Budget Modification Instructions for Departmental GA’s

Icons

Open Coeus AWARD MODULE

Searching

Using handout – Example 1

Sponsor Award Number - *1341789*
Award Number (Coeus Number) – 008787* or *8787*
Account Number (SAP Number) – 1010658
Sponsor Code – H00001
Sponsor Name – National Science Foundation or National Science*
Principal Investigator - *Cahay
Results for Search of Coeus Number

-001 is the total of everything (notice no SAP number)
-002 is year one
Each child after that represents an amendment – could be a new year, additional funding, non-monetary amendment, carry-over, NCE.....
Grandchild represents different SAP numbers for the same amendment.
Example of grandchildren:

Click on + to see grandchildren
Highlight the child level you are setting the account number up for, and double click on that line.
Money and End Dates

Open the Money and End Dates Tab

Highlight the child level you need then Select BUDGET

The Budget for Award window pops up – Select Modify

Start by clicking the Calculate Button to update the F&A and FB to current rates. Make adjustments to the budget lines in the direct cost lines in the middle section to match the desired direct charges minus the fringe benefits. When you have the direct amount done, click the calculate button and it will update the F&A and FB accordingly.
When the Total at the very bottom matches the budget amount listed at the top, click the SAVE button (Step 1), then the SUBMIT button (Step 2) to send it back to the Grants Management GA for Approval and to be marked for transfer to SAP. The system does NOT generate an email to the SRS GA so you will need to send a separate email to let them know you have completed the budget adjustment.
Medusa
Use the Medusa icon to find the proposal associated with the award.

An overview of the award pops-up with the proposal links:

To view the proposal, select the proposal, then open:
The proposal details screen opens:

Documents are stored in the Proposal Development Module, which will also be in Medusa where applicable:
<table>
<thead>
<tr>
<th>View</th>
<th>Proposal -&gt; Award</th>
<th>Award -&gt; Proposal</th>
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**Spon Award No:** OH-R13-086  
**Activity Type:** Instruction  
**Award Type:** Grant  
**Account Type:** Regular  
**Title:** Pursuing Justice: Jewish Law in the 21st Century  
**Sponsor:** 000131 Ohio Humanities Council  
**Award Eff Date:** 01-Sep-2013  
**Final Expiry Date:** 31-Aug-2014  
**Anticipated Amount:** $3,000.00  
**Obligation Eff Date:** 01-Sep-2013  
**Obligation Exp Date:** 31-Aug-2014  
**Obligated Amount:** $3,000.00  
**Indirect Cost:**  
**Status:** Active

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<thead>
<tr>
<th>Equipment</th>
<th>Payment Schedule</th>
<th>Indirect Cost</th>
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<th>SubContract</th>
<th>Transfer Sponsor</th>
<th>Cost Sharing</th>
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