Quick Start COEUS Application Guide

A quick overview of what is required for a COEUS application.  
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• All Items with a red asterisk are required.
• So the Chair’s and Dean’s Office work quickly to approve always Provide the application Due Date.
• Include what type of award this will be so that the office staff will be able to tell who in the office is handling the application.
• When a page is complete be sure to hit the save button
• When you have to use the search function (Sponsors, Faculty and Aggregator look ups) be sure to use the * as a wildcard or the system will not bring back any results.
Required Tabs

The Tabs listed Below need to clicked on and completed.

• **Investigator/ Key Person**
  - Include PI effort
  - Make sure all faculty has certified

• **Credit Split**
  - Individual lines must equal 100
  - Overall split must equal 100

• **Special review**
  - Only needed if you are working with humans, animals rDNA, etc.

• **Proposal Roles**
  - All faculty that must certify must be added as an aggregator
  - The CA and GA must be added as an aggregator so we can have access to the proposal.

• **Questionnaire**
  - All tabs listed under this section must be completed.
  - The tabs in this section may change depending on the sponsor.
Upload Attachments Section

In Upload Attachments tab you are required to add the following attachments to complete your Proposal:

In the Proposal attachments tab the following are required:

- Budget with justification
- Abstract
- Facilities page

Institutional Attachments:

- Conflict of interest form for each faculty member
- COEUS Proposal Form
  - http://research.stonybrook.edu/forms/sponsored-programs/coeus-proposal-form
- Sub award forms – if needed
- Program announcement
• We do not use the budget module of COEUS. If you do not enter the budget section then you will not have to do anything with it. If you enter the budget section you will have to mark the budget as final and complete or COEUS will count it as an error to submitting.

• When you have completed the application e-mail or call your Sponsored Programs person so they can review the application before you submit. It will reduce the chances of someone rejecting the application somewhere down the line.

• If you have questions you can call the OSP office at 631-632-9949 or take a look at the online manual available at [http://research.stonybrook.edu/coeus-manual/coeus-manual](http://research.stonybrook.edu/coeus-manual/coeus-manual)