



# Common Coeus Premium Errors

## Not Including Giving the PI a Role on the Proposal

You can easily add the PI as an approver while the proposal is in “in progress” or “rejected” status, but not while “approval is in progress.” If your PI will need access to view the proposal or to upload the research plan or other narrative sections (see Figure 1, right), please include him or her a role. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 48.

User ID	User Name	Unit Number	Unit
croweje	Crowe Jr, James E	104201	Vanderbilt Vacc
gannons	Gannon, Samuel C	VHAFF-O	VC Health Affair
hicarmd	Hicar, Mark D	104201	Vanderbilt Vacc
higginj	Higginbotham, Jam...	104201	Vanderbilt Vacc
keydj	DePasquale, Donn...	104201	Vanderbilt Vacc
kuhnsj	Kuhn, Samuel J	104201	Vanderbilt Vacc
lees5	Lee, Sujin	104201	Vanderbilt Vacc
maddoxj	Davenport, Judy M	VHAFF-O	VC Health Affair
mokh	Mok, Hoyin	104201	Vanderbilt Vacc
robertt3	Roberts, Lynn L	104201	Vanderbilt Vacc
tianc	Tian, Cui Xia	104201	Vanderbilt Vacc

Roles:

- Aggregator
  - gannons Gannon, Samuel C
  - keydj DePasquale, Donna J
  - maddoxj Davenport, Judy M
- Approver
- Budget Creator
- Narrative Writer
  - croweje Crowe Jr, James E
- Viewer
  - gannons Gannon, Samuel C

Figure 1

## Not Updating the Person Details for the PI or the Key Persons

Because the information that is populated by Coeus Premium when you add a person to your proposal as either the PI or as a Key Person is limited (by the quality of the data received from HR) you will need to update the record for each person on your proposal, including email address, primary and directory title, address and zip code, and eRA Commons User Name (if applicable). This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 66.

## Not Including Academic Information for the PI

Although this is not a required field on the Grants.Gov many PIs prefer the proposal to contain their academic achievements on the Cover Page Supplement. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 67.

## Not Completing the Modular Budget

To complete your Modular Budget you must sync it to your detailed budget cost elements (Figure 2). You must also check the Modular Budget box on the Summary Tab in the budget. You must also re-sync your modular budget if you make any changes in your detailed budget after you sync it to the modular budget. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 82.

Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
Start Date: 01-Apr-2008					
End Date: 31-Mar-2009					
<b>Direct Costs</b>					
Direct Cost less Consortium F&A:					\$0.00
Consortium F&A:					\$0.00
Total Direct Costs:					\$0.00
<b>Indirect Costs</b>					
Rate Number	Indirect Cost Type	IDC Rate (%)	IDC Base	Funds Requested	
Total Indirect Costs:					\$0.00
<b>Total Direct and Indirect Costs</b>					
Funds Requested:					\$0.00

Figure 2

## Not Adding the Persons to the Budget Correctly

Adding people to your budget is a multi-step process. To effectively do this, first create your “shopping list” of people (in the Running Man Button) by putting people together with salary amount. Next add your cost element line items to the budget using the appropriate categories. Then, click on the Budget Person Details Button (Boom Box Boy) and enter the effort for that person. Many people skip these steps and enter the person’s name and salary request into the line item, which will not develop a correct budget. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 75.

## Not Balancing the Modular Budget

Every modular budget developed through Coeus must be balanced at the exact direct cost request amount—if it is one penny under, this is fine, but not one penny over. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 82.

## Effort Reporting Certification is Incomplete

Every PI listed on a Medical Center proposal must have completed Effort Reporting Certification training. This training must be updated at least every three years. This training must be shown on the Special Review Tab in the Proposal Details Window and must include the PI’s name and the date the certification was achieved. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 42.

