

CoeusLite Navigation Training – 2 hours

****THIS COURSE IS MANDATORY BEFORE ANY PROPOSALS CAN BE SUBMITTED****

- This course is for all current and potential Principal Investigators and support staff
- CoeusLite will be used for all UAlbany proposal submissions whether through Grants.gov or other electronic and paper submission formats
- This course is comprised of an overview of CoeusLite with hands-on exercises including: navigating a proposal, creating a proposal, assigning proposal roles, and uploading the narrative

For **Budgeting** and **Routing and Approval** Classes, email Tsayer@albany.edu

Prerequisites - None

Spring 2012 Schedule

To Register, please send an email to CoeusHelp@albany.edu with the following information:

- **Name**
- **Status (Faculty, Staff or Student)**
- **Department**
- **Email**
- **Phone**
- **Date, Location, and Time of Training (from the schedule below)**

NOTE: All training is in the University Administration Building, Room 433, except April 26th is in Room 431. The Administration Building is next to the Management Services Center.

Date	Location	Time
January		
Tuesday, January 24	UAB 433	9:00 AM
February		
Thursday, February 2	UAB 431	1:00 PM
Monday, February 13	UAB 433	11:00 AM
Tuesday, February 28	UAB 433	8:30 AM
March		
Wednesday, March 7	UAB 433	1:30 PM
Thursday, March 22	UAB 433	10:00 AM
Tuesday, March 27	UAB 433	1:00 PM
April		
Monday, April 2	UAB 433	11:00 AM
Tuesday, April 17	UAB 433	2:00 PM
Thursday, April 26	UAB 431	8:30 AM
May		
Tuesday, May 22	UAB 433	8:30 AM
Thursday, May 31	UAB 433	2:00 PM
June		
Wednesday, June 6	UAB 433	10:00 AM
Tuesday, June 26	UAB 433	9:00 AM