

## Center for Biotechnology Process for Submitting the Proposal in COEUS

### FOR PROPOSALS WITH MATCHING FUNDS

#### COEUS Proposal Requirements

- Project Titles Title must begin with "Biotech:"
- Aggregator Role must be assigned to both
  1. Kristina Duryea
  2. Contracts Administrator for your department
- Conflict of Interest Form
- COEUS Proposal Form
- Center for Biotechnology Proposal Form signed by the Company and PI
- Budget Sheet for both Company and Center for Biotechnology

#### STEPS

1. Project Director will create a COEUS proposal with the above COEUS proposal requirements.
2. Kristina Duryea will review the COEUS proposal and Center for Biotechnology proposal and work with the PD to make any necessary revisions to the Center for Biotechnology proposal.
3. The Contracts Administrator will review the remainder of the COEUS proposal to ensure compliance with OSP requirements.
4. The Project Director will submit the proposal for approval.
5. The proposal will route to the PD's chair and dean for approval.
6. Clint Rubin and Diane Fabel receive notifications that a proposal affiliated with the Center has been submitted.
7. Appropriate contracts will be entered into upon notice of award from the Center for Biotechnology.

### FOR PROPOSALS REQUESTING A REDUCED IDC FOR NYS COMPANIES

#### COEUS Proposal Requirements

- Project Titles Title must begin with "Biotech:"
- Aggregator Role must be assigned to both
  1. Kristina Duryea
  2. Contracts Administrator for your department
- Conflict of Interest Form
- COEUS Proposal Form
- Abstract

- Budget Sheet

### **STEPS**

1. Project Director will create a COEUS proposal with the above COEUS proposal requirements.
2. Kristina Duryea will review the COEUS proposal for applicability of reduced IDC rate for the project.
3. Kristina Duryea will upload a letter approving the reduced IDC rate for the project.
4. The Contracts Administrator for the PD's department will review the remainder of the COEUS proposal to ensure compliance with OSP requirements.
5. The Project Director will submit the proposal for approval.
6. The proposal will route to the PD's chair and dean for approval.
7. Clint Rubin and Diane Fabel receive notifications that a proposal affiliated with the Center has been submitted.
8. If funded by the Company, the Contracts Administrator will enter into the appropriate agreement with the Company.

### **SUPPORT STAFF:**

**When checks or Agreements are received, search COEUS for IP number and give to appropriate CA.**