

Approving a Proposal in Coeus Lite

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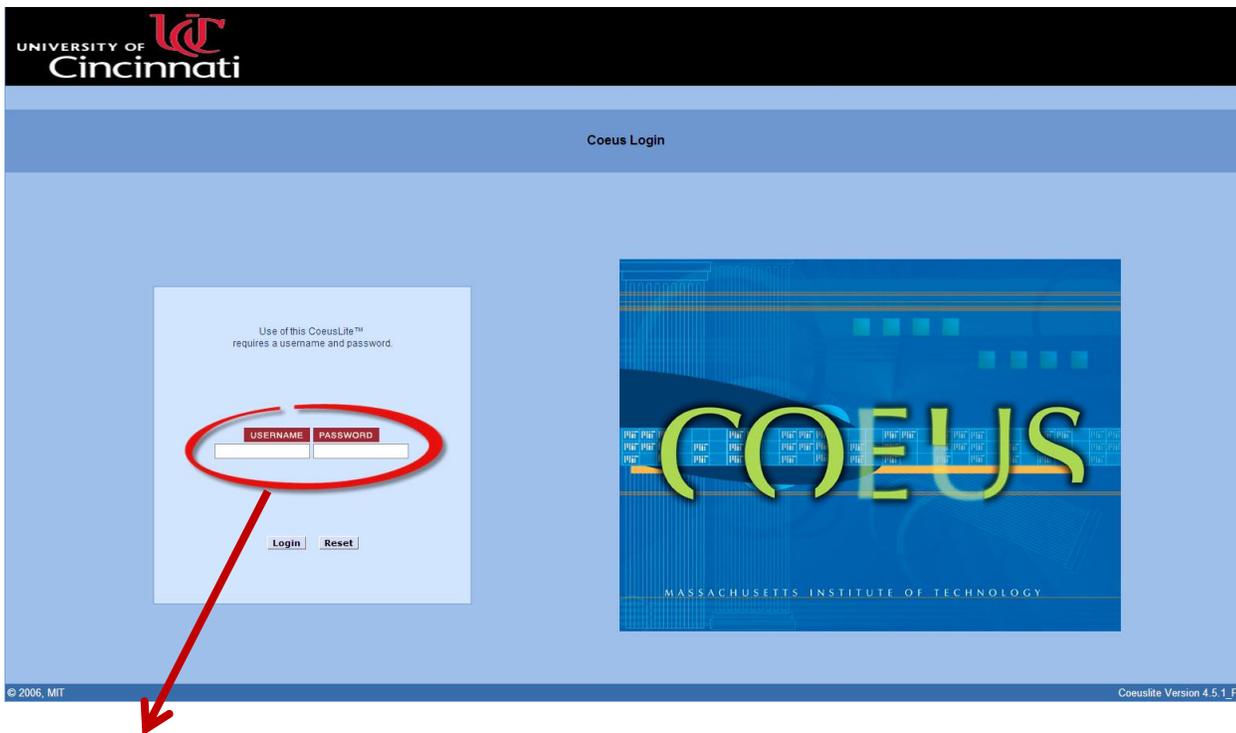
Approve or Reject

Approving a proposal in Coeus is a simple and intuitive process. If you have any questions, then please email us at coeus@uc.edu. We're happy to help!

First, you will receive an email asking you to please approve the proposal:



Select the link to the proposal at the bottom of the email. This will direct you to your Coeus Log-in screen.



Enter your UC Central Log-in (6 + 2) and password.

Once you are signed in to Coeus, you will be at the proposal where you can go directly to **Approve** or **Reject** it. You can also view the proposal by selecting the appropriate link on the left navigation.

To approve the proposal, simply select **Approve**, then **Approve** on the next screen:

CoeusLite User: Ketaki Ashutosh Mhaisekar

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Investigator: Carole H Donnellon **Proposal # :** 00011585 (Approval In Progress)
Agency/Sponsor: H00007 : National Institute of Environmental Heal... **Proposal Period:** 07/20/2013 - 07/19/2017
Title: Approving a Coeus Proposal is Easy

Add Comments

Comments:

Add Attachments

Description:

Attachment: No file chosen

 [Add Approver](#)

After you approve you are sent to the final screen, which confirms your approval:

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Department Required for Proposal Approval **Comments and Attachments**

Below is the list of the Approvers who are required to approve this proposal before it may be submitted to the agency.

