

Coeus Release September, 2011

Office of Sponsored Programs

Proposal Development

About this weekend's release.....

Vanderbilt is upgrading Coeus to version 4.4.4. With each Coeus upgrade we address new system enhancements, bug fixes and Vanderbilt specific customizations. If you have any questions regarding this release, please contact your OSP-Sponsored Programs Specialist.

As always, please continue to provide feedback, your input is very much appreciated.

Proposal Development

- New Features Overview

- ✓ Grants.gov Forms
- ✓ Key Persons tab now captures Academic/Summer Effort
- ✓ New Pick List for Activity Types
- ✓ New Pick List for Anticipated Award Types
- ✓ New Help Features
- ✓ Miscellaneous Changes

Grants.gov Forms

- RR Subaward Budget Attachment(s) Forms
- RR Subaward Budget (Fed/Non-Fed) Forms
- Complete B2 Form package is now available
- If you are unsure if a particular form set is available, you can always check by attempting to connect in Coeus to the Grants.gov PA/RFA. If all forms are not available, you will receive the following message:
"This proposal is not eligible for Coeus transmission to Grants.gov because a required form is currently not available. If this is a mandatory Grants.gov submission, you must retrieve this opportunity from Grants.gov."

Grants.gov Forms (continued)

If your S2S Application includes this Grants.gov Subaward Budget Attachment Form	Use this Subaward Form in the Budget Subaward screen to upload and Translate
RR SubAward Budget V1.2	RR Budget V1-1
RR SubAward Budget 30 V1.2	
RR SubAward Budget 10 10 V1.2	RR Budget10 V1-1
RR FedNonFedSubawardBudget V1.2	RR FedNonFedBudget V1.1
RR FedNonFedSubawardBudget 30 V1.2	
RR FedNonFedSubawardBudget 10 10 V1.2	RR FedNonFedBudget10 V1.1
RR FedNonFedSubawardBudget 10 30 V1.2	

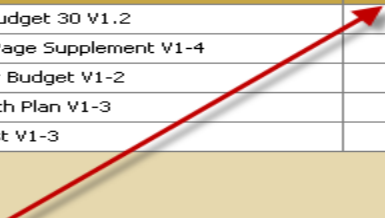
- Current/active subaward budget attachments can be found at: <http://www.vanderbilt.edu/coeus>
- It's important to remember, if Vanderbilt is part of a proposal as a collaborating site, be sure to find out from the Prime Institution which subaward budget attachment to return....

Grants.gov forms (continued)

- Grants.gov forms are now listed in the order they will be assembled at NIH Commons.

Opportunity Forms | Submission Status |

Form Name	Mandatory	Include	
PHS Cover Letter V1-2	<input type="checkbox"/>	<input type="checkbox"/>	Available
RR SF 424 V1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
Performance Site V1-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Other Projects V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Key Person Expanded V1-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Budget V1-1	<input type="checkbox"/>	<input type="checkbox"/>	Available
RR SubAward Budget 30 V1.2	<input type="checkbox"/>	<input type="checkbox"/>	Available
PHS398 Cover Page Supplement V1-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Modular Budget V1-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Research Plan V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Checklist V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available



Select Opportunity
Delete Opportunity
Validate
Submit
Refresh
Save
Print
Close

- Be careful when selecting 'All' forms to print. If a form has not been included for submission and you attempt to "Print" an error message will display.

Key Persons Effort

- You can now enter Academic and Summer effort on the Key Persons Tab

Name	Role	Faculty	Effort %	Academic Effort %	Summer Effort %	Calendar Effort %	
Wikswo Jr, John P	Co-Investigator	<input checked="" type="checkbox"/>	23.0	20.0	33.0	.00	<input type="button" value="Add"/>
							<input type="button" value="Delete"/>
							<input type="button" value="Find Person"/>
							<input type="button" value="Find Rolodex"/>

- Detailed instructions on how to use these fields can be found at the bottom of the Key Persons and Investigator Tabs

Activity Types

- Pick list for Activity Types has changed. The new list provides a more streamlined approach to categorize projects with “similar fundamental purpose”. For detailed definitions and examples please select ‘Help’ and then ‘Help Topics’ from the top menu bar in Coeus.
- The new pick list is:
 - Research
 - Sponsored Training – Students
 - Sponsored Training – Faculty
 - Public Service
 - Instruction
 - Clinical Trial – Non-Federal

Anticipated Award Types

- Anticipated Award Type is now a required field.
- The Pick List for Anticipated Award Type has changed. The new list helps properly identify the appropriate routing map and allows for a consistent approach to various internal coding and award reporting.
- For detailed definitions and examples please select 'Help' and then 'Help Topics' from the top menu bar in Coeus.

