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:

![Email screenshot]

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

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.
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**.

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

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

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.