(60000342) COM Internal Medicine Map		Hide
	Steven S. Manning	Waiting for approval
	Mukta Phatak	Waiting for approval
	Ketaki Ashutosh Mhaisekar	Waiting for approval
	Ketaki Ashutosh Mhaisekar	Approved <input type="button" value="Comments"/> <input type="button" value="Attachments"/>
	Christine C. Jones	Approved by other

Routed by Aggregator: DONNELCH 2013-07-15 07:43:58.0
 Recalled by Aggregator:

[Hierarchy](#)

[Hide Legend](#)

Primary Approver	Alternate Approver	Approved	Bypassed	Recalled
Approved by other	In progress	Passed	Rejected	
To be submitted	Waiting for approval	Delegated	Passed By Other	

You can also see the full chain which shows who still needs to approve before the proposal can be sent to the sponsor.

If you need to reject the proposal, then select **Reject** from the first screen, then **Reject** again on the second screen. You will need to enter a brief comment in order to reject.

CoelusLite User: Ketaki Ashutosh Mhaisekar

Current Locks

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Investigator: Carole H Donnellon Proposal #: 00011585 (Approval In Progress)
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Add Comments

Comments:

Add

Add Attachments

Description:

Attachment: Choose File No file chosen

Add

Reject Back

If you reject the proposal, then you are sent to the main proposal screen. At this point you can log out of Coeus. The aggregator on the proposal received a message from the system stating that you rejected the proposal. Once changes are made, then you will receive another email asking you to approve.

Viewing the Budget

The basics of the budget, including cost share, are on the first page you see after you log-in to Coeus to approve the proposal.

CoelusLite User: Ketaki Ashutosh Mhaisekar

Current Locks

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All Proposals | Proposals In Progress | Create New Proposal | Proposal Search | Grants.gov Opportunity Search |

Back to Inbox
 Proposal Summary >>
 Full Proposal Details
 All Certifications
 Approval Routing

Approval Actions

Approve
 Reject
 Validation Checks

Investigator: Carole H Donnellon Proposal #: 00011585 (Approval In Progress)
 Agency/Sponsor: H00007 : National Institute of Environmental Heal... Proposal Period: 07/20/2013 - 07/19/2017
 Title: Approving a Coeus Proposal is Easy

Budget Total

Direct Cost	Indirect Cost	Total Cost
\$811,131.88	\$472,393.50	\$1,283,525.18
Under Recovery \$0.00	Cost Share \$92,612.16	

List of Investigators/Key Persons

Name	Department	LU	MPI	Role	
Carole H Donnellon	• COM Internal Medicine		<input checked="" type="checkbox"/>	Principal Investigator	Certify ✓
Ketaki Ashutosh Mhaisekar	• RES SRS Electronic Research			Co-Investigator	Certify ✓
Steven S. Manning	• CEAS - Aerospace Systems			Grant Administrator Sr	Certify ✓

Budget Summary

Period	Start Date	End Date	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
1	07/20/2013-	07/19/2014	\$197,561.71	\$115,573.59	\$0.00	\$22,808.83	\$313,135.30
2	07/20/2014-	07/19/2015	\$200,299.58	\$117,123.07	\$0.00	\$22,780.44	\$317,422.65
3	07/20/2015-	07/19/2016	\$204,518.06	\$118,820.50	\$0.00	\$23,250.53	\$323,138.56
4	07/20/2016-	07/19/2017	\$208,752.33	\$121,076.34	\$0.00	\$23,772.36	\$329,828.67

Budget Report

Report Name: [Budget Summary by Period](#)
[Cost Sharing Summary by Period](#)
[Cumulative Budget](#)
[Industrial Budget by Period](#)

Print Budget Comments

Attachments

Type	Description	
Internal University of Cincinnati Abstract	Complete	View
Budget_Justification	Complete	View
Narrative	Complete	View
Facilities	Complete	View
Internal University of Cincinnati Documents - Internal Budget	Complete	View

Questionnaire Show

Proposal Print Show

To see proposal details, select **Full Proposal Details** from the left navigation tab. Then from the new screen select **Budget**.

