel and Grants.gov requirements
Budget Periods	Header for Cost Elements in budget
Personnel Budget	Add or remove personnel expense & customize effort.
Equipment	Add or remove equipment expenses that are greater than $5,000 per item
Travel	Add or remove travel expenses
Participant/ Trainee	Add or remove participant/trainee expenses
Other Direct Costs	Add or remove all other expenses
Modular Budget	Navigate to Modular Budget entry screen
Cost Sharing Distribution	Navigate to Cost Sharing Distribution entry screen
Under Recovery Distribution	Navigate to Under Recovery Distribution entry screen
Project Income	Navigate to Project Income entry screen
Generate All Periods	Calculate budget periods based on period 1 entries and create required additional budget period screens.

A Note about Coeus Budget Calculations

If you have been using spreadsheets to calculate your budget, you may notice that those calculations and Coeus calculations are slightly different.

Calculate a budget

Coeus calculates budget amounts based on a complex equation that uses a number of different variables such as; number of days of effort, percentage of inflation, overhead and fringe benefits, as well as the data you have entered on the Budget Set Up > Personnel screen regarding appointment types, base salaries, and effective dates.

Coeus does not average, and rounds from a much greater number of significant figures than a spreadsheet. All of these factors result in a budget with a high degree of precision.

Budget Setup

Before beginning calculating expenses in the budget line items, there is information that you will need to gather and add, so that the budget calculates correctly.

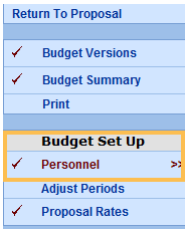
You may be prompted to Sync Budget Persons: select and save an Appointment Type and accept or enter the Job Code required for budget calculations. This is usually the case with Rolodex persons, but can also occur for other personnel. Prompt for Rolodex persons or personnel with incomplete data in Coeus. *Coeus recommends an Appointment Type and Job Code; either Save or select and enter alternate data.*

The personnel already added on the Investigators/Key Persons screen (PI, Co-I(s), and Key Study Persons) will automatically populate some of the data fields required on this screen from Person Data information fed to Coeus.

Individuals listed on this Budget Set Up Personnel screen will be available to add to the when expenses are calculated in the Budget Periods section. You must add your personnel to the set up screen in order to create the "pick-list" of all personnel to be added to your budgeted costs.

Complete Personnel Budget Setup

1. Navigate to Personnel entry screen

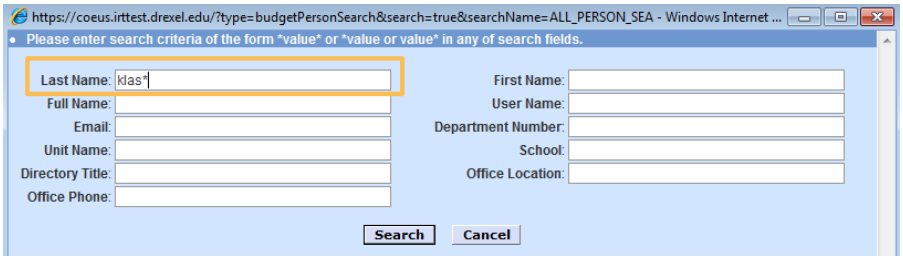


2. Search for and Add the proposal personnel needed for your project budget. (Research staff, Support staff, Postdoctoral Associates, Graduate Students, or To-Be Announced staff, etc.)

- Employee Search will locate persons maintained in Coeus from HRIS in Banner.
- Non-Employee Search will locate persons maintained in the Coeus Rolodex.
- Add TBA Search will locate a predefined list of to-be-announced persons by job title. (i.e. Clinical Coordinator, Graduate Student, Research Assistant, etc.)

TIP: If submitting a Fellowship type of proposal see the separate section "Fellowship budgets" rather than adding Research Assistant students as normally done, shown here.

Find an individual



3. Search for the employee by entering data into the fields on the search screen

   Entering *Last Name* and *First Name* is usually sufficient, use other fields to help narrow down searches. Use the asterisk (*) before and after data in fields to widen searches and minimize typed entries.

4. Select search to display the search results

5. Select the appropriate person displayed in the Person Search Results screen. Take time to scroll across the entire window to be sure you've selected the correct person

6. Add all needed personnel
7. Review the Appointment Type selected for each person. Changing the Appointment type can impact your budget if you mismatch Appointment Type and Base Salary. Also, the Effective Date of the salary directly impacts when Coeus will inflate that salary in your budget. Remember that Undergraduates are paid as temporary employees
8. Enter Eff Date; the Effective Date displayed automatically defaults to the start date of the proposal period. *For Coeus to generate the most precise salary inflation, change the Effective Date to match the date of that employee's last increase*
    - Starting July 2012, all increases will be on the fiscal year.
9. Enter the Base Salary; enter the person's full current annual salary. The value should be as of the date of the last known salary increase. Do not use commas

If personnel listed is expected to receive a large promotion, add the personnel twice and enter the effective date of promotion into the Eff Date field, update the base salary to show expected new base salary in the additional row.

The "M" refers to months of appointment; i.e. a professor with a 9-month appointment will display as 9M DURATION, 12-month as 12M DURATION.

When it is necessary to have more than on TBA person with the same job title, you will need to modify the Job Code field. This will differentiate the people within the budget. We suggest using the first letter from each word describing the job title followed by sequential number. See above example.

- REG EMPLOYEE **NOT AN ACTIVE CODE**.
- SUM EMPLOYEE refers to a Summer Appointments (not faculty summer salary).
- 12M EMPLOYEE refers to employees where base salary is for a calendar year.
- TMP EMPLOYEE refers to a Temporary Appointment, use with a Monthly base salary level. *Undergraduate Students are TMP EMPLOYEE.

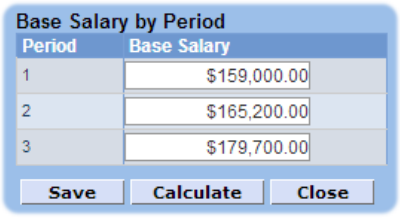
Once the Set Up is complete, enter Period 1 expenses (see Budget Periods section,) and then generate all periods. Once all the proposal periods have been generated, individual tabs will appear for each proposal period. You can then click on each tab and then navigate through the budget category screens to make adjustments relevant to that period.

10. Save the proposal personnel once you have entered all personnel who will be part of your budget

Base Salary by Period

This function is used only to modify a Budget file for System-to-System submissio and **does not** change amounts charged in a budget! This feature is usally utalized when an investigator goes over the NIH Salary Cap.

1. Click the Base Salary by Period to modify the base salary



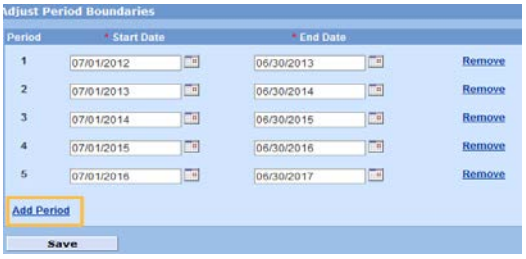
2. Type the Base Salary as it should appear on the form page.

Adjust Periods (boundaries)

The default budget periods are displayed on this screen. Coeus will automatically try to create 12- month budget periods based on the dates entered as Start and End dates on the General Info screen of the proposal. Refer to your sponsor announcement for specific guidance on required budget period lengths.

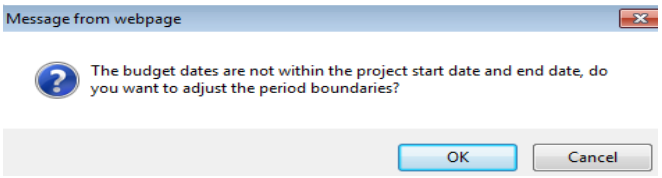
1. To change the periods, enter the revised dates or select dates from the calendar tool
2. To add another period, click AddPeriod (located below the period line items), and enter the start and end dates. To remove a period, click Remove (to the right of each period line item displayed) You will not be able to remove a period that has expense in it, first remove those expenses.

Adjust the time periods



3. Once you have made the necessary changes, select Save

TIP: When copying a proposal with Start and End dates that do not match your new submission, be sure to adjust the Start and End dates on the General Info screen *first*. Then when prompted allow Coeus to adjust period boundaries and Save Adjust Periods Screen:



Proposal Rates

The Proposal Rates screen lists the F&A (Indirect Costs,) Fringe Benefits, and Inflation Rates that will be applied to your budgeted costs.

Rates are automatically set at the standard DHHS negotiated rate, but if a different rate is to be applied to *this* proposal, it can be entered on this rates screen.

Activity Type: Organized Research

F and A

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
MTDC	Off	2011	07/01/2010	26.0	26.0
MTDC	On	2012	07/01/2011	54.5	54.5
TDC	Off	2011	07/01/2010	26.0	26.0
TDC	On	2012	07/01/2012	54.5	54.5
S&W	Off	2011	07/01/2010	26.0	26.0
S&W	On	2012	07/01/2011	54.5	54.5

Fringe Benefits

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
Full Time Fringe Rate	Off	2011	07/01/2010	32.2	32.2
Full Time Fringe Rate	On	2011	07/01/2010	32.2	32.2
Part Time Fringe Rate	Off	2011	07/01/2010	10.6	10.6
Part Time Fringe Rate	On	2011	07/01/2011	10.6	10.6
Tenet Fringe Rate	Off	2011	07/01/2010	21.3	21.3
Tenet Fringe Rate	On	2011	07/01/2010	21.3	21.3
Clinical Fringe Rate	Off	2011	07/01/2010	17.2	17.2
Clinical Fringe Rate	On	2011	07/01/2010	17.2	17.2

Inflation

Rate Type	On Off Campus	Fiscal Year	Start Date	Institute Rate	Applicable Rate
Other Direct Cost Rate	Off	2013	07/01/2012	3.0	3.0
Other Direct Cost Rate	On	2013	07/01/2012	3.0	3.0
Other Direct Cost Rate	Off	2014	07/01/2013	3.0	3.0
Other Direct Cost Rate	On	2014	07/01/2013	3.0	3.0
Other Direct Cost Rate	Off	2015	07/01/2014	3.0	3.0

TIP: If you have opened or copied an older proposal or revised the start and end date of the proposal, select Sync at the bottom of the screen to update your proposal with the appropriate Institute rates effective for your budget periods, and then Save.

If you make a mistake or change your mind, you can click Reset at the bottom of the screen to revert back to the Institute rates, and then Save.

1. Scroll down to the appropriate category of the screen and enter the percent rate to be used for this proposal in the Applicable Rate fields to the right of the Rate Type listed. Enter the rate in each Fiscal Year and for On and/or Off Campus line item of this category, as needed

2. When you have adjusted the necessary rates, scroll down to the bottom of the screen and select Save . To Revert back, click reset

Student Personnel Rate	On	2016	07/01/2015	3.0	3.0
Student Personnel Rate	Off	2017	07/01/2016	3.0	3.0
Student Personnel Rate	On	2017	07/01/2016	3.0	3.0

Reset Sync Save

Budget Items

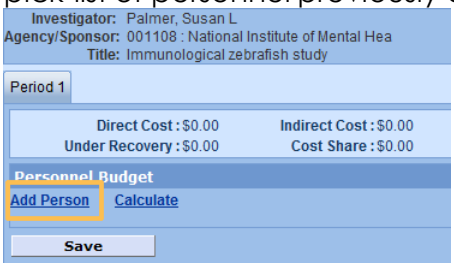
Now that the background details have been added or modified to suit this proposal, you can enter budget line items, and they will calculate correctly. Treat as a template year, and begin entering all of these expenses for items that appear in *most* budget years and then Generate All Periods based upon this entry.

Pick persons to add

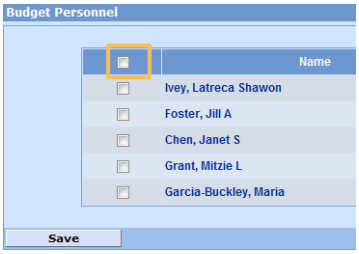
Add Personnel

Calculate the personnel expenses by adding personnel to this template year.

1. Select Add Person to add any/all individual(s) to include in the budget from the pick-list of personnel previously added in the Budget Set Up > Personnel screen.



2. Select the checkboxes to the left of the names of all the personnel required for the Period 1 budget. You can also select the single checkbox at the top of the list to select all



Click here to select all, or check individually

3. Save

You do not need to use all the Budget Personnel displayed. If they are not selected in the Add Person process, they will have no impact on your budget. You may need to maintain persons on this list that will not be included in your budget because of the Sync Budget Person prompt during set up. For example, your subcontract PI would appear here, but you would not add them to your budget.

TIP: Period 1 displays at initial budget entry. Other periods will be generated later.

Customize Each Personnel Line Item

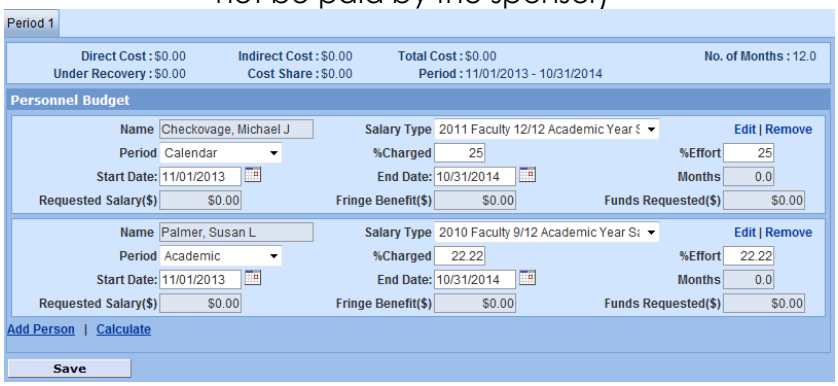
1. Select the appropriate Salary Type from the drop-down menu. See your departmental Program Administrator if you need help matching a salary type to personnel.

2. Select the appropriate Period from the drop-down menu:
   - Academic: The 9-month academic year: September 1 through May 31.
   - Calendar: The 12-month calendar year.
   - Summer: The 3 months not covered by the Academic period.

The Period selected should correlate with the number of months in the Appointment Type selected on the Set Up > Personnel Screen. Mismatched Periods to Types can impact budget calculations.

3. Enter % Charged and % Effort

   - Equal amounts mean the entire expense will be paid by the sponsor.
   - % Charged is less than % Effort, will generate cost sharing (expense that will not be paid by the sponsor)



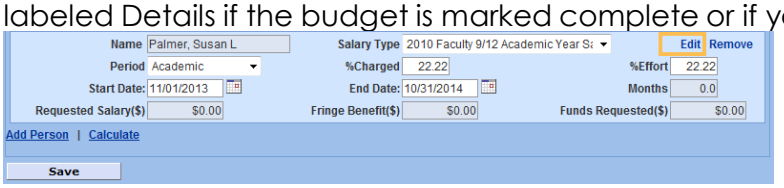
4. Edit the Start Date and/or End Date to accurately reflect time spent on the project, as needed. (Summer should show 3 months, Academic 9 months and Calendar 12 months)
5. Select Save when all added customized entries have been made

Other actions available on Budget Periods - Personnel:

- Select Calculate (located below all of the personnel entries) if you want to see how a changed entry impacts the budget.
- Select Remove to delete the person entered.
- Select Edit to open the Line Item Details window for that personnel entry

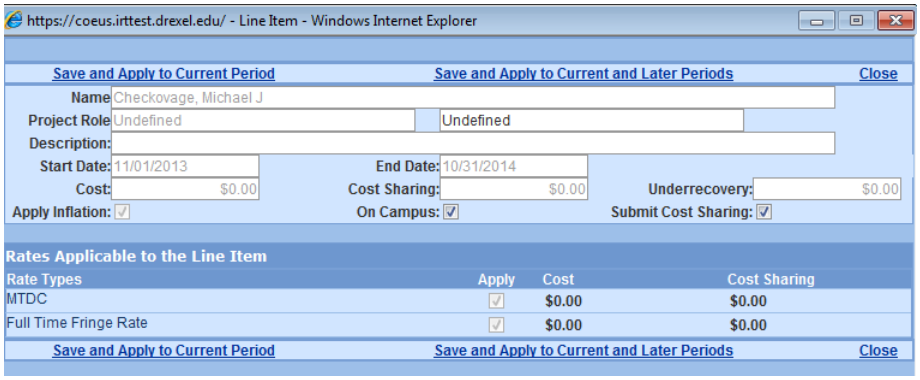
Enter Personnel Line Item Details

1. Select Edit to the right of each line item to display the Line Item Details window (This link is labeled Details if the budget is marked complete or if you are authorized to view only.)



Reminder! Your browser software must be set to Allow Pop-ups to view this window!

Personnel Line Item Details Screen



The following fields can be *modified* in Line Item Details window:

- Description: Add or change the description as needed.
- Start Date and End Date: Change if relevant or required based on the sponsor announcement.
- Rate Types / Apply: Select and deselect the Apply checkboxes as needed.

The following salary calculated costs can be *viewed* on the Line Item Details window:

- Cost
- Cost Sharing
- Under Recovery
- Rates applicable to the Line item: Cost and Cost Sharing amounts.

