IN A COEUS PROPOSAL
- All tabs must be completed
- The Questionnaire must be completed
- A Budget must be completed
- Don’t forget to “certify” the Investigator by logging the proposal into PEER

TO CREATE NEW PROPOSAL, CLICK the “Maintain Proposal Development” button:

Then, click “CANCEL” from the “Select Development Proposal” window. After that window goes away, then click on the “Add A New Proposal” (looks like a piece of paper icon) button to create a new Proposal.
1] Proposal Page/Tab

Title: AWARD/PROJECT TITLE

Start Date & End Date: ENTER THE NEXT BUDGET PERIOD

Proposal Type: CONTINUATION

Activity Type: Research (most common), Clinical Trial – Federal, Clinical Trial – Non Federal, Sponsored Training – Students, Public Service, Instruction, Sponsored Training - Faculty

Anticipated Award Type: Grant-Research, Grant – Training, Fellowship/PostDoc Training, Fellowship/Predoc training, Contract – Research,

Sponsor: NIH INSTITUTION THAT FUNDED THE AWARD

Prime Sponsor: N/A unless we are receiving a contract from another institution.

Notice of Opportunity: N/A

Funding Opportunity Number (FOA): N/A
2] Organization Tab

Proposal & Performing Organizations: **Vanderbilt University** (these are automatically populated; but verify just in case)

If there is a subawardee or subawardees... then ....
3] Mailing Info Tab

**Deadline:**
Date: your deadline

**Type:** ☐ Postmark or, ☐ Receipt... Postmark just means that the deadline is from the date you submit, versus “receipt” when they received it.

**Mail By:** ☐ Department

**Type:** ☐ Other S2S (other electronic system)
4] Investigator Tab

Who is your PI? AND, THEIR PROJECT EFFORT.
The Investigator tab should only include the PI unless the Proposal is a multi-PI project. In this instance, both PI’s are listed as main PI’s. **Co-PI’s are always listed on the Key Person tab.

You must “Certify” the Investigator by “logging” the Proposal into PEER (creating G LOG in PEER. The G Log also helps track the Proposal). On the PEER website (https://peer.app.vanderbilt.edu/), Under the Administrator Portal Menu, then Grant, Proposals & Awards, click on “Log a Grant Application, Subaward or Contract Proposal”.

If you wait until you’ve filled in all of the tabs on your COEUS proposal, then when you go to this page, then you’ll enter your COEUS Proposal Development Number (begins with a “U”) and it should prepopulate most of the fields for you. Just verify the information and hit submit.
**The administrator needs to look under COMPLIANCE and manually submit the request for the COI & PI Assurance.**

Once you have initiated the G Log – go back into the G Log page, under the “COMPLIANCE” menu - click on COI, and then click on the reminder button (looks like an envelope)

To make sure the PI receives the email to complete the COI. The same is true for PI Assurances”

Click on “PI Assurances” under the “COMPLIANCE” menu, and click on the envelope icon to send the PI a reminder email to complete this.

As the Investigator, it is then their job to follow the links provided in the PEER-generated email that they receive to agree to the COI (Conflict of Interest) and Assurance statements.

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**Reference: COEUS & the feature Rolodex Change information**
5] Key Person Tab

- Key Persons can be Co-Investigators, Consultants, etc. Be sure the ROLE is specified.

6] Special Review Tab – ENTER PROTOCOL NUMBER AND THE APPROVAL DATE.

- Animal
- Human
- Any special review that is applicable to the Proposal
  - Biosafety Hazard
  - NIH Genomic Data Sharing Policy
  - Recombinant DNA

7] Science Code Tab

-nothing for this tab

8] Other Tab

-For NASA Proposals, it is required to enter the PI’s NASA User Name

#9-11 are not Tabs, but the next STEPS in the Proposal

9] Questionnaire

Click on “Edit”, then “Questionnaire” (or, this button )
Based on your Proposal, answer the questions.

10] Proposal Budget

Click on “Edit”, then “Budget” (or, there is a button for the Budget looks like a yellow money bag).

Click on the “NEW” button. This window opens:

Click on Period 1 and begin entering detailed budget with line items. The total budget amount must equal the amount shown on the NOGA for the next period. Go to Summary tab, mark as final and complete.

Make sure to save.
11] Narratives: Click on the left-most icon that looks like a piece of paper ( ).

**ITEMS THAT SHOULD BE INCLUDED FOR SPA ADMINISTRATIVE REVIEW**

- Other Support (if any awards has changed since the last submission)
- IACUC/IRB if applicable
- Effort record of all personnel
- Financial report showing that more than/no more than 25% unobligated funds
- Draft RPPR application

Click on the to validate.

Then click on to route for approval. It goes to the next person in line for approval [there may be many approvals needed depending on what PIs or department(s) are involved], last it will go to SPA and they will review & approve.