General Proposal Information

Investigator: Carole H Donnellon
 Agency/Sponsor: H00007 : National Institute of Environmental Health
 Title: Approving a Coeus Proposal is Easy
 Proposal #: 00011585 (Approval In Progress)
 Proposal Period: 07/20/2013 - 07/19/2017

Lead Unit: 60000342 : COII Internal Medicine
 Last Updated: 2013-07-15 10:27:01.0 by Ketaki Ashutosh Mhaisekar

General Proposal Information Budget: Narrative:

*Indicates Mandatory Fields

*Proposal Type: *Activity Type:

*Start Date: *End Date:

Original Proposal Number: Award #:

*Agency/Sponsor: H00007 National Institute of Environmental Health
 Prime Sponsor:

Proposal Deadline Date: Receipt Postmarked

NSF Science Code:

Anticipated Award Type:

Sponsor Proposal No:

*Title: Approving a Coeus Proposal is Easy

Program Title:

Proposal in Response: Sub Contract:

Funding Opportunity Number: CFDA Number:

Agency Program Code: Agency Div Code:

Select what you would like to see from the navigation menu on the left:

Budget Summary

Investigator: Carole H Donnellon
 Agency/Sponsor: H00007 : National Institute of Environmen
 Title: Approving a Coeus Proposal is Easy
 Proposal #: 00011585 (Approval In Progress)
 Proposal Period: 07/20/2013 - 07/19/2017
 Version: 1

Budget Summary : Version 1

Budget Status: Final: Modular Budget: Submit Cost Sharing:

On/Off Campus: Total Cost Limit:

Residual Funds: Total Direct Cost Limit:

OverHead Rate Type: Underrecovery Rate Type:

Comments:

Budget Totals

Direct Cost : \$811,131.68	Indirect Cost : \$472,393.50	Total Cost : \$1,283,525.18
Under Recovery : \$0.00	Cost Share : \$92,612.16	Period : 07/20/2013 07/19/2017

Budget Periods

Period	Start Date	End Date	No. of Months	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
1	07/20/2013	07/19/2014	12.0	\$197,561.71	\$115,573.59	\$0.00	\$22,808.83	\$313,135.30
2	07/20/2014	07/19/2015	12.0	\$200,299.58	\$117,123.07	\$0.00	\$22,780.44	\$317,422.65
3	07/20/2015	07/19/2016	12.0	\$204,518.06	\$118,620.50	\$0.00	\$23,250.53	\$323,138.56
4	07/20/2016	07/19/2017	12.0	\$208,752.33	\$121,076.34	\$0.00	\$23,772.36	\$329,828.67

Save

Note: If no detail information is entered, then please see the directions below to see the uploaded budget Excel spreadsheet.

On the “Full Proposal Details” screen, select **Upload Attachments**

The screenshot shows the CoeusLite interface. On the left sidebar, under the 'Questionnaire' section, the 'Upload Attachments' option is circled in red. The main content area displays the following information:

- Investigator:** Carole H Donnellon
- Agency/Sponsor:** H00007 : National Institute of Environmental Heal...
- Proposal #:** :00011585 (Approval In Progress)
- Title:** Approving a Coeus Proposal is Easy
- Proposal Period:** 07/20/2013 - 07/19/2017
- Lead Unit:** 60000342 : COM Internal Medicine
- Last Updated:** 2013-07-15 10:27:01.0 by Ketaki Ashutosh Mhaisekar

The 'General Proposal Information' section includes:

- Proposal Type:** New
- Activity Type:** Research
- Start Date:** 07/20/2013
- End Date:** 07/19/2017
- Original Proposal Number:** [Empty]
- Award #:** [Empty]
- Agency/Sponsor:** H00007 National Institute of Environmental Health
- Prime Sponsor:** [Empty]
- Proposal Deadline Date:** 07/05/2013
- NSF Science Code:** [Please Select]
- Anticipated Award Type:** [Please Select]
- Sponsor Proposal No.:** [Empty]
- Title:** Approving a Coeus Proposal is Easy
- Program Title:** [Empty]
- Proposal In Response to:** Federal Solicitation
- Funding Opportunity Number:** [Empty]
- Agency Program Code:** [Empty]

Once on the Attachment screen, you will see three types of attachments: Proposal attachments, Personnel attachments and Institutional attachments.