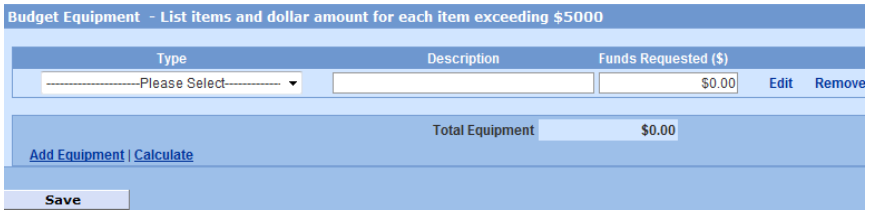
2. Save and Apply to Current Period
3. Close

Save & Apply to Current and Later Periods should only be used when adding a new personnel expense line in a budget with all periods generated. This feature does not update previously generated personnel line items. If this feature is used with an existing person, an additional line item appearance will be generated in the later periods.

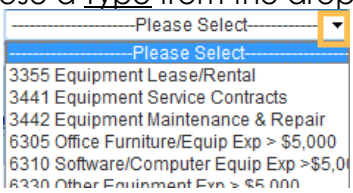
Enter Equipment

Please refer to your sponsor guidelines, specific opportunity instructions, and Institutional Policy and Procedures for budgeting equipment items. All Equipment entered here should be greater than $5,000 per item, otherwise, add to the Other Direct Costs section.

Add Expenses



1. Select Add Equipment to add individual items of equipment to the budget, or if already available, proceed to step 2
2. Choose a Type from the drop-down menu



3. Enter a Description. Descriptions entered in the budget line items **WILL** print on Grants.gov Detailed budget forms. Current Grants.gov equipment budgeting requires a single line item for each equipment item and a description for each Equipment item
4. Type a cost in the Funds Requested ($) field – do not use commas

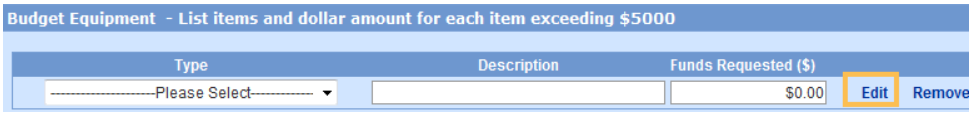
Other Actions on the Equipment Screen:

- Select Calculate (to see how this item impacts budget totals. (Coeus will calculate automatically upon Save.)
- Select Remove to delete the entry.
- Select Edit to open the Line Item Details window for that entry (remove inflation, or add cost sharing)

5. Save to keep the entered equipment

Equipment Line Item Details

1. Select Edit to the right of each line item to display the Line Item Details window where you can enter more detailed information about each line item.



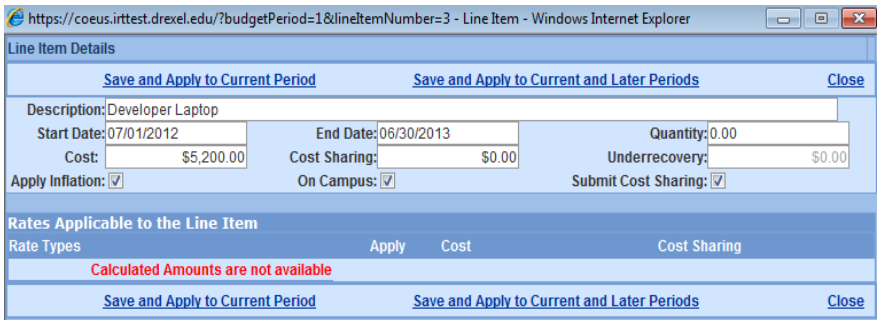
The following fields can be modified on the Line Item Details window:

- *Description*: Change the line item description as needed.
- *Start Date* and *End Date*: Change if relevant or required based on the sponsor instructions.
- *Quantity:* Enter if relevant or required based on the sponsor instructions.
- *Cost*: Change as needed. You will see the updated amount back on the main Equipment screen.
- *Cost Sharing*: Enter a value, if appropriate. Refer to Sponsor Guidelines and Institutional Policy regarding cost sharing requirements.
- *Apply Inflation* checkbox: Deselect this option if you want to have this line item generate to all periods at the same dollar value instead of inflated by the rate on the Proposal Rates screen.
- *On Campus* checkbox: Deselect this option to apply the Off Campus F&A rate. Please consult your OSP Administrator and comply with Institute guidelines for off-campus project eligibility.
- *Rate Types / Apply:* Select and deselect the *Apply* checkboxes as needed (Note: Equipment is exempt from F&A, thus no calculated amounts are available to view.)
-

The following calculated costs can be viewed on the Line Item Details window:

- Under Recovery.
- Rates applicable to the Line item. Note: Equipment is exempt from F&A.

2. Save and Apply to Current Period
3. Close



Save & Apply to Current and Later Periods should only be used when adding a new personnel expense line in a budget with all periods generated. This feature does not update previously generated personnel line items. If this feature is used with an existing person, an additional line item appearance will be generated in the later periods.

Enter Travel

Please refer to your sponsor guidelines, specific opportunity instructions, and Institutional Policy and Procedures for budgeting Travel items.

1. Select Add Travel to add all of the travel costs to be included in the budget, or if already available, proceed to step 2
2. Select a *Type* from the drop-down menu
3. Enter a *Description*. Descriptions entered here do **NOT** print on Grants.gov forms, but are useful for proposal preparation notes and Internal Review and Approval.
4. Enter a cost in the Funds Requested ($) field – do not use commas

Other Actions on the Equipment Screen:

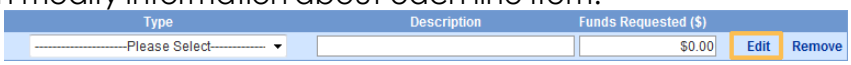
- Select Calculate (to see how this item impacts budget totals. (Coeus will calculate automatically upon Save.)
- Select Remove to delete the entry.
- Select Edit to open the Line Item Details window for that entry (remove inflation, or add cost sharing)

5. Save to keep the entered travel

Add Expenses

Travel Line Item Details

1. Select Edit to the right of each line item to display the Line Item Details window where you can modify information about each line item.



The following fields can be *modified* on the Line Item Details window:

- Description: Change the line item description as needed.
- Start Date and End Date: Change if relevant or required based on the sponsor instructions.
- Quantity: Enter if relevant or required based on sponsor instructions.
- Cost: Change as needed. You will see the updated amount back on the main Travel screen.
- Cost Sharing: Enter a value, if appropriate. Refer to Sponsor Guidelines and Institutional Policy regarding cost sharing requirements.
- Apply Inflation checkbox: Deselect this option if you want to have this line item generate to all periods at the same dollar value instead of inflated by the rate on the Proposal Rates screen.

- On Campus checkbox: Deselect this option to apply the Off Campus F&A rate. Please consult your OSP Administrator and comply with Institute guidelines for off-campus project eligibility.
- Rate Types / Apply: Select and deselect the Apply checkboxes as needed

The following calculated costs can be *viewed* on the Line Item Details window:

- Under Recovery
- Rates applicable to the Line item.
- Cost and Cost Sharing amounts.

2. Save and Apply to Current Period
3. Close

Enter Participant/Trainees

Please refer to your sponsor guidelines, specific opportunity instructions for budgeting Participant/Trainee expenses –as it is not an allowable expense on some funding mechanisms! In most situations, student stipends will be added as TBA Personnel, as shown in the Add Personnel section above.

TIP! Items entered into this section do not charge indirect costs, therefore moving items to or from this section will change your budget totals.

1. Select Add Participant/Trainee, to add a line of expense to be included in the budget, or if already available, proceed to step 2
2. Select a Type from the drop-down menu

Add Expenses

3. Enter a Description. Descriptions entered here do **NOT** print on Grants.gov forms, but are useful for proposal preparation notes and Internal Review and Approval
4. Enter an amount in the Funds Requested ($) field – do not use commas

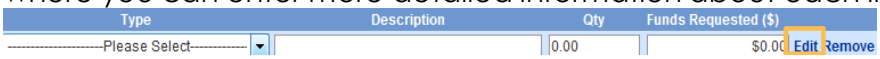
Other Actions on the Equipment Screen:

- Select Calculate (to see how this item impacts budget totals. (Coeus will calculate automatically upon Save.)
- Select Remove to delete the entry.
- Select Edit to open the Line Item Details window for that entry (remove inflation, or add cost sharing)

5. Save to keep entered information

Participant/ Trainee Line Item Details

1. Select Edit to the right of each line item to display the Line Item Details window where you can enter more detailed information about each line item.



The following fields can be *modified* on the Line Item Details window:

- Description: Change the line item description as needed.
- Start Date and End Date: Change if relevant or required based on the sponsor instructions.
- Quantity: Enter if relevant or required based on sponsor instructions.
- Cost: Change as needed. You will see the changes on the main Participant/Trainee screen.
- Cost Sharing: Enter a value, if appropriate. Refer to Sponsor Guidelines and Institutional Policy regarding cost sharing requirements.
- Apply Inflation checkbox: Deselect this option if you want to have this line item generate to all periods at the same dollar value instead of inflated by the rate on the Proposal Rates screen.
- On Campus checkbox: Deselect this option to apply the Off Campus F&A rate. Please consult your OSP Administrator and comply with Institute guidelines for off-campus project eligibility.
- Rate Types / Apply: Select and deselect the Apply checkboxes as needed. (Note: Participant/Trainee expenses are exempt from F&A, thus no calculated amounts are available to view.)

The following calculated costs can be *viewed* on the Line Item Details window:

- Under Recovery
- Rates applicable to the Line item
- Cost and Cost Sharing amounts

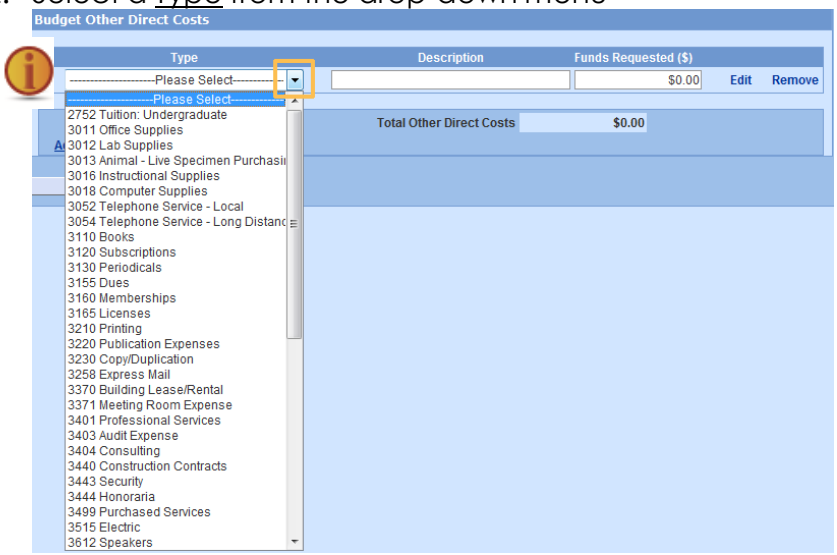
2. Save and Apply to Current Period
3. Close

Enter Other Direct Costs

Please refer to your sponsor guidelines, specific opportunity instructions, and Institutional Policy and Procedures for budgeting project expenses. Please direct questions to your departmenta research Program Administrator. In most cases the majority of your expenses will appear here as "other direct costs."

Add Expenses

1. Select Add Direct Costs to add a line of expense to be included in the budget, or if already available, proceed to step 2
2. Select a Type from the drop-down menu



3. Enter a Description. Descriptions entered here do **NOT** print on Grants.gov forms, but are useful for proposal preparation notes and Internal Review and Approval
4. Enter a cost in the Funds Requested ($) field – do not use commas
5. Save

Other Actions on the Other Direct Costs Screen:

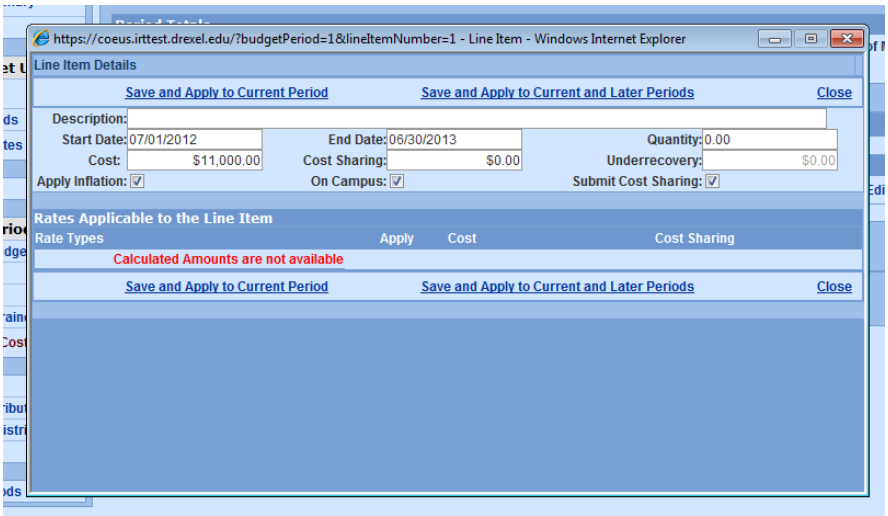
- Select Calculate (to see how this item impacts budget totals. (Coeus will calculate automatically upon Save.)
- Select Remove to delete the entry.
- Select Edit to open the Line Item Details window for that entry (remove inflation, or add cost sharing)

Other Direct Cost Line Item Details

1. Select Edit to the right of each line item to display the Line Item Details window where you can enter more detailed information about each line item.

The following fields can be *modified* on the Line Item Details window:

- Description: Change the line item description as needed.
- Start Date and End Date: Change if relevant or required based on the sponsor instructions.
- Quantity: Enter if relevant or required based on sponsor instructions.
- Cost: Change as needed. You will see the changes on the main Other Direct Costs screen.
- Cost Sharing: Enter a value, if appropriate. Refer to Sponsor Guidelines and Institutional Policy regarding cost sharing requirements.
- Apply Inflation checkbox: Deselect this option if you want to have this line item generate to all periods at the same dollar value instead of inflated by the rate on the Proposal Rates screen.
- On Campus checkbox: Deselect this option to apply the Off Campus F&A rate. Please consult your OSP Administrator and comply with Institute guidelines for off-campus project eligibility.
- Rate Types / Apply: Select and deselect the Apply checkboxes as needed.



The following calculated costs can be *viewed* on the Line Item Details window:

- Under Recovery
- Rates applicable to the Line item
- Cost and Cost Sharing amounts

Generating All Periods

Prior to using Generate All Periods, review the Proposal Rates screen and review and revise the Inflation Rates, if necessary. Changes in the Inflation rates will not be update to generated budgets. Consider deselecting the *Apply Inflation* checkbox on specific line items instead of entire categories in the Rates, if this is more appropriate for your proposal budget.

Complete any Period 1 recurring expenses required for your budget and then use the Generate All Periods feature to calculate all budget periods for your proposal.

If you do *not* want a line item to appear in every period, do not include it in Period 1. Generate All Periods *first*, and then enter that line item in the appropriate period(s).

The Generate All Periods option on the Budget navigation menu will disappear after application. Once the budget periods are generated, you cannot "undo" the process.
If you want to begin again with just the first period, see the section on how to copy a budget version and choose only 1st period.

> TIP! Prior to using Generate All Periods, follow the steps below to review your budget entries. Before using the Generate All Periods function, preview your budget entries in all categories by printing a report.

1. Click Print on the Budget menu.
2. From the Proposal Print screen, click Budget Summary by Period

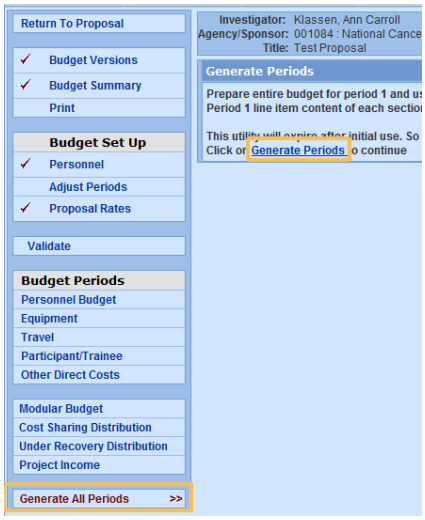
A new browser window will open to display the Internal Budget Summary view of your budget, by period, in a PDF format. This complete budget will display by Category and Sponsor Budget Group.

Personnel, by name, will print out with Start and End dates, Fringe Rates applied (if appropriate), Fringe Benefit costs (if appropriate), and Salaries & Wages. Descriptions entered for all budget line items will print on this Summary form.
The Calculation Methodology page of the summary lists any items excluded from the F&A base costs requested, the F&A rates and bases applied the Employee Benefit rates and bases, and Vacation Accrual Rates and bases.

