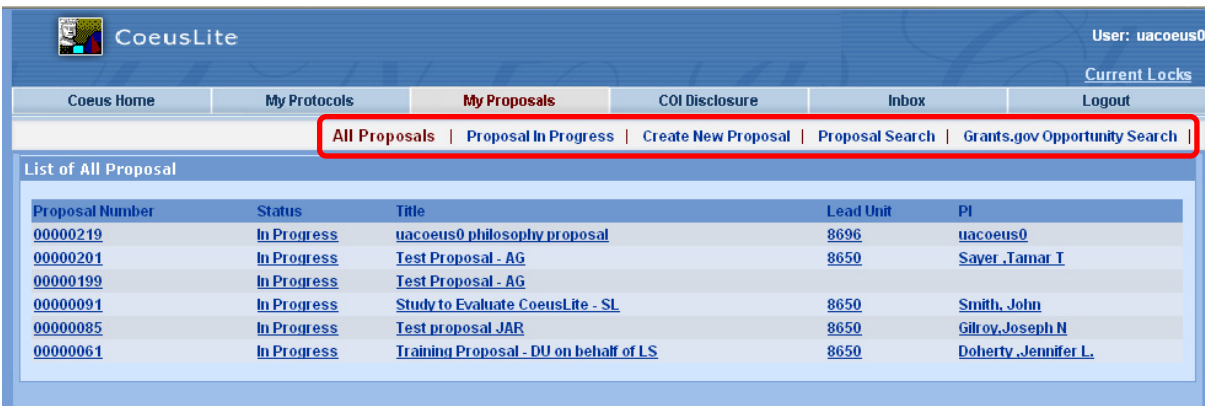


D. Identify Proposal to work on

From the Coeus Home Page, click on **My Proposals** (see Figure D.1). This function provides a means to search for all existing proposals and to create new proposals. When chosen, the screen will initially display the **Proposals in Progress** screen. Five new links are then listed immediately under the Coeus Home navigation bar: **All Proposals**, **Proposals in Progress**, **Create New Proposal**, **Proposal Search** and **Grants.gov Opportunity Search**.

D.1. All Proposals

The **All Proposals** screen contains all proposals that have been entered into Coeus and in which the user has an assigned Role (refer to Section E.9 for more details). The **Proposal Number**, **Status**, **Title**, **Lead Unit** and **PI (Principal Investigator)** of each proposal is listed on the **All Proposals** screen. Click on any of the fields of the desired proposal to open it.



Proposal Number	Status	Title	Lead Unit	PI
00000219	In Progress	uacoelus0 philosophy proposal	8696	uacoelus0
00000201	In Progress	Test Proposal - AG	8650	Saver ,Tamar T
00000199	In Progress	Test Proposal - AG		
00000091	In Progress	Study to Evaluate CoeusLite - SL	8650	Smith, John
00000085	In Progress	Test proposal JAR	8650	Gilroy, Joseph N
00000061	In Progress	Training Proposal - DU on behalf of LS	8650	Doherty ,Jennifer L.

Figure D.1. All Proposals Screen

D.2. Proposals in Progress

The **Proposals in Progress** screen includes only those proposals currently in progress and in which the user has an assigned Role (refer to Section E.9 for more details). Proposals awaiting Approval or which have already been submitted to a sponsor will not be shown on this screen. The **Proposal Number**, **Status**, **Title**, **Lead Unit** and **PI (Principal Investigator)** of each proposal is listed on the **Proposals in Progress** screen. Click on any of the fields of the desired proposal to open it (see Figure D.1).

D.3. Create New Proposal

The **Create New Proposal** function will open up a completely blank set of proposal screens. In order to SAVE the proposal for the first time, the mandatory fields on the General Information screen must be completed (see Section E.1. for instructions

about completing the General Information screen). When the proposal is saved, a proposal number is assigned, and it is stored permanently in the Coeus database. Proposals can never be deleted from the database.

When a Proposal is created, it is immediately and permanently associated with a Department/Center/Institute (“Lead Unit”) that cannot be modified. The identity of the Lead Unit is derived from the Roles assigned to the Investigator’s Coeus account. By default, Investigators have the Role to *Create a Proposal* in the Unit of their Primary Academic Appointment. Some Investigators may also have the Role to



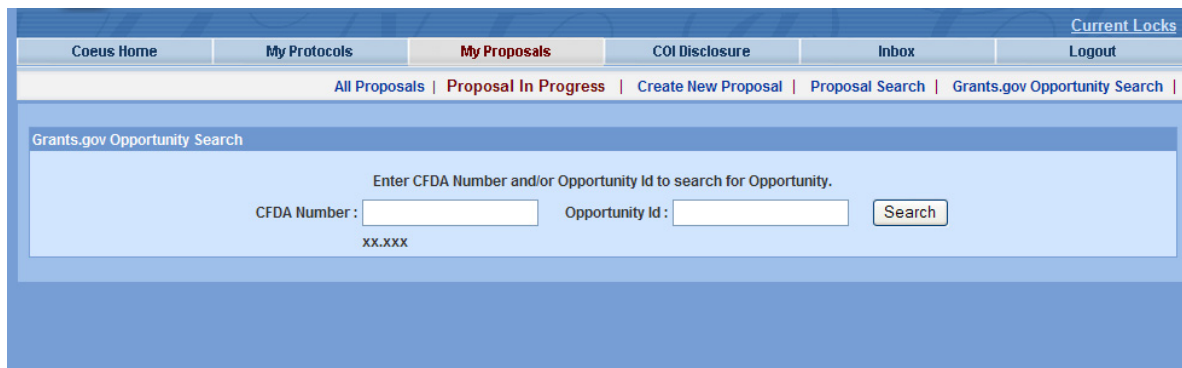
Unit Number	Unit Name
12747	010 Information Studies
8683	010 Computer Science

Figure D.2. Sample Proposal Creation Screen for Investigator with multiple Units

Create a Proposal in additional Units. If an Investigator has the *Create a Proposal* Role in multiple Units, a supplemental screen is displayed from which the Lead Unit must be selected. Figure D.2 shows a sample screen of an Investigator who has a dual creator Role in Computer Science and Information Studies. Once selected, either from this screen or by default, the Lead Unit is linked with the new proposal and **cannot be changed**.