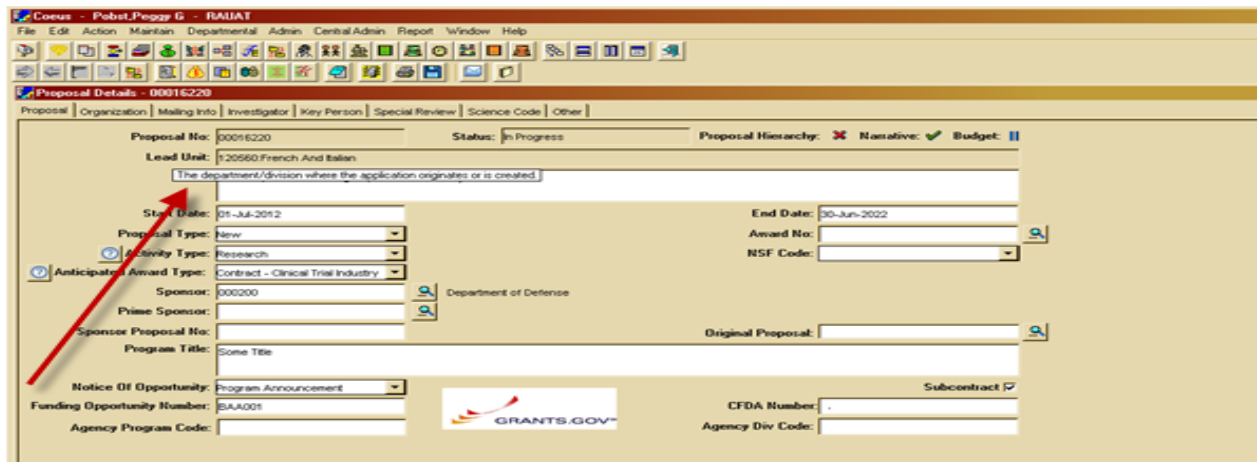
Anticipated Award Types (Continued)

NEW PICK LIST

- Grant-Research
- Grant-Training
- Grant- Career Award
- Grant-Conference and Symposiums
- Grant-Equipment
- Grant-Fellowship-PreDoc
- Grant-Fellowship-PostDoc
- Grant-Construction
- Contract-Career Award
- Contract-Clinical Trial Industry
- Contract-Clinical Trial Non-Profit
- Contract – Conference and Symposiums
- Contract-Fellowship- PreDoc
- Contract- Fellowship-PostDoc
- Contract-Program Project
- Contract-Research
- Contract-Training

Help Features

- Rollover Help has been added to several fields throughout Proposal Development. Simply rollover the field name and a box will appear with the definition.



The screenshot displays the 'Coeus - Peblat, Peggy G - RAHAT' application window. The main content area is titled 'Proposal Details - 00016220' and contains a form with various fields. A red arrow points to the 'Lead Unit' field, which has a tooltip box appearing above it containing the text: 'The department/division where the application originates or is created'. Other visible fields include 'Proposal No.' (00016220), 'Status' (In Progress), 'Start Date' (01-Jul-2012), 'End Date' (30-Jun-2022), 'Proposed Type' (New), 'Activity Type' (Research), 'Anticipated Award Type' (Contract - Clinical Trial Industry), 'Sponsor' (000200), 'Prime Sponsor', 'Sponsor Proposal No.', 'Program Title', 'Notice Of Opportunity' (Program Announcement), 'Funding Opportunity Number' (SAA001), 'Agency Program Code', 'Original Proposal', 'NSF Code', 'Award No.', and 'CFDA Number'. The 'GRANTS.GOV' logo is visible at the bottom center.

Help Features

- Need Help? – For help on how to use a particular field, click on the ? symbol...

The screenshot shows a web browser window displaying the 'Proposal Details' page for proposal 00016220. The page includes a navigation menu with options like 'Organization', 'History Info', 'Investigator', 'Key Person', 'Special Review', 'Science Code', and 'Other'. The main content area contains various fields for proposal information, such as 'Proposal No.', 'Lead Unit', 'Title', 'Start Date', 'End Date', 'Proposal Type', 'Award No.', 'NSF Code', 'Original Proposal', 'CFDA Number', and 'Agency Div Code'. A 'Help' popup window is open over the 'Proposal Type' field, listing several categories: 'Anticipation', 'Research', 'Clinical Trial - Non-Federal', 'Sponsored Training - Student', and 'Public Service'. Each category has a brief description. The 'GRANTS.GOV' logo is visible at the bottom of the page. The browser's taskbar at the bottom shows the system time as 7:33 PM and several open applications.