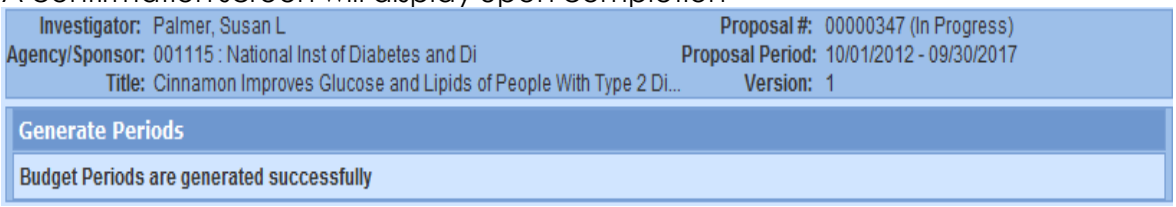
TIP! This is the budget format displayed during the Coeus Web Proposal Approval process. Many campus approvers evaluate this comprehensive view of the budget in their review process.

You can print and/or save this PDF file for distribution by email or hardcopy to proposal participants for their review.

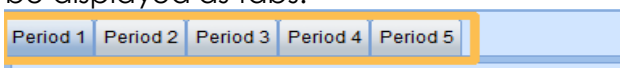
1. Select Generate All Periods on the menu. This will start a process which will use all of the Period 1 line items to create details for subsequent periods



2. A confirmation screen will display upon completion



3. When you return to view the Budget Periods screens of your budget (Personnel, Equipment, Travel, Participant/Trainee, or Other Direct Costs), the additional periods will be displayed as tabs.



Other Budgeting Features

Cost Sharing

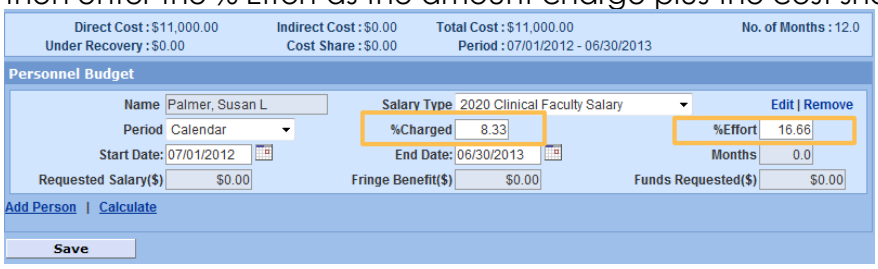
Cost sharing is a term used when any portion on the budget expense will not be paid for by the sponsor. Situations that use cost sharing are: Voluntary, Mandatory, or In Kind. Voluntary costs are those that the proposer offers to cover in the best interest of the proposal. Mandatory is required by the sponsor, such as cost matching requirements, as outlined in a funding opportunity announcement. If submitting to NIH and a salary is above the NIH salary cap, the remaining funds must be cost shared and are considered Mandatory. In Kind Cost Sharing occurs when the sponsor requests that provisions of goods or services be allocated outside of those budgeted, but where no actual cash is transacted in securing the good or service comprising the contribution. When Cost sharing will be used, it must be notated in the Coeus budget. If you need to express cost sharing on a specific line item in the Budget Periods screens of your budget (Equipment, Travel, Participant/Trainee, or Other Direct Costs)

Cost Sharing Salary

Follow the same procedure to add Personnel as outlined in sections Budget Set Up → Personne and Budget Periods → Personnel as normally done. When the time comes to customize personnel follow these instructions for an individual's salary that will be Cost Shared.

Cost Sharing Salary

1. Select the appropriate Salary Type from the drop-down menu. See your departmental Program Administrator if you need help choosing a salary type
2. Select the appropriate Period from the drop-down menu:
   - Academic: The 9-month academic year: September 1 through May 31.
   - Calendar: The 12-month calendar year.
   - Summer: The 3 months not covered by the Academic period.
3. Enter the % Charge, as the actual amount of money requested from the sponsor
4. Calculate how much the cost share amount is, in terms of % that person's salary, then enter the % Effort as the amount charge plus the cost share



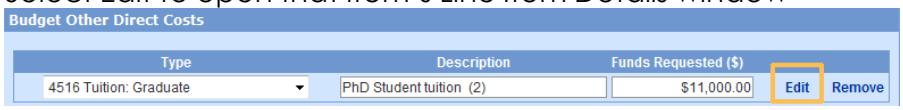
This example shows the % Charge as 1 month and the Cost Share amount as an additional month.

5. Save and Apply to Current Period or Save and Apply to Current and Later Periods, as relevant to your proposal

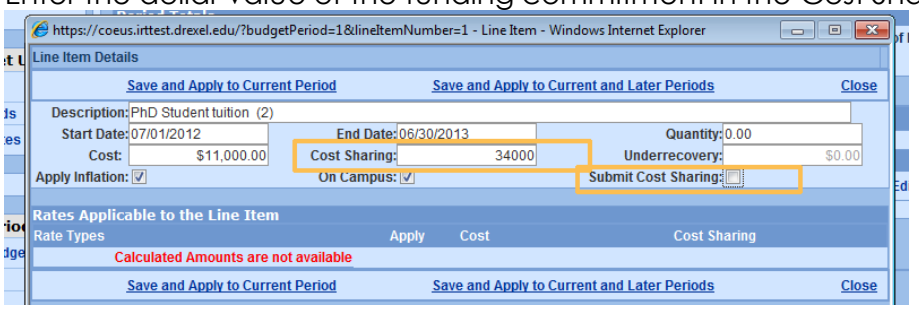
Cost Sharing Other Budget Items

Enter the items to be costs shared in the usual manner as outlined in prior sections, entering the amount the sponsor will pay as the Funds Requested ($) then add the amount that will be cost shared:

1. Select Edit to open that item's Line Item Details window



2. Enter the dollar value of the funding commitment in the Cost Sharing field



This example shows tuition at an expense of $22,500. The sponsor will pay for half of one student's tuition ($11,000.) The remaining half tuition ($11,500) and full tuition for another student ($22,500) are combined in the Cost Sharing. Prices are for example only, use rates as determined by your school.

3. If cost sharing is not mandatory, uncheck Submit Cost Sharing
4. Save and Apply to Current Period or Save and Apply to Current and Later Periods, as relevant to your proposal
5. Close if you decide not to make any changes

Cost Sharing Items

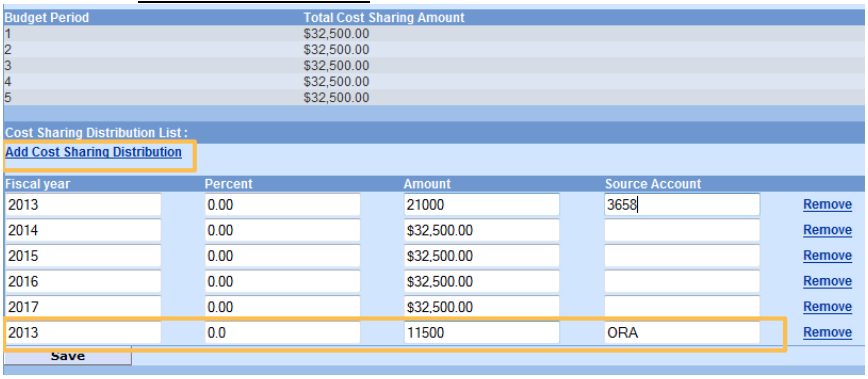
The amount of the cost sharing will also be updated in the Period Totals header and *Budget Totals* section of the Budget Summary screen.

Cost Sharing Distribution

If Cost Sharing commitments have been generated in the budget periods, the amounts will be displayed in the Total Cost Sharing Amount panel. If cost sharing has been added to the budget, you are required to state where the cost share funds will come from.

1. Select Cost Sharing Distribution from the left Navigation bar

2. Use the Cost Sharing Distribution List panel to identify the source(s) of funding support for the commitment. The initial list will be generated with a line for each fiscal year a cost sharing commitment exists, but additional lines can be added to have multiple sources for each fiscal year, by selecting Add Cost Sharing Distribution
3. Enter the Source Account Code for each Fiscal Year Commitment



Budget Period	Total Cost Sharing Amount
1	$32,500.00
2	$32,500.00
3	$32,500.00
4	$32,500.00
5	$32,500.00

Cost Sharing Distribution List :

Add Cost Sharing Distribution

Fiscal year	Percent	Amount	Source Account	
2013	0.00	21000	3658	Remove
2014	0.00	$32,500.00		Remove
2015	0.00	$32,500.00		Remove
2016	0.00	$32,500.00		Remove
2017	0.00	$32,500.00		Remove
2013	0.0	11500	ORA	Remove

Save

4. If needed, use Add Cost Sharing Distribution to generate a new entry line. Enter a Fiscal Year, Percent *(optional),* Amount, and Source Account Code
5. Use Remove to delete an unnecessary entry line
6. Select Save

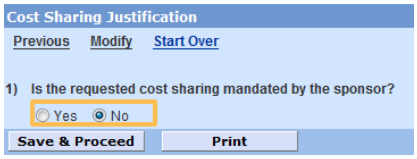
TIP! Distribute Cost Sharing by Source Account; only use a source account once per Fiscal Year.

TIP! For Coeus to save any changes, the amount allocated in each FY must equal the amount shown in the report in the top section. If the figures are off by a cent you will receive an error message.

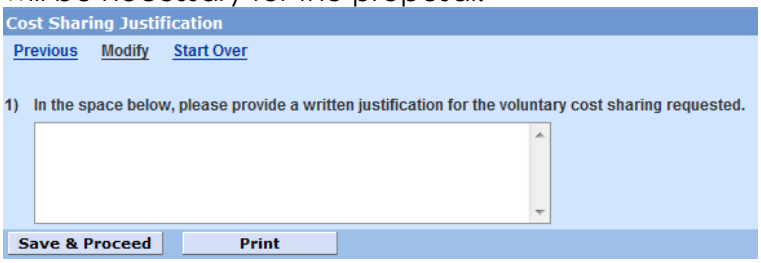
Cost Sharing Justification

Any time that cost sharing is added to a proposal, you will be required to justify why cost sharing is included. Navigate back to the main portion of the proposal if in the Budget by clicking Return to Proposal.

1. Select the new form which appears under the Questionnaire Section, Cost Sharing Justification
2. In the form that appears, answer the question regarding Cost Sharing by selecting Yes or No radial button as appropriate to your proposal



3. Select Save & Proceed
4. If No is answered, another question will appear. Type in an explanation why cost sharing will be necessary for the proposal.



5. Select Save & Proceed to finish

Under Recovery

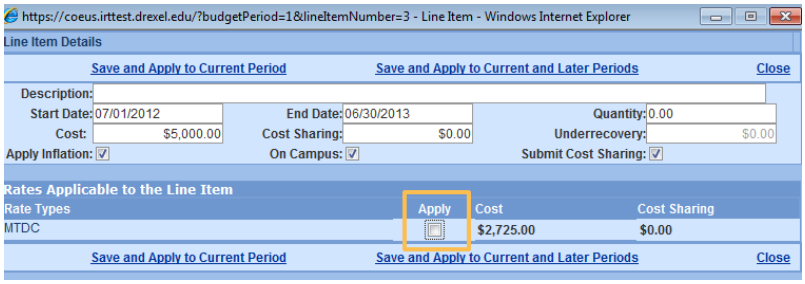
Under Recovery may result because a sponsor dictates a rate and/or Indirect Cost (IDC) base that is less than the standard DHHS negotiated rate for a particular type of research proposal. Some sponsors may stipulate this as a rate that is allowable as a percentage of all direct costs, others modify these in a consistent way and still others may be unusual in what items they allow indirect costs to be charged. Under Recovery will generate a new questionnaire, titled "Indirect Cost Waiver."

If under recovery should be applied to your *entire* project budget due to a change in IDC (F&A) rate, not just a specific line item, you should simply adjust the appropriate Rate(s) applied in the Proposal Rates screen and/or the Overhead Rate Type and Under Recovery Rate Type on the Budget Summary screen (See Proposal Rates section.)

If you need to show that a particular item in the budget will not be included in IDC calculation; then the under recovery is on a *specific* line item in the Budget Periods screens of your budget (Personnel, Equipment, Travel, Participant/Trainee, or Other Direct Costs)

1. Select Edit to open that item's Line Item Details window

2. Uncheck the Rate Types that do not apply in this instance, from the Rates Applicable to the Line Item section located in the bottom section of the Line Items Detail window



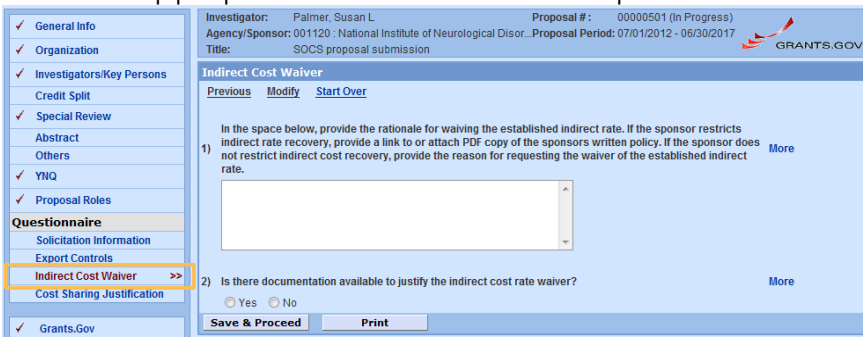
3. Select Save and Apply to Current Period OR Save and Apply to Current and Later Periods, as relevant to your proposal

The amount of the under recovery will also be updated in the *Budget Totals* section of the Budget Summary screen.

Under Recovery Justification

Any time that a proposal does not have the expected amount of IDC you will be required to justify why. Navigate back to the main portion of the proposal if in the Budget by clicking Return to Proposal.

1. Select the new form which appears under the Questionnaire Section, Indirect Cost Waiver
2. In the form that appears, type an answer to justify why Drexel cannot recover the expected IDC amount
3. Click the appropriate Yes or No radial in response to documentation availability



Subaward/Subcontracts

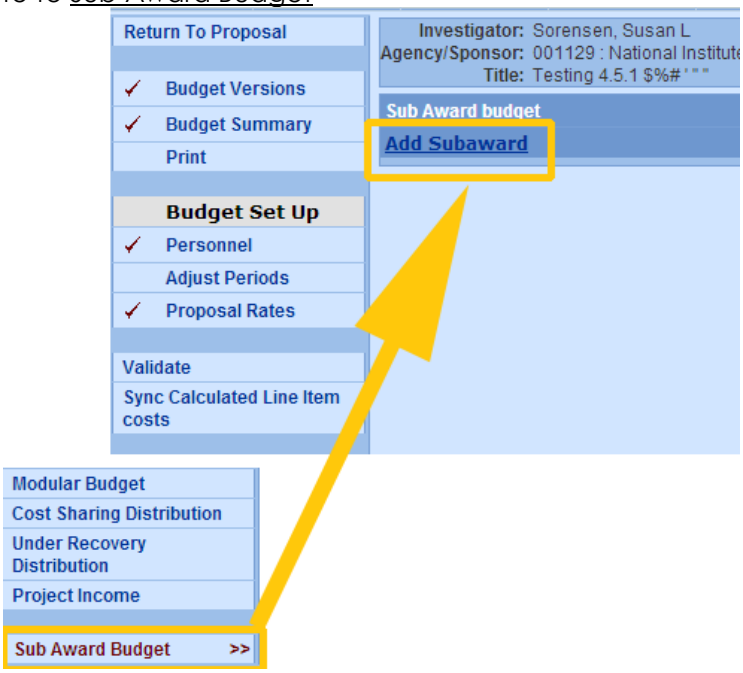
P-A-21 Cost Principles, subcontracts are subject to IDC for only the first $25,000 spent of the entire project. For any subcontract that exceeds the cost of $25,000, you must have at least two budget line items: one for $25,000 that bears IDC and one for the remaining amount of the subcontract which will be exempt from IDC.

> In order to enter costs in all periods, you must use the Generate All Periods function (described in the Generate All Periods section of this document). Then, enter the individual tabs for each period and make adjustments relevant to that period.

Subaward Tool – translate Sub Directs and Indirects to correct budget entry

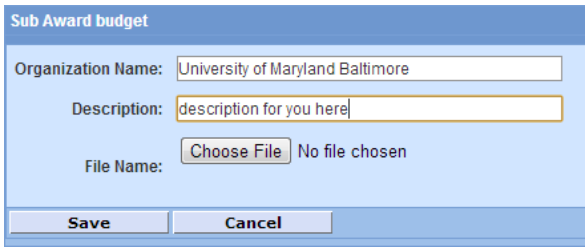
Users may utilize the new Subaward Details window to either manually type in the direct, indirect costs, and cost sharing for the Sub Award for each period OR upload a completed Subaward Budget Adobe form. Subaward Details will then insert system-generated line items for subaward funding values for each project period into the proposal budget.

