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 <u>coeus@uc.edu</u>. 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.

UNIVERSITY OF Cincinnati	
Coeus Login	
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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.

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				All Proposals Pr	oposals in Progress	Create New	Proposal	Proposal Search	Grants.gov Opportuni	ity Sear
Back to Inbox Proposal Summary	>> Investigato Agency/Sp Title:	or: ionsor:	Carole H Do H00007 : Na Approving a (nnellon tional Institute of Envir Coeus Proposal is Ea	onmental Heal sy		Proposal Proposal I	#: 000 ⁻ Period: 07/2	11585 (Approval In Prog 0/2013 - 07/19/2017)ress)
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pproval Actions Approve Reject	Carole H E Ketaki Ash	nvestigators/ Donnellon nutosh Mhaiseka	Key Persons C f	epartment COM Internal Medicin RES SRS Electronic	ne Research	LU IZ	MPI Ro Pri Co	le ncipal Investigator -Investigator	Certify	×
	Steven S. I	Manning Summary	•	CEAS - Aerospace S	ystems		Gra	ant Administrator Sr	Certify	✓ _
	Period 1 2 3 4 Budget I	Penod Start Date 07/20/2013- 07/20/2014- 07/20/2015- 07/20/2016- Report Na Budget St	End Date 07/19/2014 07/19/2015 07/19/2016 07/19/2017 me mmary by Period	Direct Cost \$500,000.00 \$500,000.00 \$500,000.00 \$500,000.00	Indirect Cost \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Under Ro \$0.00 \$0.00 \$0.00 \$0.00 Pri	ecovery Int Budget C	Cost Sharing \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Total Cost \$500,000.00 \$500,000.00 \$500,000.00 \$500,000.00	H
		Cost Shar	ing Summary by Period e Budget	riod						

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

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		\sim /		\sim		Current Locks
Coeus Home	My Proposals	Inbox	Logout			
		All Proposals	Proposals in Progress	Create New Prop	osal Proposal Search	Grants.gov Opportunity Search
Investigator: Agency/Sponsor Title:	Са : НС Ар	arole H Donnellon)0007 : National In proving a Coeus F	stitute of Environmenta Proposal is Easy	ıl Heal	Proposal # : Proposal Period:	00011585 (Approval In Progress) 07/20/2013 - 07/19/2017
Add Comments						
Comments:					4	
				Add		
Add Attachmen	ts					
Description:						
Attachment: Ch	oose File No f	file chosen				
				Add		
Approve	Back Add A	pprover				

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

	All Proposals	Proposals In Progress	Create New Proposal	Proposal Search	Grants.gov Opportunity Search			
Investigator: Agency/Sponsor: Title:	Carole H Donnellon H00007 : National Institute of Env Approving a Coeus Proposal is E	ironmental Heal asy	Proposal Proposal	#: 000 Period: 07/2)11585 (Approval In Progress) 20/2013 - 07/19/2017			
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 s	submitted to the agency.					
(60000342) COM Inter	rnal Medicine Map				Hide			
🔎 🖆	Steven S. Manning	Waiting for approval						
2⁄ 😭	Mukta Phatak	Waiting for approval						
2⁄ 😭	Ketaki Ashutosh Mhaisekar	Waiting for approval						
1					1			
2 A (Ketaki Ashutosh Mhaisekar	Approved	X Comments	X Attachmer	nts			
2/ 🖑	Christine C. Jones	Approved by other						
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赵 Primary Approver	2⁄ Alternate Approver	🚊 Ар	proved 🛛 🍎 B	ypassed	실 Recalled			
Approved by other	in progress	🖾 Pa	ssed 🗙 R	ejected				
To be submitted	😭 Waiting for approval	👬 De	legated 🔊 🔊 P	assed 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.

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Coeus Home	My Proposals	Inbox	Logout			
		All Proposals	Proposals In Progress	Create New Pro	posal Proposal Search	Grants.gov Opportunity Search
Investigator: Agency/Sponsor Title:	С : Н Ај	arole H Donnellon 00007 : National II pproving a Coeus	nstitute of Environmenta Proposal is Easy	l Heal	Proposal # : Proposal Period:	00011585 (Approval In Progress) 07/20/2013 - 07/19/2017
Add Comments						
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Add Attachmen	ts					
Description:						
Attachment: Ch	noose File No	file chosen				
				Add		
Reject Ba	ck					

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.



