

Quick Start COEUS Application Guide

A quick overview of what is required for a COEUS application.

Laureen Velez

General Info Page

- 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.

SUNY (RF) CoeusLite User: Velez, Laureen [Current Locks](#)

[Coeus Home](#) [My Negotiations](#) [My Proposals](#) [My Awards](#) [My COI](#) [My IRB Protocols](#) [My IACUC Protocols](#) [Inbox](#) [My ARRA](#) [Logout](#)

[All Proposals](#) | [Proposals In Progress](#) | **[Create New Proposal](#)** | [Proposal Search](#) | [Grants.gov Opportunity Search](#) |

Proposal Summary

- General Info** >>
- Organization
- Investigators/Key Persons
- Credit Split
- Special Review
- Abstract
- Science Code
- Others
- YNQ (Disabled)
- Proposal Roles

Questionnaire

- Questions for Grants.gov S2S Forms
- Export Control
- Intellectual Property

[Grants.Gov](#)

[User Attached S2S Forms](#)

[Budget](#)

[Upload Attachments](#)

[Submit for Approval](#)

[Print](#)

[Copy Proposal](#)

[Email](#)

[Add New Rolodex Entry](#)

General Proposal Information Budget: ~~X~~ Narrative: ~~X~~

* Indicates Mandatory Fields

*Proposal Type: *Activity Type:

*Start Date: *End Date:

Original Proposal Number: [Search](#) Award #: [Search](#)

*Agency/Sponsor: [Search](#)

Prime Sponsor: [Search](#)

Proposal Deadline Date: Receipt Postmarked

NSF Science Code:

Anticipated Award Type

Sponsor Proposal No :

*Title:

Program Title:

Proposal in Response: Sub Contract:

Funding Opportunity Number: CFDA Number:

Agency Program Code: Agency Div Code:

Agency Routing Identifier: Previous Grants.gov Tracking ID:

[Save](#)

Required Tabs

The Tabs listed Below need to be 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.

The screenshot displays the CoeusLite web application interface. At the top, there is a header with the SUNY RF logo and the text 'CoeusLite'. Below the header, there is a navigation bar with three tabs: 'Coeus Home', 'My Negotiations', and 'My Proposal'. The main content area shows a list of tabs for a proposal, including 'Proposal Summary', 'General Info', 'Organization', 'Investigators/Key Persons', 'Credit Split', 'Special Review', 'Abstract', 'Science Code', 'Others', 'YNQ (Disabled)', and 'Proposal Roles'. A section titled 'Questionnaire' is highlighted, containing tabs for 'Questions for Grants.gov S2S Forms', 'Export Control', and 'Intellectual Property'. Below this, there are several buttons: 'Grants.Gov', 'User Attached S2S Forms', 'Budget', 'Upload Attachments', 'Submit for Approval', 'Print', 'Copy Proposal', 'Email', and 'Add New Rolodex Entry'.

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
 - <http://research.stonybrook.edu/forms/sponsored-programs/investigator-financial-disclosure/investigator-financial-disclosure-form-ii>
- COEUS Proposal Form
 - <http://research.stonybrook.edu/forms/sponsored-programs/coeus-proposal-form>
- Sub award forms – if needed
- Program announcement

The screenshot displays the SUNY CoeusLite interface. At the top, the user is identified as 'Velez, Laureen'. The navigation menu includes 'Coeus Home', 'My Negotiations', 'My Proposals' (highlighted), 'My Awards', 'My COI', 'My IRB Protocols', 'My IACUC Protocols', 'Inbox', 'My ARRA', and 'Logout'. Below the navigation, there are links for 'All Proposals', 'Proposals In Progress', 'Create New Proposal', 'Proposal Search', and 'Grants.gov Opportunity Search'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a list of proposal-related sections: Proposal Summary, General Info, Organization, Investigators/Key Persons, Credit Split, Special Review, Abstract, Science Code, Others, YNQ (Disabled), Proposal Roles, Questionnaire, Questions for Grants.gov S2S Forms, Export Control, Intellectual Property, and Proposal Questions. The right panel shows the 'Upload Proposal Attachments' tab selected. It displays proposal details: Investigator: Velez, Laureen; Agency/Sponsor: 000051 : National Institutes of Health; Title: Laureen Budget test 5/28/10; Proposal #: 00002818 (In Progress); Proposal Period: 09/30/2011 - 06/30/2017. Below the details are three tabs: 'Upload Proposal Attachments', 'Upload Personnel Attachments', and 'Upload Institutional Attachments'. The 'Add Documents' section includes a dropdown for 'Attachment Type' (set to 'Please Select'), a 'Description' text area, a 'File Name' field with a 'Browse...' button (showing 'No file selected.'), and a 'Complete' checkbox (checked). A 'Save' button is located below. At the bottom, there is a 'List of Proposal Attachments' table with columns for 'Attachment Type/File Name/Uploaded Date by Update User', 'Complete', and 'Description'. The bottom sidebar contains buttons for 'Grants.Gov', 'User Attached S2S Forms', 'Budget', 'Upload Attachments >>', 'Submit for Approval', 'Print', 'Delete Proposal', 'Copy Proposal', 'Email', and 'Add New Rolodex Entry'.

- 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>