Navigate to Sub Award Budget



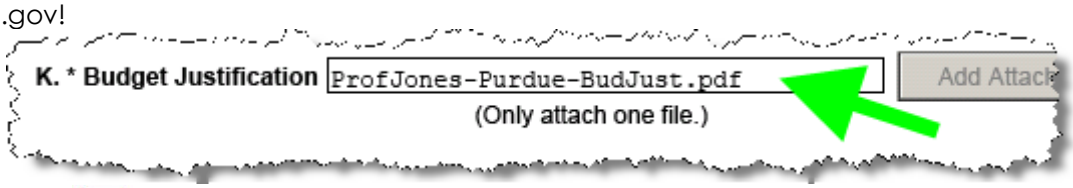
1. Click Add Subaward and new text entry and attachment fields will appear

2. Enter the required information:
   a. Organization: this can be a descriptive name of your subawardee. Use only letters, numbers, underscores or hyphens to avoid Grants.gov errors later
   b. Description: this will populate Coeus budget Description field for internal reference



3. Click Choose File to locate a sub's completed Adobe Subaward Budget file from your computer and attach to this proposal
   OR Skip to Step 4, if no file to attach

BEFORE YOU UPLOAD! Compare the budget justification file name across any subawards to make sure that no two budget justifciations are named the same. Additionally, be certain that within each subaward budget attachment, each justification file name has no spaces or special characters.
Note: If everyone uses the same "budget_justification.pdf" name, your submission will **ERROR** at Grants.gov!

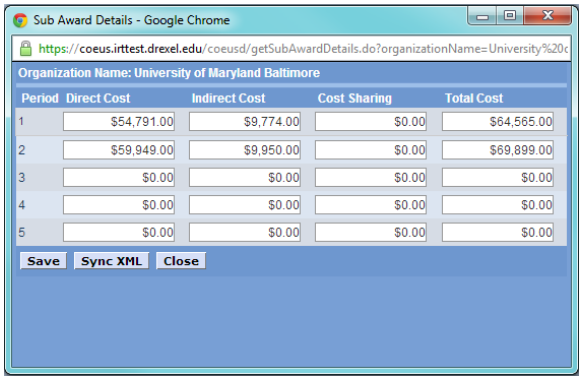


4. Click Save The Organization will be added to the list of sub awards:

Options available in the Sub Award Budget window:
   a. Details: opens the details window for review or manual entry
   b. View Form to view the Adobe Subaward Budget form.
   c. View XML to view the translated file
   d. Remove to delete the Organization, details, and any uploaded form.
   e. [+] or [-] to collapse/view the information about the uploaded and translated file

5. Select Details

If a subaward file was attached, and the periods of budget and subaward match, then the Subaward amounts from the attachment will automatically populate the Direct, Indirect and/or Cost Sharing fields.



Period	Direct Cost	Indirect Cost	Cost Sharing	Total Cost
1	$54,791.00	$9,774.00	$0.00	$64,565.00
2	$59,949.00	$9,950.00	$0.00	$69,899.00
3	$0.00	$0.00	$0.00	$0.00
4	$0.00	$0.00	$0.00	$0.00
5	$0.00	$0.00	$0.00	$0.00

6. Modify or Add (if no subaward attachment was uploaded)the Direct Costs, Indirect Costs or Cost Sharing amounts for each period. The Total Cost will automatically sum the other entries
7. Save

If you want to revert to the amounts that are automatically read from the subaward attachment, click SyncXML.

8. Click Save to close the window
9. Navigate to Other Direct Costs tab to review the Coeus-created line items in each budget period.

As these subaward amounts are Coeus-created, it is not possible to edit amounts on the Other Direct Costs Screen above. Please Navigate to the Sub Award Budget tab to modify amounts.

Replacing an Uploaded Subaward File

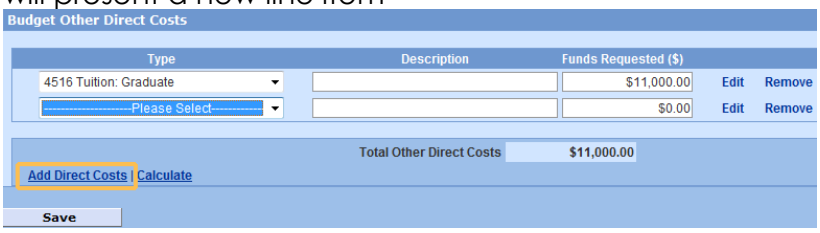
Click Remove to delete the entry and then follow the Add Subaward instructions.

Manual Entry of Other Direct Costs: Subaward/Subcontracts amounts

Manually Add Expenses

The overarching concept is, that due to government regulation, Drexel may only collect indirect costs on the first $25,000 of the total subaward. When adding the subaward expense in the budget, first add the subaward direct costs and then the subaward indirect (F&A) costs until the $25,000 limit has been reached. Then add the remaining subaward amounts choosing the **">"** type selection when adding both direct and indirect costs.

1. Subcontracts are entered as an Other Direct Cost, navigate to that option under Budget Periods and select the first year that the subcontract appears by using the Period tabs.
2. Modify the Budget Other Direct Costs screen by selecting Add Direct Costs, this will present a new line item



3. Begin by choosing type(s) in Coeus to show where Drexel may charge Indirect Costs
   a. Start with Subaward's Direct Costs; select type "7011 Subcontracts Direct **<** $25,000" and enter amount of Subaward's year 1 Direct costs up to $25,000
   b. If the amount entered above (step a) is less than $25,000 add an additional line to try to reach the $25,000. Choose type "7013 Subcontracts F&A **<** $25,000" and enter the Subcontract's F&A for year 1 until the total sub limit of $25,000.
4. Next Show the Subaward amount that Drexel may not charge Indirect Costs. Any Subaward greater than $25,000 must follow these steps
   a. Capture the Subaward's direct costs over the initial $25,000 by adding a new line for type "7012 Subcontracts Direct **>**$25,000" enter the remaining Subaward's Direct costs
   b. If there is additional Subaward F&A to show, add new line and select type "7013 Subcontracts F&A **<** $25,000"

See the "Subcontract Amount to Coeus Budget Type Crosswalk" (next page)for detailed examples.

5. Under Description, type the name of the Subcontractor Organization

Subcontract Amount to Coeus Budget Type Crosswalk:

	Sub amount Yr. 1	Budget type to Choose in Coeus	Line Funds Requested	Sub amount Yr. 2	Budget type to Choose in Coeus	Line Funds Requested
Subcontract #1	$10,200 DC $5,559 F&A	7011 Subcontracts < $25,000	$10,200	$10,200 DC $5,559 F&A	7011 Subcontracts < $25,000	$9,241
					7012 Subcontracts > $25,000	$959
		7013 Subcontract F&A > $25,000	$5,559		7013 Subcontract F&A > $25,000	$5,559
Subcontract #2	$65,000 DC $35,425 F&A	7011 Subcontracts < $25,000	$25,000	$65,000 DC $35,425 F&A	7012 Subcontracts > $25,000	$65,000
		7012 Subcontracts > $25,000	$40,000			
		7013 Subcontract F&A > $25,000	$35,425		7013 Subcontract F&A > $25,000	$35,425
Subcontract #3	$25,000 DC $13,625 F&A	7011 Subcontracts < $25,000	$25,000	$25,000 DC $13,625 F&A	7012 Subcontracts > $25,000	$25,000
		7013 Subcontract F&A > $25,000	$13,625		7013 Subcontract F&A > $25,000	$13,625

6. Select Save
7. Continue moving to each period needed and add expenses for each year that the subcontract appears

Subcontract Example #2 is the most common; where the subcontract Direct costs and Subcontract F&A are each greater than $25,000. Below is an Example of how those *manually* entered Subawards should appear.

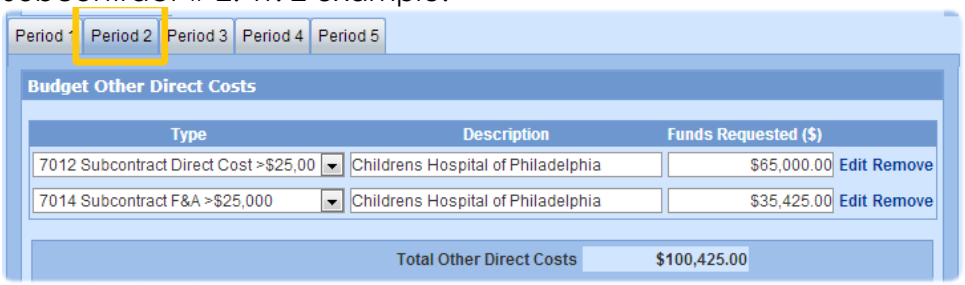
Subcontract # 2: Yr. 1 example:

Budget Other Direct Costs

Type	Description	Funds Requested ($)	
7011 Subcontract Direct Cost <$25,00	Childrens Hospital of Philadelphia	$25,000.00	Edit Remove
7012 Subcontract Direct Cost >$25,00	Childrens Hospital of Philadelphia	$40,000.00	Edit Remove
7014 Subcontract F&A >$25,000	Childrens Hospital of Philadelphia	$35,425.00	Edit Remove

Total Other Direct Costs $100,425.00

Subcontract # 2: Yr. 2 example:



Period 1 | Period 2 | Period 3 | Period 4 | Period 5

Budget Other Direct Costs

Type	Description	Funds Requested ($)	
7012 Subcontract Direct Cost >$25,00	Childrens Hospital of Philadelphia	$65,000.00	Edit Remove
7014 Subcontract F&A >$25,000	Childrens Hospital of Philadelphia	$35,425.00	Edit Remove

Total Other Direct Costs $100,425.00

If submitting the proposal electronically through Coeus: using the left side navigation, select Return to Proposal, you will need to go to the Grants.gov tab. Click the Checkbox to add the Subaward budget to your submission as well as the detailed RR BudgetV1-1

Modular Budgets

Currently Modular budgets are a submission option for certain **NIH opportunities ONLY**. Review the specific funding opportunity to determine if Modular budgeting is an option or a requirement, as well as the module limits per budget period.

Even if you are required to submit only a Modular budget (and not a detailed budget) to NIH, creating a detailed budget will assist you by populating the Modular Budget form. A Coeus detailed budget calculates indirect costs, which are required for these forms and can populate your calculated indirect costs to the Modular Budget screen, making finalizing your budget much quicker.

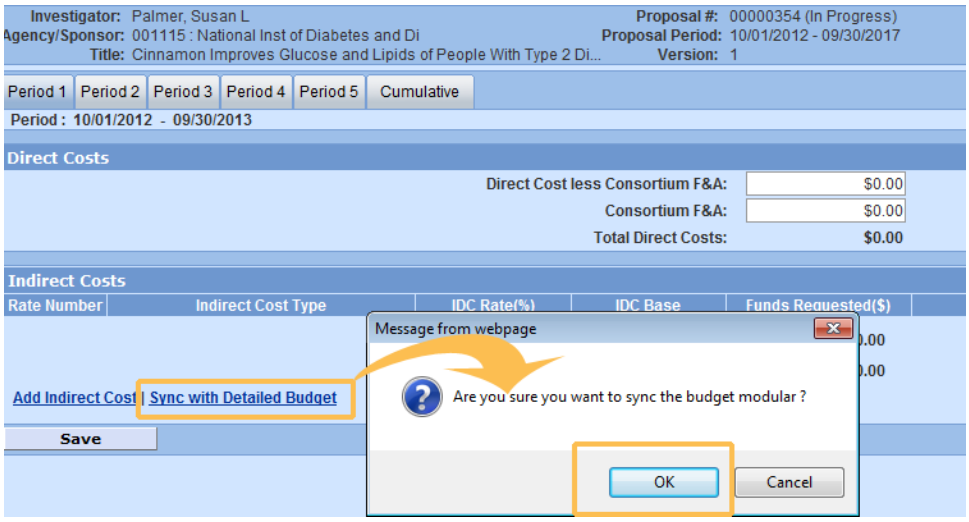
You *must* select the Modular Budget checkbox on the Budget Summary screen in order for Coeus to populate your Modular budget information on the Grants.gov PHS Modular Budget Form.

TIP! For Modular budget, you **MUST** also select the include checkbox on the PHS398 Modular Budget form on the Grants.gov screen to validate and transmit the modular budget with your proposal for electronic submissions.

Create a Modular Budget

Open the Modular Budget screen to sync the Direct Costs and Indirect Costs data for the PHS form.

1. Select Modular Budget from the Budget menu on the left
2. Select Sync with Detailed Budget



2. Select OK when the confirmation window opens
3. Review the data defaulted in each of the Period tabs, make adjustments if desired

Review and/or *modify* in the Modular Budget:

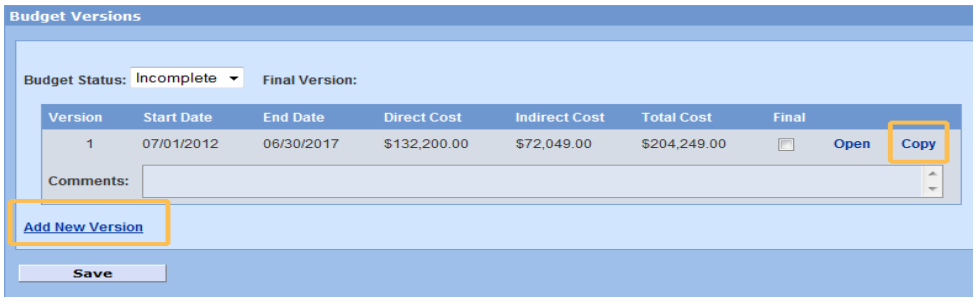
- All the white-background fields are editable: review each period and adjust the amounts, if needed.
- It is especially important to review the Direct Cost less Consortium F&A field to reflect the appropriate number of $25,000 modules.
- Review each Rate Number row, especially if Off campus rates are utilized in the budget, or if multiple Fiscal Year Rates are present for a budget period crossing Fiscal Years with varying maintained F&A rates.

4. Select Save

Alternate Versions of Your Budget

This screen displays a summary of all budget versions created in the proposal. If you have created more than one version of the budget, you must click Open, to the right of the budget version you want to access.

1. To make a duplicate copy of a budget version that you will then tweak, click Copy , this allows you to copy just the 1st Period or the Entire Budget



2. Alternatively, you can create an entirely different budget by clicking Add New Version

Things you can do on the Budget Versions Screen:

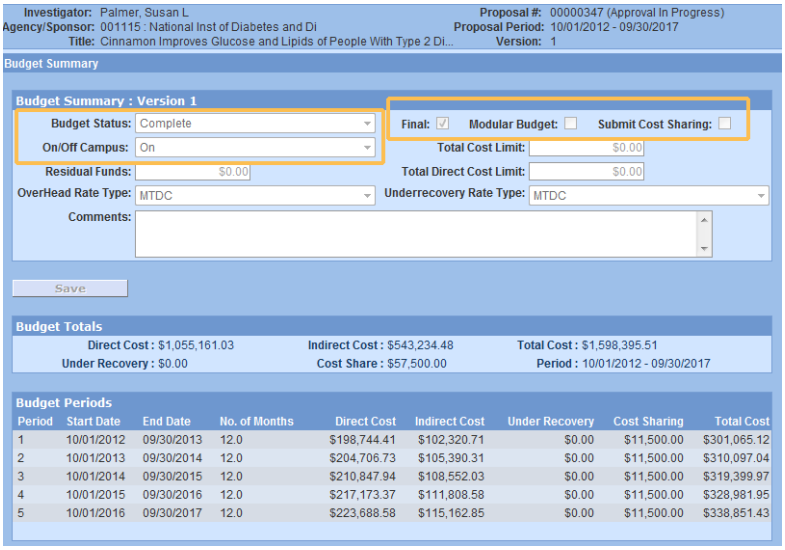
- Change the Budget Status of a selected version to Complete or Incomplete (you cannot edit a budget marked Complete).
- Select or deselect the Final status checkbox. You must do this either on this screen or on the Budget Summary screen prior to routing for approval.
- Navigate to the Budget details of a particular version; select Open the right of the budget version.
- Create an alternate budget scenario by copying an existing version of the budget, click Copy – you can choose to copy only period one, or all periods, depending on how many changes you'd like to make.
- Begin a new budget by clicking Add New Version.

Once you have more than one version of the budget, you will always be brought to this screen when you navigate to Budget. You must click Open to the right of the budget version you want to access.

Budget Summary

On this screen, you can review your project costs: direct and indirect costs (totals and by project period), under recovery, cost sharing (totals and by project period), and total costs (total and by project period).
Be sure to review the OverHead Rate Type and Under Recovery Rate Type applied for this proposal. If you feel you need to change the rate types, please confirm this first with you're the Office of Research Administration for appropriateness.

Select the Cost Sharing box ONLY if you want to submit the Cost Sharing to your sponsor.



Review proposal details and edit if necessary

Things you can *modify* on the Budget Summary Screen:

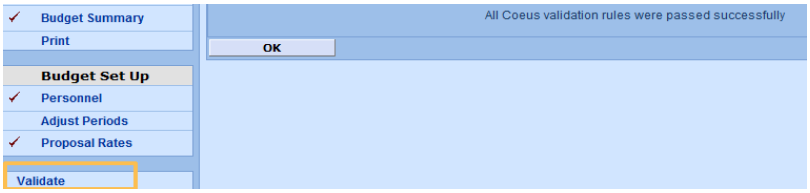
- Change the *Budget Status* drop-down to *Complete* once you have completed the budget (this can also be done on the Budget Versions screen). Note: The budget version must be marked Final before it can be marked Complete.
- Select the Final checkbox to transmit this budget to the sponsor (this can also be done on the Budget Versions screen).
- Enter text in the Comments field to make notes about this budget. Once you have completed your changes to this screen, Select Save.
- Select the Modular Budget checkbox if this budget will be an NIH Modular budget.
- Select the On/Off campus option to override the cost element overhead mapping.
  - Select "Off" to have Coeus apply the maintained Off Campus Overhead rates to all the budgeted cost elements, despite the cost element description of On Campus.
  - Select "On" to have Coeus apply the maintained On Campus Overhead rates to all budgeted cost elements, despite the cost element description of Off Campus.
  - Select "Default" to have Coeus apply the maintained OH rate for that cost element. Default allow for the inclusion of both On- and Off-campus rates in the budget.