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

						Current Lo
Coeus Home My Proposals	Inbox Logout					
		All Proposal	s Proposals in Progress Creat	e New Proposal P	roposal Search Grants.	gov Opportunity Sear
Proposal Summary	Investigator: Carole H Donne	lon		Proposal	# :00011585 (Approval In P	rogress)
General Info >>	Agency/Sponsor: H00007 : Nation Title: Approving a Coe	al Institute of Environmental H us Proposal is Easv	leal	Proposal Perio	d: 07/20/2013 - 07/19/2017	
Organization	Lead Unit: 60000342 : COM	Internal Medicine				
Investigators/Key Persons	Last Updated: 2013-07-15 10:2	7:01:0 by Ketaki Ashutosh Mr	laisekar		Dudgot.	Norrotivou
Credit Split	* Indicates Mandatory Fields				Budgett	Narrauve:
Special Review	*Proposal Type:	New	•	*Activity Type:	Research	-
Abstract	*Start Data	07/20/2012		*End Data	07/10/2017	
Science Code	Start Date.	0112012013		Ellu Date.	07719/2017	
Others	Original Proposal Number:			Award #:		
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Proposal Roles	Prime Sponsor:					
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PHS Fellowship Form- required data	Proposal Deadline Date:	07/05/2013		Receipt	Postmarked	
NSFCover Page -required for	NSF Science Code:	Please Select	·			
g.gov submissions	Anticipated Award Type	Please Select	v			
PHS398 Training Budget V1-0	Sponsor Proposal No :					
PHS FellowShip Form V1-2	sponsor rioposurito.					
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/ Unload Attachments	Funding Opportunity Number:			CFDA Number:		
Approval Routing	Agency Program Code:			Agency Div Code:		
Print						
Copy Proposal						
Email						
Add New Rolodex Entry						

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

CoeusLite						User: Ketaki Ashuto	sh Mhaisekar	
Coeus Home	My Proposals	Inbox	- /	Log	out	Cur	rent Locks	
Return To Proposal	Investigator: Carole Agency/Sponsor: H0000 Title: Approv	H Donnellon 7 : National Institute of E ing a Coeus Proposal is	nvironmei Easv	n	Propo Proposal F Ve	sal#: 00011585(Ap Period: 07/20/2013-0 rsion: 1	proval In Progress))7/19/2017	
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Personnel Budget Equipment Travel Participant/Trainee	Budget Totals Dire	ect Cost : \$811,131.68		Indirect Cost	: \$472,393.50 : \$92.612.16	Total Cost Period	t: \$1,283,525.18 1: 07/20/2013.07/19/2	017
✓ Other Direct Costs Modular Budget	Budget Periods Period Start Date	End Date	No. of	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
✓ Cost Sharing Distribution Under Recovery Distribution	1 07/20/2013	07/19/2014	Months 12.0	\$197,561.71	\$115,573.59	\$0.00	\$22,808.83	\$313,135.30
Project Income Sub Award Budget	2 07/20/2014 3 07/20/2015	07/19/2015 07/19/2016	12.0 12.0	\$200,299.58 \$204,518.06	\$117,123.07 \$118,620.50	\$0.00 \$0.00	\$22,780.44 \$23,250.53	\$317,422.65 \$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

						Current Loc
Coeus Home My Proposals	Inbox Logout					<u></u>
		All Pro	posals Proposals in Progress	Create New Proposal Proposa	I Search Grants.	jov Opportunity Searc
Proposal Summary	Investigator: Carole H Donnel Agency/Sponsor: H00007 : Nation	lon al Institute of Environme	ental Heal	Proposal # :0001 Proposal Period: 07/20	1585 (Approval In Pr)/2013 - 07/19/2017	ogress)
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Organization	Last Updated: 2013-07-15 10:2	7:01.0 by Ketaki Ashuto	osh Mhaisekar			
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Abstract	*Start Date:	07/20/2013		*End Date: 07/19/2	2017	
Science Code						
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Upload Attachments	, and the second s					
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Print						
Copy Proposal						
Email						
Add New Rolodex Entry						

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

Coe	us Home My Proposals	Inbox Logout
		All Proposals Proposals In Progress Create New Proposal Proposal Search Grants.gov Opportunity Search
4	Proposal Summary General Info	Investigator: Carole H Donnellon Proposal #: 00011585 (Approval In Progress Agency/Sponsor: H00007 : National Institute of Environmental HealProposal Period: 07/20/2013 - 07/19/2017 Title: Approving a Coeus Proposal is Easy Easy
4	Organization	Upload Proposal Attachments Upload Personnel Upload Institutional Attachments Attachments
1	Investigators/Key Persons	Add Documents
1	Credit Split	
	Special Review	Attachment Type:Please Select
	Abstract	
	Science Code	vescription:
1	Others	File Name: Browse
	YNQ	Complete:
1	Proposal Roles	
Que	estionnaire	Save
	PHS Fellowship Form- required data	List of Institutional Attachments
	NSFCover Page -required for g.gov submissions	Attachment Type/File Name/Uploaded Date by Update UserComplet/Description Internal University of Cincinnati Abstract
	PHS398 Training Budget V1-0	Project_Summary.pdf (Uploaded:07/15/2013 10:30 by Carole H Donnellon)
	PHS Fellowship Form V1-2	Internal University of Cincinnati Documents Budget Spreadsheet non-Govt Detailed Fringe Apr 13.xls 🖌 Internal Budget Remove View
	Questions for Grants.gov S2S Forms	(Uploaded:07/15/2013 10:34 by Carole H Donnellon)