The screenshot shows the 'Add Documents' screen. At the top, three buttons are circled in red: 'Upload Proposal Attachments', 'Upload Personnel Attachments', and 'Upload Institutional Attachments'. The 'Add Documents' section includes:

- Attachment Type:** [Please Select]
- Description:** [Text Area]
- File Name:** [Text Field]
- Complete:**
-

The 'List of Institutional Attachments' table is as follows:

Attachment Type/File Name/Uploaded Date by Update User/Complete	Description		
Internal University of Cincinnati Abstract			
Project_Summary.pdf (Uploaded:07/15/2013 10:30 by Carole H Donnellon)		✓	Remove View
Internal University of Cincinnati Documents			
Budget_Spreadsheet_non-Govt Detailed Fringe Apr 13.xls (Uploaded:07/15/2013 10:34 by Carole H Donnellon)	Internal Budget	✓	Remove View

The budget is most likely in the Institutional attachments section as these are for UC internal purposes only. When you find the appropriate document, then select **view** to see it.

Viewing Other Proposal Details

From the initial Proposal Summary screen, select **Full Proposal Details**.

The screenshot shows the 'Full Proposal Details' page in CoeusLite. The left-hand navigation menu is visible, with 'Full Proposal Details' highlighted and circled in red. The main content area displays the following information:

- Investigator:** Carole H Donnellon
- Agency/Sponsor:** H00007: National Institute of Environmental Heal...
- Title:** Approving a Coeus Proposal is Easy
- Proposal #:** 00011585 (Approval In Progress)
- Proposal Period:** 07/20/2013 - 07/19/2017
- Budget Total:** Direct Cost: \$811,131.68; Indirect Cost: \$472,393.50; Total Cost: \$1,283,525.18
- Under Recovery:** \$0.00; Cost Share: \$92,612.16
- List of Investigators/Key Persons:** A table listing Carole H Donnellon (Principal Investigator), Ketaki Ashutosh Mhaisekar (Co-Investigator), and Steven S. Manning (Grant Administrator Sr).
- Budget Summary:** A table with columns for Period, End Date, Direct Cost, Under Recovery, and Total Cost.

Once on the Proposal Details screen, select the item you would like to view from the left navigation menu.

Note: The UC Policy Questionnaire is required for all proposals. Other questionnaires may be answered depending on sponsor requirements.

Select **Upload Attachments** to view Biosketches and other documents which were created outside of Coeus then uploaded into the proposal.

The screenshot shows the 'General Proposal Information' page in CoeusLite. The left-hand navigation menu is visible, with 'Upload Attachments' highlighted. The main content area displays a form with the following fields and values:

- Investigator:** Carole H Donnellon
- Agency/Sponsor:** H00007: National Institute of Environmental Heal...
- Title:** Approving a Coeus Proposal is Easy
- Proposal #:** :00011585 (Approval In Progress)
- Proposal Period:** 07/20/2013 - 07/19/2017
- Lead Unit:** 60000342: COM Internal Medicine
- Last Updated:** 2013-07-15 10:27:01.0 by Ketaki Ashutosh Mhaisekar
- General Proposal Information:** Includes fields for Proposal Type (New), Activity Type (Research), Start Date (07/20/2013), End Date (07/19/2017), Original Proposal Number, Agency/Sponsor (H00007), Prime Sponsor, Proposal Deadline Date (07/05/2013), NSF Science Code, Anticipated Award Type, Sponsor Proposal No., Title (Approving a Coeus Proposal is Easy), Program Title, Proposal in Response (Federal Solicitation), Sub Contract, Funding Opportunity Number, CFDA Number, Agency Program Code, and Agency Div Code.

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Title: Approving a Coeus Proposal is Easy

[Upload Proposal Attachments](#) | [Upload Personnel Attachments](#) | [Upload Institutional Attachments](#)

Add Documents

Attachment Type:

Description:

File Name:

Complete:

List of Institutional Attachments

Attachment Type/File Name/Uploaded Date by Update User	Complete	Description		
Internal University of Cincinnati Abstract Project_Summary.pdf (Uploaded:07/15/2013 10:30 by Carole H Donnellon)	✓		Remove	View
Internal University of Cincinnati Documents Budget_Spreadsheet_non-Govt Detailed Fringe Apr 13.xls (Uploaded:07/15/2013 10:34 by Carole H Donnellon)	✓	Internal Budget	Remove	View