Budget Validations

Users can manually perform the validations prior to finalizing their budgets but budget validation rules will automatically be run when a budget is marked Complete. If the budget fails the validation rule, it cannot be marked Complete. The user will be presented with an error notice and be advised to return to the budget and fix the error condition.

The proposal must have a budget, and the budget must be marked Final in order to perform the Budget Validations!

1. Select Validate from the left menu



Budget Validation Errors

If a proposal budget fails a validation rule, a **RED** error notice is presented. If more than one budget validation rule failed, all messages will be presented in a red Error heading.

Budget Validation Warnings

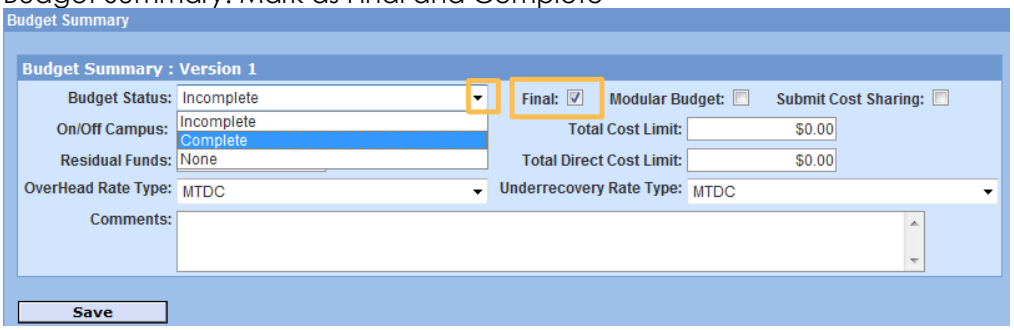
Validation Warnings are presented under a **BLUE** validation notice. Warning messages do *not* keep a budget from being marked Complete. If more than one budget validation warning was triggered, all user messages will be presented in a blue Warning heading.

Finalize Budget

Before submitting a proposal for approval routing, you must mark your budget as Final and Complete.

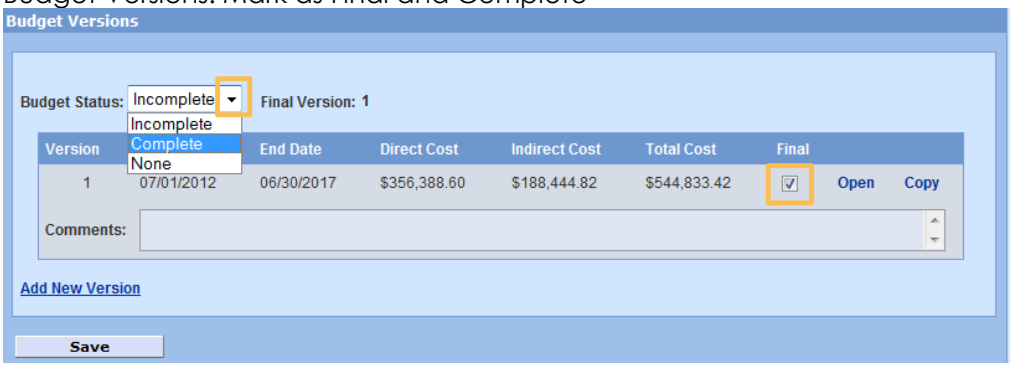
1. Navigate to the Budget Summary, OR the Budget Versions screen
2. Select the Final checkbox to mark this version of the budget as Final. (Note: this indicates that only this version of the budget will be transmitted to the sponsor.)
3. Select Complete from the Budget Status drop-down menu
4. Select Save

Budget Summary: Mark as Final and Complete



OR

Budget Versions: Mark as Final and Complete



TIP! Budgets must be marked *Final* before they can be marked *Complete*!

Institutional Validations

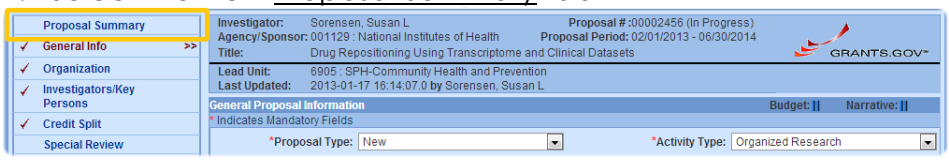
Institutional validations are now available through the Proposal Summary screen. Select Validate from the left menu to check your proposal to help you verify that your proposal is complete and ready to be submitted for approval.

Review any messages that appear and verify that appropriate files have been uploaded, questions answered, investigators certified, etc.

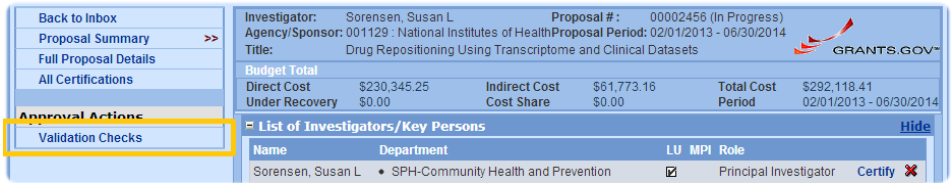
Make any corrections, additions, or changes as required and then perform the validation again. Once you pass the validations, you are ready to submit your application for approval routing.

If your application is to be submitted electronically via Grants.gov and you have selected and saved a valid opportunity, the s2s validation check will also be performed.

1. Select the New Proposal Summary tab

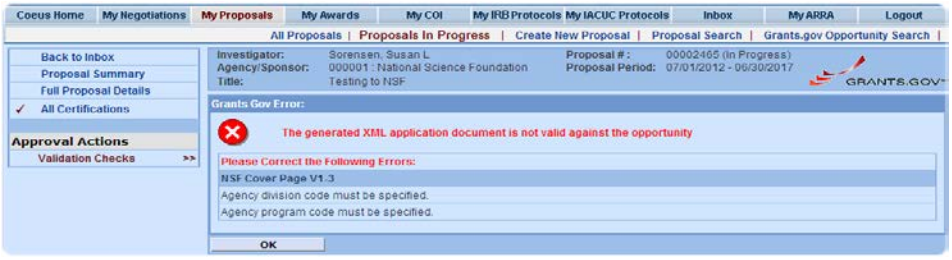


2. Then Select Validation Checks

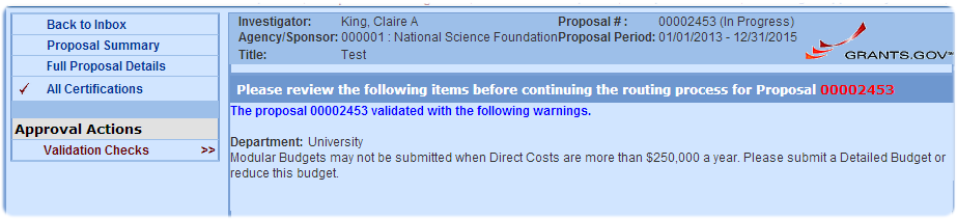


Interpret Validations

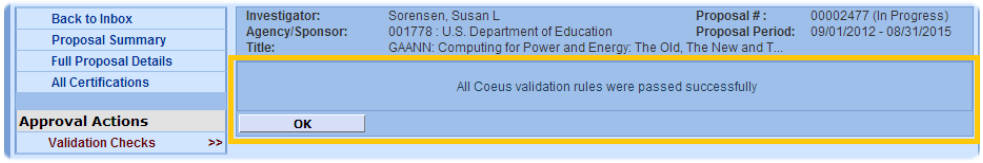
Results that **MUST** be corrected are in **RED**:
These Validation errors show problems that must be resolved before it is possible to submit for approval!



Results that are just **Warning** Messages are in **BLUE**:
Warnings are friendly reminders to assist in submitting a complete and correct proposal the first time. It is possible to submit for approval if warnings are not cleared.



When a Proposal is ready to Submit through an Approval Routing:



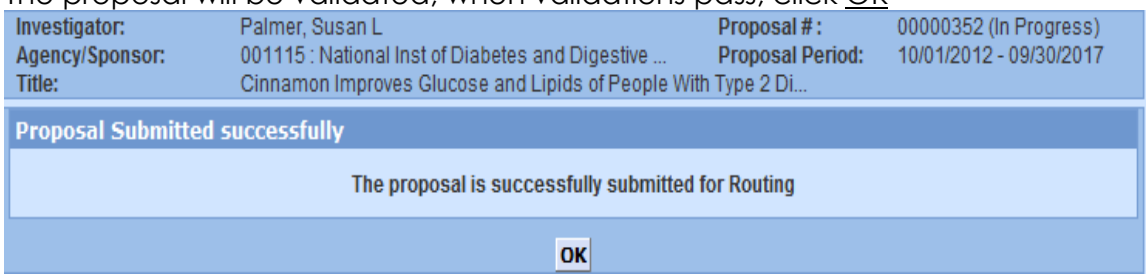
Submit for Approval

Select Submit for Approval when the proposal is *finished* (i.e., checked and validated) to begin routing for internal approval. The proposal must be marked complete for this process to begin. If it is not, Coeus will alert you to the non-compliant sections (i.e. Yes/No Questions unanswered, budget not marked final, etc.)

Before you try to submit

- Make sure that you Certify all Investigators.
- Mark your budget as Final and Complete on the Budget Summary or Budget Version screen
- Navigate to the Grants.gov screen and select Validate;
- Respond to any errors displayed – by making the necessary corrections.
- Return to the Grants.gov screen and Validate again. Repeat until the *Validations Successful* message is displayed.

1. Select Submit for Approval from the left menu
2. The proposal will be validated, when validations pass, click OK



View Proposal Routing

The proposal routing will show who has and who has not approved the proposal. When trying to determine who to contact for a needed action, such as approve or reject the proposal back to you for edits, the proposal routing can be very helpful.

The status Waiting for Approval shows that the proposal is within that person's inbox, so they would be the necessary person to contact.

1. After submitting a proposal for approval, a new link will appear in the left menu, Approval Routing select this link to view the approval routing map

***Views* on the Proposal Routing Screen:**

- Select Show to expand the approval box
- Select Hide to minimize the approval box
- Select Hierarchy to see the Approval Map Hierarchy view.
- Select Hide Legend to hide the panel of legend icons.

The routing path for the proposal is displayed, with the approval status displayed:

(000001) ORA - Final Review and Submission			Hide
Martella, Anne	To be submitted		
Levy, Stacia C	To be submitted		
King, Claire A	To be submitted		
Palmer, Susan L	To be submitted		

(000001) ORA - Cost Sharing Review			Hide
Levy, Stacia C	To be submitted		
Palmer, Susan L	To be submitted		
Edwards, Michael T	To be submitted		
Groshon, Patricia A	To be submitted		

(000001) ORA - Pre-Award Review for Content			Hide
Martella, Anne	To be submitted		
Levy, Stacia C	To be submitted		
King, Claire A	To be submitted		
Palmer, Susan L	To be submitted		

(000001) ORA - Export Control Compliance Review			Hide
Ford, Julia J	Waiting for approval		
Devine, Timothy John	Waiting for approval		

(2003) COE Dean			Hide
Dandekar, Kapil R	Approved	Comments	Attachments
Burnside, Holly Carol	Approved by other		

(3668) Materials Science and Engineering			Hide
Zavaliangos, Antonios	Approved	Comments	Attachments
Knight, Richard	Approved by other		

(3668) MSE Department Administrator			Hide
Nakazawa, Keiko	Approved by other		
Long, Yenneeka L	Approved	Comments	Attachments
Rose, Dorilona	Approved by other		

(3668) Investigators			Hide
May, Steven J.	Approved	Comments	Attachments
Karapetrov, Goran Tripun	Approved	Comments	Attachments
Clyne, Alisa Sharon Morss	Approved	Comments	Attachments
Baxter, Jason B	Approved	Comments	Attachments
Taheri, Mitra L	Approved	Comments	Attachments

TIP! As you can see, sometimes there are many people involved in the approval process. Be sure to allow each person time to review the proposal, or else the proposal may not be submitted in time.

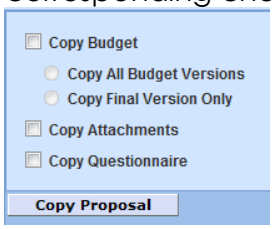
Copy Proposal

Copying an existing proposal is especially useful for preparing a Grants.gov Change/Corrected, or for updating and resubmitting a similar work to the same or different sponsor.

You must have the Aggregator Role in order to copy all Narratives and Budget.

If in the budget, select Return to Proposal

1. Select Copy Proposal from the left menu
2. Choose the items that should be copied into the new proposal by clicking the corresponding check boxes and radial buttons



Your Copied Proposal will be created and appear on My Proposals screen – the highest proposal number on your list.

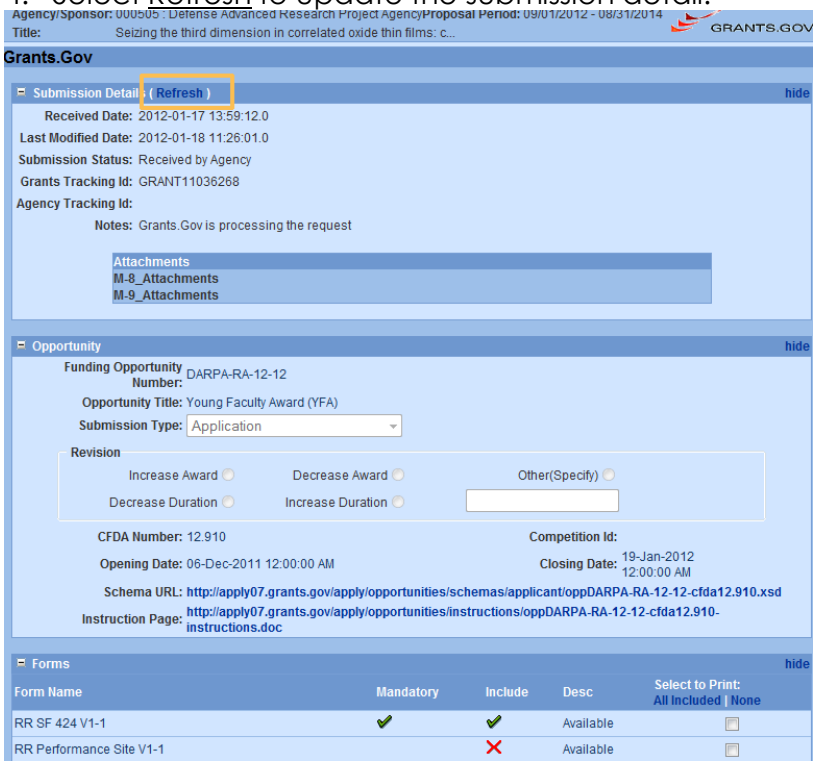
Update your Copied Proposal elements!

- Adjust the start and end dates to meet your new submission requirements, if necessary.
- Link to the Grants.gov opportunity and forms (the CFDA and/or Funding Opportunity Number info will copy, but you still need to complete the link.
- Verify that any copied narrative types are still appropriate.
- Adjust the budget period boundaries to reflect the new dates.
- Review the rate tables, syncing the rates if necessary.

TIP! If you select *Final Version Only*, and no budget marked as final, there will be no budget copied to your new proposal.

Check Grants.Gov Submission Status

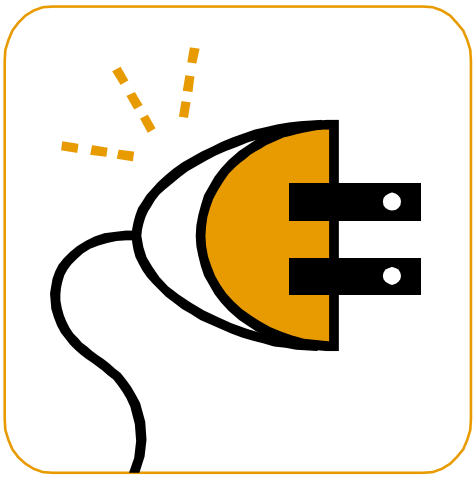
1. Locate the submitted Coeus proposal in My Proposals → All Proposals
2. Click on the submitted proposal to open
3. Select Grants.gov from the left menu
4. Select Refresh to update the submission detail:



Items on this screen:

Received Date	This is timestamp for your submittal being processed into Grants.gov.
Last Modified Date	This displays the most recent refresh timestamp. Coeus refreshes submittals on an ongoing basis until the submission process is complete. Users can refresh manually.
Submission Status	Data provided back by Grants.gov. Not all sponsor supply data back via Grants.gov.
Grants Tracking Id	The Grants.gov tracking number
Agency Tracking Id	Agency-assigned tracking number – not all agencies provide data back via Grants.gov.
Notes	Information provided by Grants.gov.
Attachments	List of all uploaded documents submitted.