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

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Cocda nonice My Proposala	Logout		All Proposals Proposals In Progress	a Create Nev	v Proposa	al Proposal Search	Grants.gov Opportuni	ty Search
Back to Inbox Proposal Summary Full Proposal Details	Investigator: Agency/Sponsor: Title:	Carole H Dor H00007 : Nat Approving a C	nnellon ional Institute of Environmental Heal Coeus Proposal is Easy		Propos Propos	al#: 000 al Period: 07/2	11585 (Approval in Prog 20/2013 - 07/19/2017	ress)
All Certifications Approval Routing	Direct Cost Under Recovery	\$811,131.68 \$0.00	Indirect Cost Cost Share	\$472,393.50 \$92,612.16		Total Cost Period	\$1,283,525.18 07/20/2013 - 0	7/19/2017 Hido
Approval Actions Approve Reject Validation Checks	Name Carole H Donnellon Ketaki Ashutosh Mhaisekar Steven S. Manning	D	epartment COM Internal Medicine RES SRS Electronic Research CEAS - Aerospace Systems	LU	MPI	Role Principal Investigator Co-Investigator Grant Administrator Sr	Certify Certify Certify	✓ ✓ ✓
	Budget Summary Budget Period Period	End Date	Direct Cost	Under F	lecovery	-	Total Cost	<u>Hide</u> <u>Hide</u>

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

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

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

	CoeusLite					User: Ketaki	Ashutosh Mhaiseka
1							Current Locks
Coe	eus Home My Proposals	Inbox Logout					
		All Propos	als Proposals in Pr	ogress Create	New Proposal Proposal S	earch Grants.gov O	pportunity Search
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4	Organization	Lead Unit: 6000034 Last Updated: 2013-07-	2 : COM Internal Medic 15 10:27:01.0 by Ketal	ine ki Ashutosh Mhaise	ekar		
1	Investigators/Key Persons	General Proposal Informatio	n			Budget: 🎸	Narrative: 🎸
1	Credit Split	* Indicates Mandatory Fields					
	Special Review	*Proposal Type:	New	~	*Activity Type:	Research	*
	Abstract	*Start Date:	07/20/2013		*End Date:	07/19/2017	
	Science Code	Original Proposal Number:			Award #:		
1	Others	*Agency/Sponsor:	H00007	National Institute	of Environmental Heal		
	YNQ	Prime Sponsor					
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Qu	estionnaire	Proposal Deadline Date:	07/05/2013		Receipt	Postmarked	
	PHS Fellowship Form- required data	NSF Science Code:	Please Sele	ct 🔻			
	NSFCover Page -required	Anticipated Award Type	Please Sele	ct			
	for g.gov submissions	Sponsor Proposal No :					
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	PHS Fellowship Form V1-2		[
	Questions for Grants.gov S2S Forms	Program Title:					Ŧ
1	UC Policy Questions	Proposal in Response:	Federal Solicitation	Ŧ	Sub Contract:		
		Funding Opportunity			CFDA Number:		
	Grants.Gov	Number:					
4	Budget	Agency Program Code:			Agency Div Code:		
4	Upload Attachments						
	Approval Routing						
	Print						
	Copy Proposal						
	Email						
1	Add New Rolodex Entry						

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

Coeus Home My Proposals	Inbox Logout
	All Proposals Proposals In Progress Create New Proposal Proposal Search Grants.gov Opportunity Search
Proposal Summary ✓ General Info	Investigator: Carole H Donnellon Proposal #: 00011585 (Approval In Progress) Agency/Sponsor: H00007 : National Institute of Environmental HealProposal Period: 07/20/2013 - 07/19/2017 Title: Approving a Coeus Proposal is Easy Easy
✓ Organization	Upload Proposal Attachments Upload Personnel Upload Institutional Attachments
 Investigators/Key Persons 	Add Documents
✓ Credit Split	
Special Review	Attachment Type:Please Select
Abstract	
Science Code	Description:
✓ Others	File Name: Browse
YNQ	Complete:
Proposal Roles	
Questionnaire	Save
PHS Fellowship Form- required data	List of Institutional Attachments
NSFCover Page -required for g.gov submissions	Attachment Type/File Name/Uploaded Date by Update User Complete Description
PHS398 Training Budget V1-0	Project_Summary.pdf (Uploaded:07/15/2013 10:30 by View Carole H Donnellon)
PHS Fellowship Form V1-2	Internal University of Cincinnati Documents Budget_Spreadsheet_non-Govt Detailed Fringe Apr 13.xls 🖌 Internal Budget Remove View
Questions for Grants.gov S2S Forms	(Uploaded:07/15/2013 10:34 by Carole H Donnellon)