D.4. Grants.gov Opportunity Search

The **Grants.gov Opportunity Search** provides a direct connection to the Grants.gov website where an **Opportunity Id** or **CFDA Number** can be verified.



Grants.gov Opportunity Search

Enter CFDA Number and/or Opportunity Id to search for Opportunity.

CFDA Number: Opportunity Id:

xx.xxxx

Figure D.3. Grants.gov Search Screen

Figure D.3 shows the screen where either one of these two parameters may be used to search the Grants.gov database. When the **Search** button is clicked, Grants.gov will search its database and return the **Opportunity Title** and **Competition Id** as

verification that it is a valid Grants.gov opportunity. Figure D.4 shows an example of a validated Opportunity ID: PAR-07-001. This number can now be used in the General Information screen to link the proposal to the Grants.gov opportunity. See

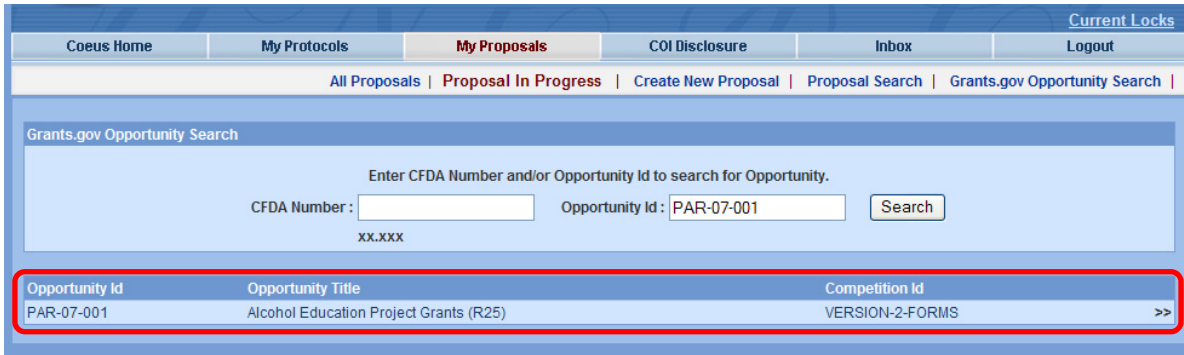


Figure D.4. Grants.gov Search Results

Section E.1. for more details.

Many sponsors also provide specific instructions on the internet that can be accessed directly through Coeus. By clicking on the Opportunity in Figure D.4, additional information is provided for the opportunity including the **Starting** and **Closing Dates** as well as links to the sponsor’s **Instruction url**. Selecting the **Instruction url** link will open up a new browser window where specific solicitation instructions and guidelines may be found if made available by the sponsor. There is also a link to the **Schema url**, which is an electronic recipe of the application, and should be ignored.

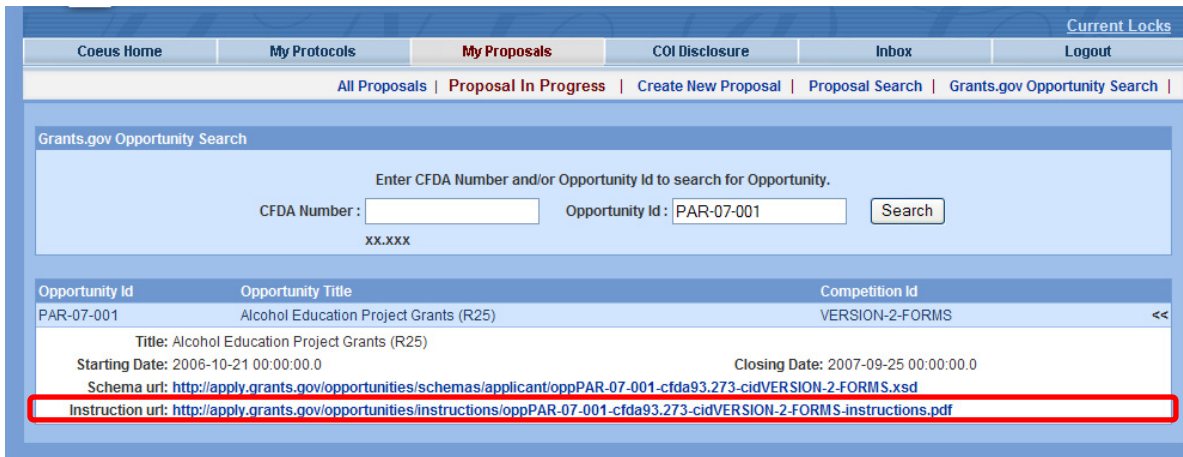


Figure D.5. Grants.gov Links to Sponsor Instructions