Need Help?



Tutorials:

Documentation such as this, training guides, and video tutorials are all in various stages of progress on the Drexel Coeus website.

Supporting Staff:

The Coeus team can be reached in unison by using the Coeus-Help@drexel.edu email. As this support is through a Drexel office and not outsourced, the hours of operation are the standard business hours. You may also want to contact your Program Administrator with questions as they are familiar with both Coeus and your specific funding requirements.

Training:

Ongoing lab training is provided at the main campus. See the Office of Research Administration webpage for current dates. http://www.research.drexel.edu/administration/

Classes with less than two enrollees may be rescheduled.

Peer Support:

Drexel Coeus also has a list serve to allow for a virtual community. We use this as a means to communicate updates to the community at large. You should also feel free to use it to ask and answer Coeus related questions. Email COEUS-USERS-L@drexel.edu

Eventually we will be able to create an archive of questions and answers from these email groups.

By using these various methods of support, you should have any needs met.

COEUS Community & Kuali Coeus

The Coeus consortium has recently merged with Kuali to create Kuali Coeus.

The future growth of the software is through this new partnership.

Drexel is still several years from using this merged version of the software, as very few schools have implemented it so far.

If you would like a peek into the future, feel free to explore the Kuali Coeus website here: http://www.kuali.org/kc

As with the Coeus Consortium of the past, the Kuali Coeus Foundation hosts a conference once a year for both technical and functional users .

Typically known as Kuali Days, they occur every fall.

Not sure if a conference would be of interest to you?

Take a look at a prior conference schedule here:

Conference Program

Appendix A

Field Finder – Proposal Development

Not sure what a particular field means? Search this field finder to see a detailed description of the field, with instructions regarding how to complete, including required format of entry, if applicable.

General Info Screen

* denotes a required field

* **Proposal Type**	Select the appropriate entry from the drop-down list. This information might be specified in the sponsor's announcement or guidelines.[See Proposal Type Section below for description of all options]
* **Activity Type**	Select the appropriate entry from the drop-down list. General Research is 'Organized Research.' [See Activity Type Section below for description of all options]
* **Start Date**	Date the project is expected to start. Enter in **mm/dd/yy** format or use the calendar tool.
* **End Date**	Date the project is expected to end. Enter in **mm/dd/yy** format or use the calendar tool.
Original Proposal Number	Required if the *Proposal Type* is **Resubmission, Revision or Continuation**. Use the *Search* icon to search for previous proposal.
Award # (number)	Required if the *Proposal Type* is **Continuation, Renewal, or Revision.** Leave this field blank for New, Resubmission, or Task Order. To find the award number, use the *Search* icon next to the field and search by Account number or other detail.
* **Agency/Sponsor**	The sponsor is the organization that will provide funding. Use the *Search* icon to find it to find the associated **code**.
Prime Sponsor	If **Drexel will be the subcontractor** for the proposal, the prime sponsor is the agency providing funds to your sponsor. If not, leave this field blank.
Proposal deadline date	Date the proposal is due. Needed by your Drexel Program Officer.
Receipt/Postmarked	Select the option that defines the deadline receipt requirement.
NSF Science Code	Select this code from the drop-down list for all proposals, not just for NSF submissions. Data used to aid institutional annual reporting requirements.
Anticipated Award Type	Select the type from the drop-down list, if known.

Appendix A

Sponsor Proposal No. (number)	Required if the *Proposal Type* is Renewal, Resubmission, Revision, or Continuation. Search the Award module or Institute Proposal module, as appropriate, to find this number.
* **Title:**	Enter the descriptive title. **For electronic submission, the title can contain no special characters**. 200 character maximum; individual sponsors may require shorter titles. Refer to the sponsor instructions.
Program Title:	Enter a program title provided by the sponsor. If this proposal will be submitted via Grants.gov, this field will be completed/overwritten when you associate the proposal with a Grants.gov opportunity.
Proposal in Response to:	Select an entry from the drop-down list to identify how this funding opportunity was announced.
Subcontract	Select this checkbox if you will use one or more subcontracts on this proposal. If there will be no subcontracts, leave it unchecked.
Funding Opportunity Number	Enter the program announcement that you will respond to. Ex: PA-R01-067
CFDA Number:	Catalog of Federal Domestic Assistance number assigned by sponsor for funding opportunity. For paper submissions: enter the data manually, if known. For Grants.gov submissions, enter the CFDA number to support the Grants.gov search. Note: some NIH opportunities do not assign CFDA numbers until after award. Use the Funding Opportunity search for those applications and leave the CFDA field blank unless it is populated automatically by the selected Grants.gov opportunity.
Agency Program Code:	Enter this number if it is required for the opportunity. Locate the code in the announcement of opportunity, at Grants.gov, or the sponsor's web site. This code is currently required only for NSF submissions, but it may be used by other agencies in the future.
Agency Division Code:	Enter this number if it is required for the opportunity. Locate the code in the announcement of opportunity, at Grants.gov, or the sponsor's web site. This code is currently required only for NSF submissions, but it may be used by other agencies in the future.

Appendix A

Proposal Type

Advance Account Request	Currently not in use by ORA
Budget Revision	Used when a proposal has been submitted to the sponsor and the actual award is greater than or less than the original budget approved in Coeus, or when a sponsor requests a budget revision to a previously submitted application.
New	Application submitted for funding for the first time.
Renewal (Competing)	Project for which previous years of funding have elapsed. Renewals request additional funding to continue previously awarded projects through either an announced open competition, or closed competition with no guarantee of funding.
Continuation (Non Competing Renewal)	Progress report submitted to receive an increment of funding from a previously awarded amount.
Revision	Used for grants.gov proposals to request an increase/decrease in award or to request an increase/decrease in the duration of the award. Only used for current awards.
Resubmission	An application that has been previously submitted but not funded and is being resubmitted for new consideration.
Pre-Proposal	Coeus is only required if; • A detailed rather than summary budget is required. • The number of pre-proposals allowed from the University is limited. • The pre-proposal commits the University to cost sharing of any kind. • An authorized signatory is required.
Internal	A proposal that will be submitted to Drexel for potential funding.
Internal CURE	Internal proposals that will be submitted for CURE funding.
Transfer –In	For Investigators who are bringing funding with them from a previous institution.
VOID	Do not use except at Program Administrator behest.
Recurring Contract	Currently not in use by ORA

Appendix A
Activity Type

Organized Research	**Sponsored Research -** Research activities that are separately budgeted and accounted for and sponsored by federal and non-federal agencies and organizations (state, local government, or private sector). **University Research -** Research and development activities that are separately budgeted and accounted for by Drexel University under an internal application of funds. **Sponsored Research Training** - Research activities involving the training of individuals in research techniques, which are sponsored by federal and non-federal agencies and organizations and where such activities share the same facilities as other research and development activities. Most common type of awards are "K", "T", or "F" projects awarded by the federal government. F&A Rate should be as negotiated unless as stipulated by sponsor.
Instruction	**Instruction -** Covers teaching and training activities, including course preparation, classroom instruction, study areas for students, academic advising of students by faculty members and any other activities that involve credit **Department Research -** This includes research and development activities that are not sponsored and are not separately budgeted and accounted for by Drexel. Funding source is normally the departmental operating budget or other University sources. **Other Sponsored Training -** Includes instructional or training activities (other than research training) established by grant, contract or other cooperative agreement.
Other Sponsored Projects	Sponsored programs and projects financed by federal and non-federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples may include health service projects, clinical trials, demonstration activities, travel grants, seminars and conferences, database construction and data collection, data dissemination, community services and education programs.
Clinical Research	A special category of activity that combines research with the testing of practical applications in biomedicine. Clinical trials/studies are generally funded by commercial sponsors (often pharmaceutical companies) seeking approval of new pharmaceutical products or treatments, including drugs and investigational devices. F&A Rate should be as negotiated unless as stipulated by sponsor.
Public Service	Provides support for the purpose of organizing, establishing, providing or enhancing the delivery of services to a particular community or non-University audience.
Fellowship	Fellowship support for pre-doctoral and post-doctoral training activities, including grants funding dissertation work and related travel.
Equipment	Programs assisting in the acquisition, development, maintenance, and/or technical support of major research instrumentation that is, in general, too costly for individual support. Awards may be for a single instrument, a large system of instruments, or multiple instruments that share a common research focus.

Appendix A

Organization Info

Proposal Organization	The institutional signing official's information.
Performing Organization	The organizational performance site performing the main portion of the project. This will likely be the same as the Proposal Organization.
Other Organization/ Location	Other Organizations are other participants in the project, often recipients of a subcontract.
Performance Site/ Location	A site where work is being done that is not an organization (e.g. a volcano, a field camp location, or other significant off campus location that should be recognized in the proposal).

Budget Screens

Return to Proposal	Select to return the general proposal navigation panel.
Budget Versions	Displays a summary line for all budget versions created. Default budget launch screen when more than one budget version exists. Copy a budget here.
Budget Summary	Displays summary budget information; i.e. budget totals, direct and indirect costs, cost sharing, etc.
Print	Navigates to the Budget print options screen.
Personnel	Add personnel for budgeting; enter salary details required for expense calculations.
Adjust Periods	Allows users to modify budget start and end dates, or to add or modify budget periods, or period lengths.
Proposal Rates	Displays institute overhead rates; allows for insertion of applicable rates.
Validate	Use the Validate tool to run a check against Drexel and Grants.gov requirements
Personnel Budget	Add or remove personnel expense, customize their effort and time spent on this project.
Equipment	Add or remove equipment expenses.
Travel	Add or remove travel expenses.
Participant/ Trainee	Add or remove participant/trainee expenses.
Other Direct Costs	Add or remove all other expenses.
Modular Budget	Navigate to Modular Budget entry screen.
Cost Sharing Distribution	Navigate to Cost Sharing Distribution entry screen.
Under Recovery Distribution	Navigate to Under Recovery Distribution entry screen.
Project Income	Navigate to Project Income entry screen.
Generate All Periods	Calculate budget periods based on period 1 entries and create required additional budget period screens.

Appendix A

Budget Line Item Details

Description	Change the line item description as needed.
Start Date and End Date	Change if relevant or required based on the sponsor instructions.
Quantity	Enter if relevant or required based on sponsor instructions.
Cost	Change as needed. You will see the changes on the main **Other Direct Costs** screen.
Cost Sharing	Enter a value, if appropriate. Refer to Sponsor Guidelines and Institutional Policy regarding cost sharing requirements.
Apply Inflation checkbox	Deselect this option if you want to have this line item generate to all periods at the same dollar value instead of inflated by the rate on the **Proposal Rates** screen.
On Campus checkbox	Deselect this option to apply the Off Campus F&A rate. Please consult your OSP Administrator and comply with Institute guidelines for off-campus project eligibility.
Rate Types / Apply	Select and deselect the ***Apply*** checkboxes as needed.

Upload Attachments Screen

Upload Proposal Attachments	These documents or files are required as defined by the sponsor opportunity instructions and their general submission guidelines. A base list of types will always be presented. To display the types required for Grants.gov submissions, an opportunity *must already have been* selected in **General Info** for this proposal.
Upload Personnel Attachments	These are person-specific files (biosketch, current & pending, etc.)
Upload Institutional Attachments	Completed Conflict of Interest Form, Financial Disclosure Form, and the Solicitation Attachment if PDF attachment was chosen under the Solicitation Information Section.

Appendix A

Grants.gov Screen

Received Date	This is timestamp for your submittal being processed into Grants.gov.
Last Modified Date	This displays the most recent refresh timestamp. Coeus refreshes submittals on an ongoing basis until the submission process is complete. Users can refresh manually.
Submission Status	Data provided back by Grants.gov. Not all sponsor supply data back via Grants.gov.
Grants Tracking Id	The Grants.gov tracking number.
Agency Tracking Id	Agency-assigned tracking number – not all agencies provide data back via Grants.gov.
Notes	Information provided by Grants.gov.
Attachments	List of all uploaded documents submitted.

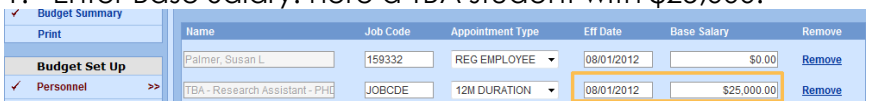
Appendix B

Salary Calculations Explained

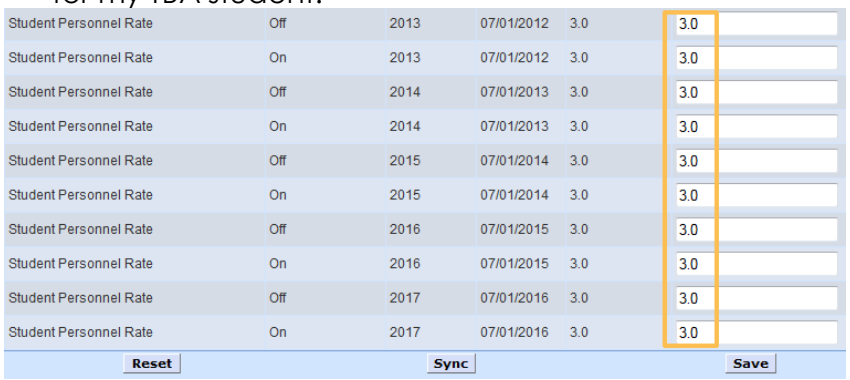
To achieve precise salary calculations, Coeus uses the base salary that you have entered on the Budget Set Up screen, determines what the monthly base salary is and then applies any increases (increases maintained on the Proposal Rates screen) to the months that an increase would occur in.

Example:

1. Enter Base Salary: here a TBA student with $25,000:



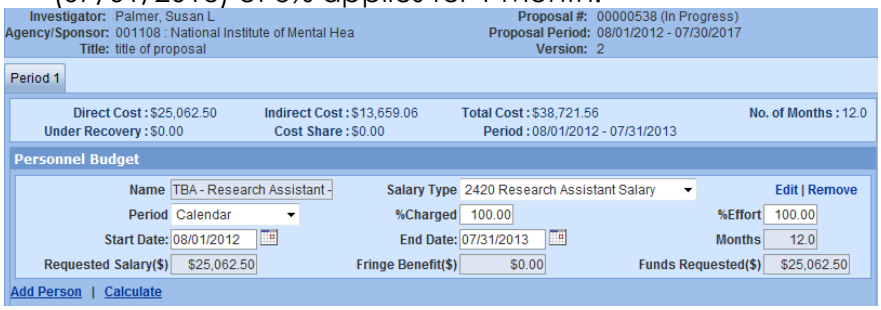
2. Review the Increases on the Proposal Rates screen: these show the standard 3% increase for my TBA student.



Student Personnel Rate	Off	2013	07/01/2012	3.0	3.0
Student Personnel Rate	On	2013	07/01/2012	3.0	3.0
Student Personnel Rate	Off	2014	07/01/2013	3.0	3.0
Student Personnel Rate	On	2014	07/01/2013	3.0	3.0
Student Personnel Rate	Off	2015	07/01/2014	3.0	3.0
Student Personnel Rate	On	2015	07/01/2014	3.0	3.0
Student Personnel Rate	Off	2016	07/01/2015	3.0	3.0
Student Personnel Rate	On	2016	07/01/2015	3.0	3.0
Student Personnel Rate	Off	2017	07/01/2016	3.0	3.0
Student Personnel Rate	On	2017	07/01/2016	3.0	3.0

Reset Sync Save

3. The salary will calculate with this increase for each month applicable: Here FY2014 (07/01/2013) of 3% applies for 1 Month.



Appendix B

Salary Calculations Explained

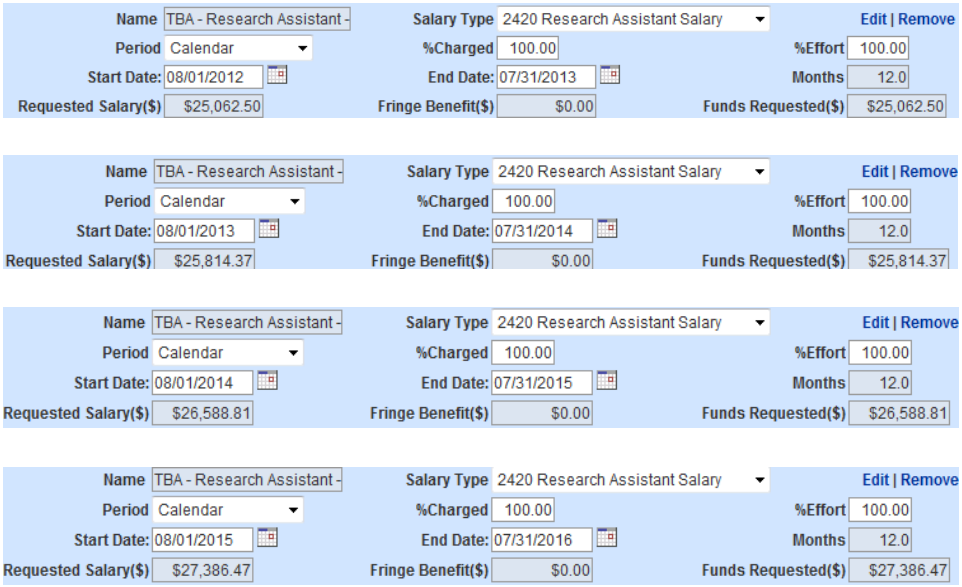
Looking at #1 You will see that the base salary start date is 08/01/2012, thus starting on 08/01/2012 the base salary is $25,000 a year which means $2,083.3333 a month.

