While this routing map is representative for the majority of departments across the university, a small number of units have specialized routing due to differences in leadership or approval preferences. For the purposes of the Proposal Submission Deadline Procedure, all routings are considered complete once the equivalent of the Dean’s level approval has been secured.

To ensure sufficient time for approval routing, we recommend that the “submit for approval” button be activated at least two (2) days prior to the internal deadline to allow time for all required approvals to be obtained. When multiple departments or colleges are participating on the proposal, extra time should be built in to accommodate the additional approvals. Submitters should check with their individual units/orgs regarding any internal departmental policies that may be in effect for proposal review and submission at the unit level.

Ensuring that the required Coeus approvals are obtained in a timely manner is the responsibility of the PI and submitting department. Drexel VPN is required to access Coeus when off-campus via a computer, laptop, smartphone, or other handheld device. Approvers, including all participating faculty, are encouraged to confirm VPN access and build in time to submit/approve in advance of any planned absences. Contact IRT to troubleshoot any VPN access issues.