Help Features (continued)

- Help Boxes have been added to the following fields:
 - Activity Type
 - Anticipated Award Type
 - Proposal Organization
 - Performing Organization
 - Other Organization/Performance Site

Help Features (continued)

- More detailed help on how to calculate annualized effort has been added to the Investigator and Key Person Tab

How to Use This Page

Annualizing Effort for Academic and Summer Appointment Types

In order to annualize effort for faculty who have academic and/or summer salary, you must first put the effort in equal terms by changing the effort into months. Therefore, for academic effort, take the % effort X the 9 months of the academic year to convert the effort into months. For summer effort, take the percentage effort X the 3 months of the summer. If there is effort in both terms, the calculation is:

20% of the academic year = $.20 \times 9 = 1.8$ months
33% of the summer term = $.33 \times 3 = 1$ month



Help Features (Continued)

- If you Select 'Help' and then 'Help Topics' from the top dropdown menu bar, you will be taken to the Coeus Homepage where other helpful information can be found....



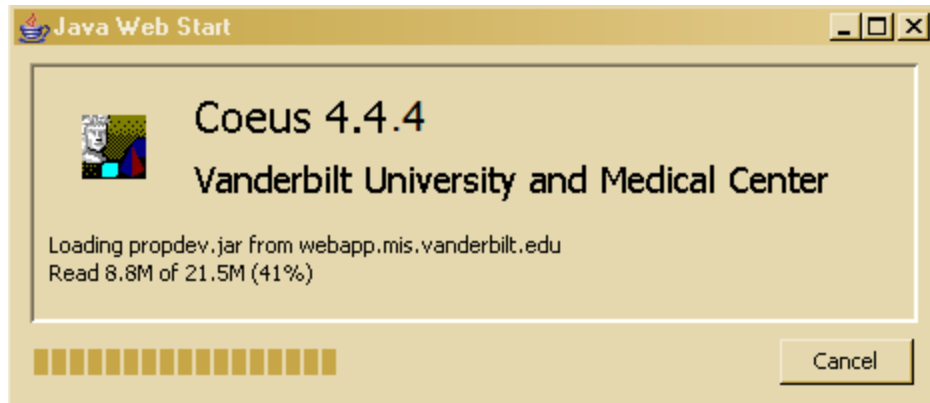
Miscellaneous changes

- Mailing Information tab has been changed to reflect our methods of submission:
 - Paper (mail/email/fax)
 - Other S2S (Other electronic system)
 - S2S (System-to-system) through Coeus

Deadline	Mail By	Type
Date: <input type="text" value="10/05/2012"/>	<input type="radio"/> OSP	<input type="radio"/> Paper (mail/email/fax)
Type: <input type="radio"/> Postmark	<input checked="" type="radio"/> Department	<input checked="" type="radio"/> Other S2S (other electronic system)
<input checked="" type="radio"/> Receipt		<input type="radio"/> S2S (system-to-system) through Coeus
Mail Account: <input type="text"/>		No Of Copies: <input type="text"/>
Carrier Code: <input type="text"/>		Carrier Code Type: <input type="text"/>
Mailing Address: <input type="text"/>	 	

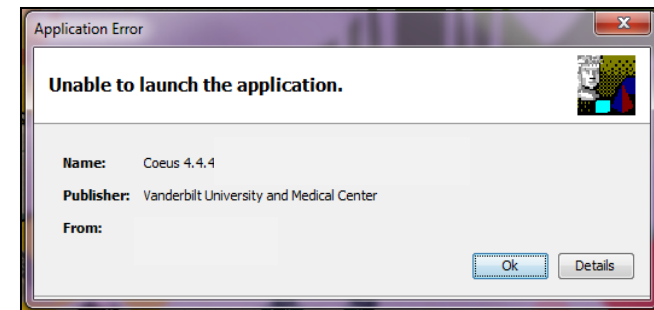
Troubleshooting

- The first time you access Coeus after the upgrade you should see a screen, as shown below, indicating the application is being updated.



Troubleshooting (cont)

If instead you see a screen similar to these



.....you will need to load the application from the website.

Troubleshooting (cont)

Loading from the website:

Click on this link

<https://webapp.mis.vanderbilt.edu/coeus/CoeusWebStart.jsp>

and then select 'Launch Coeus 4.4.4'



[Launch Coeus 4.4.4](#)

[Launch CoeusLite](#)

PC Users: Coeus Premium is a 32-bit application and requires 32-bit Java 1.5 or 1.6 on your system.

This version of Java will work on both 32-bit and 64-bit platforms. [Download Java 1.6](#)

More to Come....

Stay tuned...OSP will continue to integrate more “help” features within Coeus to better inform and assist users.

Again, please contact OSP with any questions or feedback regarding the September release...

Thank you!