However, #2 above tells us that starting 07/01/2013 there will be a 3% increase to that salary. The monthly salary increases to $2,145.8299.

Therefore, the Year 1 Salary, is comprised of 11 months at $2,083.3333 a month and 1 month at $2,145.8299 for a total of $25,062.4962. Coeus has rounded this to a requested salary of $25,062.50 (as seen in #3.)

Year 1 08/1/2012-07/31/2013	Year 2 08/01/2013-07/31/2014	Year 3 08/01/2014-07/31/2015	Year 4 08/01/2015-07/31/2016
11M @ FY13 monthly rate: **$2,083.3333**	11M @ FY14 monthly rate: **$2,145.8299**	11M @ FY15 monthly rate: **$2,210.2047**	11M @ FY16 monthly rate: **$2,276.5109**
1M @ FY14 monthly rate: **$2,145.8299**	1M @ FY15 monthly rate: **$2,210.2047**	1M @ FY16 monthly rate: **$2,276.5109**	1M @ FY17 monthly rate: **$2,344.8062**
Total: **$25,062.4962**	Total: **$25,814.3336**	Total: **$26,588.7626**	Total: **$27,386.4261**

This is how it looks in Coeus:



Glossary

Research Administration terminology and acronyms explained.

A

A-21: "Cost Principles for Educational Institutions," an OMB circular that sets forth the cost principles to be used by educational institutions with respect to federal grants and contracts, as well as outlining costs that are considered allowable and unallowable against federal grants and contracts. A-21 Circular Online

A-110: "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," an OMB Circular that sets forth standards for obtaining consistency and uniformity among Federal agencies in the administration of grants to and agreements with institutions of higher education, hospitals, and other non-profit organizations. A-110 Circular Online

A-133: "Audits of States, Local Governments, and Non-Profit Organizations," an OMB Circular that sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards. A-133 Circular Online

Abstract: An abbreviated summary (typically 1 page) of a research subject or discipline. See also Project Summary.

Accession Number: Related to electronic submission of applications, the Accession number is the Agency tracking number provided for the application after Agency validations.

Activity Code: An identifier used by the National Institute of Health Agencies. A 3-character code used to identify a specific category of extramural research activity, applied to various funding mechanisms. NIH uses three funding mechanisms for extramural research awards: grants, cooperative agreements and contracts. Within each funding mechanism, NIH uses 3-character activity codes (e.g., F32, K08, P01, R01, T32, etc.) to differentiate the wide variety of research-related programs NIH supports. A comprehensive list of activity codes may be found on the Types of Grant Programs Web page.

Advance: An Advance is an authorization to establish a budget number prior to the actual receipt of an award. The Office of Sponsored Programs (OSP) will verify that the award has been funded and then forward an eFA to GCA. Normally this is done only when the granting agency has notified the UW that the award letter will be issued late.

Agency/Funding Agency: See Sponsor.

Allocable Cost: A cost is allocable to a particular cost objective (i.e., a specific function, grant project, service, department, or other activity) in accordance with the relative benefits received. A cost is allocable to a project where it is treated consistently with other costs incurred for the same purpose in like circumstances and (1) is incurred specifically for the award; or (2) benefits both the award and other work and can be distributed in reasonable proportion to the benefits received; or (3) is necessary to the overall operation of the organization.

Allowable Cost: A cost incurred by a recipient that is: 1) Reasonable for the performance of the award; 2) Allocable; 3) In conformance with any limitations or exclusions set forth in the federal cost principles applicable to the organization incurring the cost or in the Notice of Grant Award as to types or amount of cost items; 4) Consistent with internal regulations, policies and procedures that apply uniformly to both federally-funded and other activities of the organization; 5) Accorded consistent treatment; 6) Determined in accordance with generally accepted accounting principles; and 7) Not included as a cost in any other federally-funded grant (unless specifically authorized).

Amendment: A formal written change to an existing agreement.

Application: A set of forms and format to request funding from a specific sponsor. Sponsors usually have their own application forms, instructions and submission process. See the funding announcement for this information.

Audit: A formal examination of an organization's or individual's accounts or financial situation. An audit may also include examination of compliance with applicable award terms, laws, regulations and policies.

Audit Resolution: The action to resolve audit findings and recommendations, including management and systems deficiencies and cost settlements findings (i.e., questioned costs determined to be unallowable).

Authorizing Official: The person designated to approve proposals and awards on behalf of Drexel University. The signature of an authorized official certifies that commitments made on grant proposals or contract agreements can be honored; and ensures that all sponsored agreements conform to federal regulations, agency guidelines, and University policies.

Automatic Carryover: Under expanded authorities for research grants, the authority that is delegated to the recipient to move unobligated balances remaining at the end of any budget period to a subsequent budget period which thereby allows for additional expenditures in the subsequent budget period.

Award: The document that funds a successful proposal. May be in the form of a grant, contract or cooperative agreement. When a sponsor approves an award, a formal notice is sent by the sponsoring agency to Drexel University's Office of Research Administration. This notice is usually in the form of a grant or a contract.

Award document: This formal documentation from the sponsor outlines the financial contribution to support a special project. It includes terms and conditions. The award document must be followed for the life of the project and includes project dates, restrictions and reporting.

Award End Date: The project period end date as specified in the terms and conditions of the award.

B

BAA: See Broad Agency Announcement.

Base Salary: The annual compensation paid by an organization for an employee's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual is permitted to earn outside of duties for the applicant/grantee organization. Some sponsors limit the base salary with a salary cap.

Bayh-Dole Act: The federal law that gives the University title to inventions developed with federal funding, subject to certain conditions.

Bilateral Non Disclosure Agreement: A general science agreement between two institutions, organizations or countries. The Bilateral Nondisclosure Agreement defines the specific requirements of both Parties, authorized access and disclosure, and general provisions.

Broad Agency Announcement (BAA): An announcement of a federal agency's general research interests that invites proposals and specifies the general terms and conditions under which an award may be made.

Budget: A list of anticipated project costs that represent the Principal Investigator's best estimate of the funds needed to support the work described in a grant or contract proposal.

Budget Justification: A written description of the cost estimation methods used in preparing a budget and that also explains or describes the types of individual costs.

Budget Number: This reference number is assigned to allow Investigators to spending from the project budget. Salaries, benefits, supplies, equipment, services, etc. are all changed to the budget number.

Budget Period: Generally, one-year periods within a larger project/performance period. The intervals of time into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes. Budget periods are usually 12 months long but may be shorter or longer, if appropriate.

C

CAGE: Commercial and Government Entity code.

Carryforward: Unexpended award funds on grants and contracts which are moved to the next funding period (usually a year) where the agency (sponsor) allows the carryover of unexpended funds.

CAS: See Cost Accounting Standards

Catalog of Federal Domestic Assistance (CFDA): A comprehensive listing and description of Federal programs and activities which provide assistance or benefits to the American public.

CDA: Confidential Disclosure Agreement. See Confidentiality Agreement

CFDA: See Catalog of Federal Domestic Assistance.

CFR: Code of Federal Regulations.

Change in Scope: An activity whereby the objectives or specific aims identified in the approved grant application are significantly changed by the grantee after award.

Close Out: The act of completing all internal procedures and sponsor requirements to terminate or complete a research project. Final reporting requirements may be mandated in the terms of the award. Failure to submit these final reports can lead to closer monitoring by the sponsor, future award delays, or the sponsor withholding future funding to the Principal Investigator, the Principal Investigator's Department and Drexel University.

Cognizant Agency: The Federal agency which, on behalf of all Federal agencies, is responsible for implementing the requirements of the Single Audit Act which include: reviewing, negotiating, and approving cost allocation plans, indirect cost rate (IDC)and similar rates; receiving and approving non-federal audit reports; conducting federal audits as necessary; and resolving cross-cutting audit findings. Drexel University's cognizant agency is the Department of Health and Human Services (DHHS).

COI: See Conflict of Interest.

Concept: The earliest planning stage of an initiative [request for applications (RFA), request for proposals (RFP), or program announcement (PA)]. Concepts are brought before the Advisory Council for concept clearance. Not all concepts cleared by Council are published as initiatives depending on the availability of funds.

Conflict of Interest (COI): Conflict of Interest is the general term used when there is a divergence between an individual's financial interests and that individual's University obligations such that an independent observer might reasonably question whether the performance of the University obligations are adversely affected (or have the potential to be) by considerations of personal gain. The real or apparent interference of one person's interests, where potential bias may occur due to prior or existing personal or professional relationships.

Confidentiality Agreement: An agreement requiring the recipient of certain information to keep that information in confidence.

Contact PD/PI: When multiple PD/PIs are designated, NIH requires that the applicant organization identify one of the PD/PIs as the Contact PD/PI to serve as a primary point of contact. Serving as
Contract: An agreement where the sponsor has more involvement and uses the project to achieve a specific outcome or goal.

Contracting Officer: The individual within a contracting agency who has the authority to commit that agency to legal obligations, such as to spend funds or to agree to specific contract terms.

Contractor: The individual or organization performing the work under a contract. Work does not contribute to the scientific scope of the project, rather, is merely work that needs to be performed.

Cooperative Agreement: An award similar to a grant, but in which the sponsor anticipates having substantial involvement in research activities, thus working together cooperatively to achieve desired research. Also called "Collaboration Agreement" or "Joint Development Agreement."

Copyright: Ability to exclude others for a limited period of time from using original works of authorship fixed in any tangible medium of expression which can be perceived, reproduced or otherwise communicated, either directly or with the aid of a machine or device (typically used for texts, software and visual and audio materials).

Cost Accounting Standards (CAS): Federally mandated accounting standards intended to ensure uniformity in budgeting, accounting and reporting project costs.

Cost Principles: The principles as set out in applicable statutes, regulations, grantor instructions, Office of Management and Budget Circulars and generally accepted accounting rules used for determining allowability, reasonableness, and allocability of costs applicable to grants, contracts, and other agreements.

Cost Reimbursement Contract/Grant: A contract/grant in which the sponsor only reimburses for actual costs incurred.

Cost Sharing: A type of Project Contribution in which Drexel University bears the costs associated with the conduct of a sponsored project. Typically, these costs are not separately budgeted, but are part of the department's operating expenses. Cost sharing can be either mandatory (requested by the sponsor) or voluntary (the University makes the contribution on its own initiative) or In Kind (where no actual cash is transacted in securing the good or service comprising the contribution.)

D

Data Universal Numbering System (DUNS): A nine-digit number established and assigned by Dun and Bradstreet to uniquely identify a business entity.

Deobligation: The withdrawal of support under an award, in whole or in part, at any time prior to the date of completion.

Deficit: The excess of expenditures over revenues (authorized budget) during an accounting period or award/project period for grants and contracts.

DFARS: Defense Federal Acquisition Regulation Supplement

DHHS: Department of Health and Human Services. DHHS is responsible for negotiating indirect cost rates with the University. The rates thus negotiated are applicable to all funding agencies.

Direct Costs: Those costs of conducting a project that can be *directly* attributed to that project (e.g., salaries, benefits, supplies, equipment and travel). In order to be reimbursed under federal grants and contracts, a direct cost must be reasonable in price, allowable under federal regulations, and allocable to (i.e., clearly assignable to) that specific project.

Disallowed Cost or Disallowance: Occurs when expenditures are not in compliance with the award terms. Typically the sponsor will not pay for these expenditures and the disallowed expenditure becomes the responsibility of the PI and must be transferred to another budget (non-federal) or receive after-the-fact approval from the sponsor.

E

EIN: See Employer Identification Number.

Electronic Streamlined Non-Competing Award Process (eSNAP): A process denoted on particular National Institute of Health Non-Competing Awards (formerly *Continuations*) Electronic submission of a Non-Competing continuation progress report, through the eRA Commons, for an award subject to the SNAP (Streamlined Non-Competing Award Process) provisions. Use of eSNAP is mandatory for SNAP awards (see NOT OD-10-093).

Employer Identification Number (EIN): The federal identification number issued by the IRS to identify a business entity. It is also known as a Tax ID number (TIN.)

Encumbrances: Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an award and for which a part of the awarded amount is reserved. They cease to be encumbrances when paid.

eRA Commons: The internet based Electronic Research Administration system for National Institutes of Health.

Equipment: A standalone article of tangible property having a life expectancy of more than one year and an acquisition cost of $5,000 or more *per unit*.

Expanded Authorities : The operating authorities provided to grantees under certain research grant mechanisms that waive the requirement for Sponsor prior approval for specified actions.

Expenditure: All monies used in the operation of a budgeted project are Expenditures. Expenditures may include faculty salaries, student compensation, equipment acquisition, travel expenditures or any other activity which can be assigned a dollar value. Expenditures are recorded in the Financial Accounting System under the budget number being charged for the activity. Note: Encumbrances are not expenditures and are recorded to remind PI's of a formal commitment.

Export Control: The federal requirement that controls the export, re-export and other activities regarding the export of sensitive materials, person or activities. Export transactions may require a license or other written approval by the US government, while others are prohibited. Export control laws govern:

- The release of technology, technical data, software, and information to foreign nationals within or outside the US
- The furnishing of defense services to foreign persions whether in the US or abroad
- The shipment or other transmission of items or defense articles outside the US
- The ability to export or otherwise transact with certain individuals, entities and countries.

Extramural Funding: Awards made to Drexel University by agencies and other third parties for research, instruction, or public service projects.

F

F&A: See Facilities & Administration Costs.

Facilities & Administration (F&A): Those costs that are incurred by a project that cannot be clearly identified and assigned to that project (local telephone charges, administrative support, library use, building costs, and utility charges). F&A costs are synonymous with Indirect Costs **(IDC).**

- F&A rate, expressed as a percentage, is established by negotiation with DHHS.
- F&A base type determines which budget items are excluded from the F&A calculation. There are several base types: *MTDC* = Modified Total Direct Costs, *TDC* = Total Direct Costs, *S&W* = Salaries and Wages, and *TDC less T&E* = Total Direct minus Tuition & Equipment.

Faculty Effort Certification: Faculty Effort Certification is the (electronic) process by which faculty accurately account for and document time spend on University activities including research, instruction, administration, service and clinical activity using percentages.
Quarterly and semiannual report used to document faculty effort on grants and contracts.

Fastlane: Online sponsored programs system for the National Science Foundation.

FAR: See Federal Acquisition Regulation.

FDP: See Federal Demonstration Partnership.

Federal Acquisition Regulation (FAR): A comprehensive set of pre-written contract terms used by the federal government to draft federal contracts for procurement including research and development contracts to educational institutions. Laws regulating government contracting. Go to FAR.

Federal Demonstration Partnership (FDP): A cooperative initiative among some Federal agencies, including NIH, selected organizations receiving Federal funding for research, and certain professional organizations. Its efforts include demonstration projects intended to simplify and standardize Federal requirements in order to increase research productivity and reduce administrative costs.

Fiscal Year (FY): The Federal fical year is from July 1- June 30th

Financial Status Report (FSR): A statement of expenditures sent to the sponsor of a grant or contract. Through the Principal Investigator's coordination with the Office or Research Administration, the FSR is submitted to a sponsor.

Fixed Price Contract/Grant: A contract/grant for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered or the delivery of a final product/report.

Freedom of Information Act (FOIA): The laws that allow the general public the right to review certain federal government records upon request. It does not automatically apply to proposal and award documents, or to the data generated by research funded by the federal government.

Funding Opportunity Announcement (FOA): Published grant opportunities which usually have their own instructions, forms and requirements. Also known as Program Announcements (PA,) Broad Agency Anouncements (BAA) or

FOA: See Funding Opportunity Announcement.

FOIA: See Freedom of Information Act.

FSR: See Financial Status Report.

FY: See Fiscal Year.

G

Gift: Funds donated irrevocably for unrestricted or designated purposes by extramural organizations or individuals. As opposed to a grant, gifts typically have no contractual requirements and there are no deliverables to the donor. At UMSL, GIFTS are processed through Institutional Advancement, while GRANTS are processed through the ORA.

Grant: A type of financial assistance award (including cooperative agreements) in the form of money, or property in lieu of money, by the Federal government to an eligible recipient. The term does not include: any Federal procurement subject to the Federal Acquisition Regulation (FAR); technical assistance (which provides services instead of money); or assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct payment of any kind to individuals.

Grantee: The recipient of a grant.

Grants Officer: The individual within a sponsoring agency who has the authority to commit that agency to spend funds.

Grants.gov : Grants.gov the federal system to FIND and APPLY for federal government grants. Grants.gov is a central storehouse for information on over 1,000 federal grant programs and provides access to approximately $500 billion in annual awards. (Coeus connects to Grants.gov via the FOA.)

H

Human Subjects Committee: See Institutional Review Board.

