

A. Introduction

Coeus was created by MIT to assist in the development of all funded research proposals and direct electronic submission to federal agencies using Grants.gov. The purpose of the system is to simplify and make the proposal preparation and submission process more efficient. The proposals are created, routed for internal approval and, if applicable, submitted to sponsor - all electronically!

A.1. CoeusLite vs Coeus Premium

Coeus has two methods for users to enter data into a single Coeus database. Both tools are included in the Coeus application.

CoeusLite is 100% web-based. It does not require any software installation on either a PC or Mac, and can be accessed using the internet from any location. CoeusLite provides a simple, intuitive user interface that guides an Investigator through the proposal development process. It will be the primary tool for Investigators, Deans, Department Chairs, and support staff.

Coeus Premium is a full featured application that requires the installation of Java 1.4.2. It also provides additional functions that support the maintenance of Coeus, as well as the ability to create proposals with multi-participant, complex subawards and budgeting. Coeus Premium will be the primary tool for Research Administrators and users who need the extended functionality.

Coeus Premium should be used when:

- A proposal requires the transmission of a detailed Subaward file to Grants.gov.
- A proposal requires budgeting of multiple sub-projects, where Coeus will link the proposals together and build a hierarchy.

A.2. Submission of proposals to Grants.gov

As a result of a federal mandate, all federal grants must be submitted through one electronic portal called Grants.gov. All of the federal agencies will be using this electronic portal by the end of 2008. CoeusLite provides a direct connection to Grants.gov. Attendance at a Coeus Navigation training class is **mandatory** for all users in order to activate their Coeus account and submit proposals.

CoeusLite will import all of the necessary forms from Grants.gov for the specific funding opportunity identified in the proposal. The forms will be filled out automatically from the data entered on the Coeus screens and retrieved from the Coeus data tables.

A.3. Submission of Non-Grants.gov proposals

Coeus is the single data repository of all pre-award research activity. All proposals will need to be entered in Coeus, whether they are submitted



electronically (Grants.gov or other), via email, or via hardcopy submission. Should a proposal require specialized forms for an opportunity not found in Grants.gov, those forms will need to be filled out and uploaded into Coeus as an attachment. Attendance at a Coeus Navigation training class is **mandatory** for all users in order to activate their Coeus account and submit proposals.

A.4. Multi-campus installation

The four SUNY university centers at Albany, Binghamton, Buffalo and Stony Brook have entered into a consortium to collaborate on the implementation and operation of software and to share resources. While the Coeus system is installed at Buffalo, each campus will provide its own user community with support and assistance.

The data tables in Coeus contain information that is relevant to each of the consortium members. Consequently, searches for users through the data tables may yield results from each of the four campuses. For example, if a user is searching for people to add to a proposal, the search will yield individuals from all four campuses as shown in Figure A.1.

Person Search Result					
		Search Again	Close Window		
FULL_NAME	PRIOR_NAME	USER_NAME	HOME_UNIT	SCHOOL	EMAIL_ADDRESS
Watanabe, Dana T		00097802	7557		dw33@buffalo.edu
Waterhouse, Janet C		00101772	7291		jcw24@buffalo.edu
Waterman ,Justin		00074085	12227		zeprenize@mail.com
Waterman, April L		00108047	7541		aw26@buffalo.edu
Waterman, Jason		00080950	_9999997		
Waterman, Mr. Matthew J		00115741	8125		mwaterm1@binghamton.edu
Waterman,Caroline K		00073128	8698		waterman@nycap.rr.com
Waters ,Kate A		00072916	8751		kwaters@uamail.albany.edu
Waters, Daisy P		00103191	7862		dpwaters@buffalo.edu
Waters, Everett B.		00089669	8463		Everett.Waters@sunysb.edu
Waters, Harriet S.		00085863	8463		Harriet.Waters@sunysb.edu
Watkins, Ashley Faith		00112259	7874		afw3@buffalo.edu
Watkins, Donald E		00093382	7848		watkinsd@buffalo.edu

Figure A.1. Sample Search Result for People

It is important to be careful to select the appropriate person. Similar issues will arise in searches for Departments, Centers or Institutes. More detailed instructions can be found throughout this manual.