Special Review	Approval	Protocol No.	Appl. Date	Appr. Date
Effort Reporting Certification	Approved	Crowe		

Figure 3

## Proposal Routing is Incorrect/Incomplete

The proposal routing is the replacement for the transmittal. As such, it should be robust and complete, including all the necessary units that must approve your proposal. If your proposal is received at GCM and has not been approved by all necessary units, GCM will send it back out for review or reject your proposal, which will prolong the review time and may delay submission. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 39.

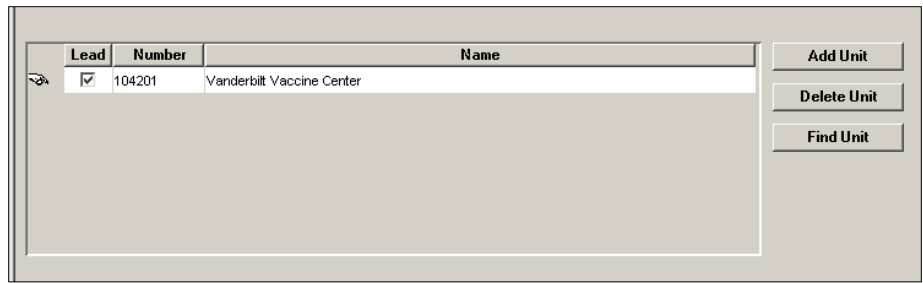


Figure 4

## Narrative Placeholders are Missing

Prior to submission for approval, you must have created all the required narrative placeholders and you must have uploaded the document needed for internal review (the business section) as well as dummy documents for all other narratives. If you don't do these two things, you will not be able to add the narrative or placeholder later (unless the proposal is rejected). This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 51).

## Listing the PI as Both PI and Key Person

Only the PI (or lead/contact/senior PI in multiple PI projects) should be listed on the Investigator Tab in the Proposal Details Window. The PI should not be listed on the Key Person Tab in the Proposal Details Window. This space is reserved for all other key persons and other significant contributors. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 38.

## Project Role for Key Persons is Incorrect

Coeus defaults to include a person's title as their Role on the Project; however this is usually not the case for most proposals (see Figure 5). You will want to use the correct role (following NIH and Grants.Gov format). This is covered in the Vanderbilt Coeus Premium Guide on Page 40.

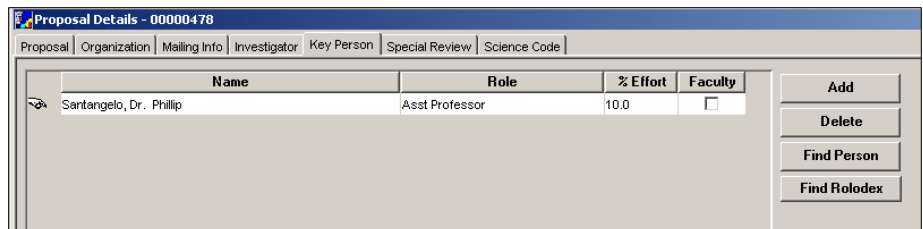


Figure 5

## Proposal Type is Incorrect

The only proposal types we will use are "new," "renewal" and "resubmission" (see Figure 6 on page 4). "Revision" and "Continuation" are not used frequently—NIH does not use Continuation at all. This is covered in the Vanderbilt Coeus Premium Guide beginning on Page 34; however the Guide instructs you to use "Continuation." For competing renewals, please use "Renewal."

Figure 6

## Sponsor is Incorrect

Unless you are responding to a particular FON, the sponsor should always be 000772 for NIH/Unknown—especially for new investigator initiated proposals. If you are unsure of the correct sponsor to use, please check with your grant administrator or the program announcement.

## Deadline Date is Wrong

This is different from what is in the Vanderbilt Coeus Premium Guide on Page 37. Please enter the date that the proposal is due to the sponsor on the Mailing Info Tab in the Proposal Details Window (see Figure 7), not the date the proposal is due to the DOM or GCM.

Figure 7