I

IACUC: Institutional Animal Care and Use Committee. An institutional committee with federally mandated oversight responsibilities related to the proper use and care of laboratory animals. Reviews and approves all use of vertebrate animals in teaching and research; monitors care and use of animals in laboratory and research programs to ensure humane treatment of animals in accordance with applicable laws and regulations.

Incremental Award or Supplement: An Incremental Award or Supplement is a request for additional award support for an existing project. The grant/contract award number remains the same and separate cash accountability is not required.

IDC: See Indirect costs.

Indirect Costs: Those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, program, or activity but are nevertheless necessary to the operations of the organization. At educational institutions such costs normally are classified under the following indirect cost categories: depreciation and use allowance, general expenses, sponsored project administration expenses, library expenses, departmental administration expenses, library expenses, departmental administration, operations and maintenance expense and student administration services. Also known as **F&A.**

Indirect Cost Rate: The rate at which indirect costs are charged to a project – expressed as a percentage of certain direct costs. There are separate indirect cost rates for research, instruction and fellowships, and each rate depends also on whether or not work will be conducted on or off campus.

INSPIRE : Interdisciplinary National Science Program Incorporating Research and Education Experience online system for proposals; NASA submissions are through this system.

Informed Consent: The dialogue between potential participants and researchers that takes place before anyone decides whether to take part in a study. This process of communication should be free of pressure or rushing, should include all key information, and a chance to ask questions and have them answered. Informed consent can be more than just a one-time conversation. As a study goes on, participants can renew their agreement to be in the study, and they can also decide to quit without penalty. The important thing is open and clear communication. This process includes signing an Informed Consent Form that describes the risks and benefits that may occur if the person decides to take part in the study

Institutional Review Board (IRB): Reviews and approves all proposed research projects that involve human subjects to insure that the rights of subjects are protected, that adequate and informed consent for their participation is obtained, and that any possible benefits of the research are commensurate with the risks involved.

Intellectual Property (IP): Creative work or idea embodied in a form that can be shared or can enable others to recreate, emulate or manufacture. It is protected by trademark, trade secret or copyright. The IP gives a person or entity ownership of the intellectual creations that it develops and the ability to exclude others from using or copying such creations. Types of intellectual property include patents, copyrights, trademarks and trade secrets.

Interim Budget : A University budget other than a grant or contract to which it is allowable to charge expenditures temporarily pending receipt of grant or contract awards. Examples of these include Research Support Allocation, gift and discretionary budgets.

Invention: A new and useful process, device, article of manufacture, or composition of matter, or new or useful improvement upon one of these.

Invention Disclosure: Written notification to the Office of Research Administration that an invention has been made. This form is an important step to protecting the invention.

Invention Statement: All inventions conceived or first reduced to practice during the course of the work under the grant or contract and the inventing party are detailed in this document.

Invoicing: The process in which the university submits a request for payment to the sponsor.

IP: See Intellectual property.

IRB: See Institutional Review Board.

J

Journal Vouchers: An accounting entry for the recording of certain transactions, corrections or information. The journal voucher usually contains an entry or entries, explanations, references to documentary evidence supporting the entry or entries, and the signature or initials of one or more properly authorized officials.

Just-in-Time (JIT): In the research arena, it generally refers to the process of providing assurances and other information at the point that it is needed. For example, NIH requires various approvals and assurances prior to an award being made, but not at the proposal stage.

K

Key Personnel: Personnel considered of primary importance to the successful conduct of a research project. The term usually applies to the senior members of the project staff; however, sponsors may have differing definitions of Key Personnel.

L

License: legal permission from a patent owner to practice an invention. License agreements include miscellaneous financial and diligence terms.

M

Matching: A type of Project Contribution in which the sponsor requires the University, as a condition of the award, to "match" the sponsor's support in a fixed amount.

Matching funds: if required by the funding agency, are raised from non-federal outside sources to increase the level of support provided by the funding agency. Such funds must be identified by the donor or funding source for use as matching; a type of cost sharing.

Material Transfer Agreement (MTA): A written agreement in which one organization agrees to send another organization a physical research sample (such as a chemical compound, bacterial strain, etc.) for internal, non-commercial research use.

Modified Total Direct Costs (MTDC): The total direct costs against which indirect costs are applied. Certain items of direct costs, such as equipment, participant support costs, tuition remission, patient care, rental space, fellowships and the amount of a subcontract in excess of $25,000 are excluded prior to calculating the indirect cost on a given project.

MTA: See Material Transfer Agreement.

MTDC: See Modified Total Direct Costs.

Memorandum of Understanding (MOU): An agreement that establishes the basic principles that will guide the implementation of programs. It is less formal than a contract.

N

NCE: See No Cost Extension.

NCURA: National Council of Research Administrators. A nation-wide organization that serves its members and advances the field of research administration through professional development, the sharing of knowledge, and fostering of community.

NDA: Non-Disclosure Agreement. See Confidentiality Agreement.

No Cost Extension (NCE): An extension of the project period without additional funding. If the project is not completed and awarded funds remain unspent toward the end of a project period, many funding agencies will allow the PI to request more time to complete the work while spending remaining funds. A no cost extension must be requested of the agency in writing, with the Office of Research Administration countersign signature, well before the existing project period end date. FDP agencies such as NIH, NSF, DOE, etc. allow the grantee institution to approve a single no cost extension (up to 12 months) without prior approval but still require written notification.

Non Competing Renewal: A Non-Competing Renewal, also known as a *Continuation*, is a request for funding for the second or subsequent budget periods of a grant within an awarded project period. The recommended funding level for each subsequent year was set in the initial award and therefore is not an open competition for funding.

Notice of Award: This is a formal notice from an external sponsor to Drexel University, giving notice of an award for a specific research project. Normally, the notice will outline the scope of the award or any special terms and provisions. This document is also sometimes called the notice of Grant Award **(NGA)** or Notice of Award **(NOA).**

O

Object Codes: The Accounting system uses codes and categories track all expenditures. Object codes are further incremented into sub-object codes for greater detail.

Obligated Funds : Funds that are unexpended but are encumbered at the end of the funding period to cover the known obligations. They are considered to be unexpended funds. However, if the agency allows, the "obligated" funds and matching encumbrances are carried forward to the next funding period.

Off Campus : The Off-Campus rate is applicable to sponsored projects performed in facilities which are not owned or leased by Drexel University, or when rent of facilities is directly allocated to the project as an approved direct cost. Where a project occurs both at on-campus and off-campus locations, the budget should be split with the appropriate rate being applied to each portion.

Office of Management and Budget (OMB): The principal staff office under the United States Office of the President for administrative and financial matters.

Office of Research Integrity (ORI): The ORI promotes integrity in biomedical and behavioral research supported by the U.S. Public Health Service **(PHS)** at about 4,000 institutions worldwide. ORI monitors institutional investigations of research misconduct and facilitates the responsible conduct of research **(RCR)** through educational, preventive, and regulatory activities.

OMB: See Office of Management and Budget.

On Campus: The On-Campus rate is applicable to projects or activities that take place in facilities owned or leased by Drexel University. Included are: all of the Drexel Colleges and St. Christopher's Childrens Hospital. The on-campus rate is not used when rent of facilities is directly allocated to the project as an approved direct cost.

Option Agreements: An option agreement typically gives a company the exclusive right to evaluate a technology for a short period of time prior to executing a full license agreement. Options may also include research funding and nominal fees.

ORA: The Office of Research Administration.

ORI: See Office of Research Integrity.

Other Significant Contributors (OSCs): Individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project. These individuals are typically presented at "effort of zero person months" or "as needed." Individuals with measurable effort may not be listed as Other Significant Contributors (OSCs). Consultants should be included if they meet this definition.

Other Support: Includes all financial resources, whether Federal, non-Federal, commercial or organizational, available in direct support of an individual's research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, or organizational awards. Other support does not include training awards, prizes, or gifts.

P

Patent: A patent is the grant of a property right to inventor(s), issued by the United States Patent and Trademark Office (USPTO). A patent right is "the right to exclude others from making, using, offering for sale, or selling" the invention in the United States or "importing" the invention into the United States.

Patent Application: document submitted to the U.S. Patent & Trademark Office (or Foreign Patent Office) requesting that a patent be issued. Issuance usually takes two years or longer.

PI: See Principal Investigator.

Period of performance (POP): The period of time, defined by a begin and end date, during which the project will take place. Typically, the project or performance period runs from one to five years.

Preaward Cost: The cost incurred prior to the effective date of the award, directly pursuant to the negotiation and in anticipation of the award, where incurrence is necessary to comply with the proposed delivery schedule or period of performance.

Pre-Proposal: A brief description of research plans and estimated budget that is sometimes submitted to determine the interest of a particular sponsor prior to submission of a formal proposal.

Principal Investigator (PI): The individual who is directly involved with conducting the research and has the primary responsibility for the scientific, administrative, and fiscal conduct of the project. See also Project Director.

Prime Institution: The institution receiving the award from the sponsor.

Prior Approval: The written permission provided by the authorized granting official from the awarding office before the recipient may undertake certain activities (such as performance or modification of an activity), expend funds, or exceed a certain dollar level.

Prior Art: Public knowledge existing before the date an invention was made that is related to the invention or in the field of the invention.Can include published journal articles and abstracts, previously filed patents, and in some cases, non-written knowledge made public, such as material presented at a scientific conference. In order to obtain a patent, an applicant (inventor) must prove that their invention is both novel over the prior art and non-obvious to someone of ordinary skill in the art.

Program Announcement (PA): Describes existence of a research opportunity. It may describe new or expanded interest in a particular extramural program or be a reminder of a continuing interest in an extramural program.

Program Director/Program Officer/Scientific Officer/Technical Officer: The individual within a funding agency who is concerned with the technical, programmatic aspects of the project. Usually a Ph.D., with whom the Drexel University's Principal Investigator communicates on technical matters. Program Directors do not have the authority to make contractual obligations or changes.

Program Income: A type of Project Contribution in which the money that is earned by the University during the project period, and the opportunity to earn that income is provided, in whole or part, by the funding of the project.

Progress Report: A periodic, usually annual, report submitted by the PI to a sponsor to demonstrate progress in the research. Many sponsors use this report to determine whether to provide funding for the upcoming budget period. This is also sometimes called the "Technical Report."

Project Contribution: Resources that are contributed to a sponsored project over and above the support provided by the extramural sponsor of that project.

Project Director (PD): Another term for Principal Investigator **(PI).** The person who takes responsibility for directing the scientific, and administrative aspects of the awarded proposal.

Project Number: Commonly referred to as the application number or grant number, depending upon its processing status. This unique identification number for the grant. (At the National Institute of Health Agencies, it is composed of the type code, activity code, Institute code, serial number, support year, and/or suffix code.)

Project Period/Performance Period: The total time period stated in the Notice of Grant Award (including any amendments) for which Federal support is recommended. The project period may consist of one or more budget periods. It does not constitute a commitment by the Federal government to fund the entire project period.

Project Summary: An abbreviated summary (typically 1 page) of a research subject or discipline Also known as an "Abstract."

Proposal: A written offer submitted to a funding agency to conduct a project for research, instruction, or public service, which typically includes a description of the project and a budget for expenses associated with the project, as well as additional documentation requested by the agency.

- **New Proposal:** A proposal for a new project to be funded for the first time by the agency, or for continued funding for a project when there has been a lapse between previous and proposed project periods.
- **Continuation Proposal:** A proposal for subsequent budget periods within an already-approved project period. Continuation proposals do not have to compete for funding.
- **Renewal Proposal:** A proposal for continued funding of the project beyond the end of the current project period. Renewal proposals compete for funding with all new and renewal proposals submitted to an agency.
- **Supplemental Proposal:** A request for additional funds within a previously approved funding period.

Protocol: Formal description and design for a specific research project. A protocol involving human subject research must be reviewed and approved by an Institutional Review Board (IRB) if the research is not exempt, and by an IRB or other designated institutional process for exempt research before an award can be made.

Provisional Patent Application: A U.S. provisional patent application establishes an early effective filing date over the prior art and has a pendency lasting 12 months from the date the application is filed. A corresponding non-provisional patent application must be filed during the 12-month provisional pendency period in order to benefit from the earlier filing of the provisional application. A provisional patent may be thought of as a "place-holder" at the USPTO, until a non-provisional application is filed.

R

Reasonable Cost: A cost may be considered reasonable if its amount and nature reflect what a reasonable person would incur in the conduct of the same business in the same or similar circumstances.

Rebudget: The act of amending the budget by moving funds from one category or line item to another. Occurs after an award is made. Some redudgeting requires approval from the sponsor, check the notice of grant award.

Renewal Award : This is an authorization for follow-up support to a project. Renewal awards usually retain the same grantor number but require a separate budget number for accounting purposes. The budget amount for the renewal award consists of the approved annual award and authorized carryover of unexpended or obligated balances.

Representations and Certifications (Reps and Certs): Written guarantees that the institution is required to provide to sponsoring agencies. A representation is an account or statement of fact concerning an offeror and its capabilities and abilities to perform. A certification is the submission of documents that serve as guarantees that an award applicant meets certain standards or will comply with certain governmental acts.

Request for Application/Proposal (RFA or RFP): A specific solicitation for project ideas which may or may not involve a special allocation of funding, unique forms or other restrictions. Announcements that specify a topic of research, methods to be used, product to be delivered, and appropriate applicants sought. Proposals submitted in response to RFP's generally result in the award of a contract.

Request for Quotations (RFQ): A formal request to vendors for a price quotation on equipment or supplies to be purchased.

Requisitions: A written (or on-line) request, usually from one department to the Purchasing department for specified goods or services.

Research Administration: The non-scientific responsibilities of funded projects are referred to as research administration. It includes preparing the proposal, fiscal and non-fiscal compliance and other activities throughout the grants management lifecycle.

Restricted Funds: Funding from a prior year which is carried forward (unexpended and unobligated) to the current year and requires agency approval to expend.

Revenue: Revenue is defined as funds received from sales and services.

RFA: See Request for Applications. See also RFP.

RFP: See Request for Applications/Proposal.

RFQ: See Request for Quotations.

S

Salary Encumbrances: Salaries are encumbered on grant and contract accounts to assist departments in planning expenditures during the life of a grant or contract. Salaries are not encumbered on gift accounts.

SBIR: See Small Business Innovative Research.

Signature Page: Funding agency's signature page for grant proposals and contracts that requires signature by an authorized official of Drexel University.

Significant Rebudgeting: A threshold that is reached when expenditures in a single direct cost budget category deviate (increase or decrease) from the categorical commitment level established for the budget period by more than 25 percent of the total costs awarded. Significant re-budgeting is one indicator of change in scope.

Single Audit Act: Enacted by Congress in 1984 to establish uniform audit requirements for state and local governments receiving federal financial assistance. See OMB Circular A-133.

Small Business Innovative Research (SBIR): Agency administered programs supported by federal funds, making grants to small business entities.

Small Business Technology Transfer (SBTT): Grant programs to fund small businesses "teamed" with research institutions.

SOW: See Statement of Work/ Scope of Work.

Specific Aims: A component of an application's Research Plan which describes concisely the goals of the proposed research and summarizes the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.. Includes the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology).

Sponsor: An entity that provides funding for a project conducted by Drexel University. May be a government sponsor, other non profit or for profit organization. See also Agency.

Sponsored Project: The general term for research funded by an outside agency, either through grant, contract or other transaction.

Statement of Work/ Scope of Work (SOW): formal document that captures and defines the work activities, deliverables and timeline a vendor will execute against in performance of specified work for a client. Detailed requirements and pricing are usually included in the Statement Of Work, along with standard regulatory and governance terms and conditions.

STTR: See Small Business Technology Transfer.

Subagreement/subcontract: A purchase contract issued by Drexel University to another organization or institution, through an extramurally funded prime award, in order to implement a portion of the scope of work.

Supplemental Award: The addition of funds to an existing award to:

- Support New or additional activities which are not identified in the current grant or which significantly expand the project's scope beyond the purpose(s) for which the current grant was awarded;
- Support an expansion of the grant approved activities; or
- Provide for an increase in costs due to unforeseen circumstances.

T

T & C: See Terms and conditions.

Task Order: A document authorizing work and appropriating funds as a supplement to a basic contract or master agreement.

TC: The abbreviation of Total costs; the bottom line of project expense, either by year or performance period.

TDC: Total direct costs. The total of all allowable direct costs of a project.

Technical Report: A technical description of the project results and additional information as required by the sponsor. Additional information requested can include an abstract and a list of publications.

Technology Transfer: A formal transfer of rights to use and commercialize new discoveries and innovations resulting from scientific research to another party. Universities typically transfer technology through protecting (using patents and copyrights), then licensing new innovations. The major steps in this process include the disclosure of innovations, patenting the innovation concurrent with publication of scientific research and licensing the rights to innovations to industry for commercial development.

Terms & Conditions (T&C): The contractual arrangements as agreed upon by both the sponsor and Drexel University. They are expressly outlined in the award document.

TIN: Tax identification number. See EIN also.

U

Unallowable Cost: A cost determined to be unallowable in accordance with the applicable cost principles or other terms and conditions contained in a grant award.

Unexpended Funds: The funding (money) not spent during the award process.

Z

Zero Balance: At the closing of a grant, when cash, expenditures, budget, and revenue are equal, the budget is said to have a zero balance.