

## **SPIR Process for Submitting the Proposal in COEUS**

- **COEUS Proposal Requirements**

- Project Titles
  1. Cooperative research project titles must be preceded by “SPIR:”
  2. Internship project titles must be preceded by “SPIR Internship: “  
(internships are where students are working at the company site 100%)
  3. If you are submitting a continuation proposal or a request for supplemental funds, the current Research Foundation award number must be indicated at the end of the proposal title.
- Aggregator Role must be assigned to both:
  1. Li Shen
  2. Contracts Administrator for your department
- Conflict of Interest Form
- COEUS Proposal Form
- SPIR Proposal Form signed by the Company
- Budget Sheet

### **STEPS**

1. Project Director will create a COEUS proposal with the above COEUS proposal requirements.
2. Lily Shen will review the COEUS proposal and SPIR proposal and work with the PD to make any necessary revisions to the SPIR proposal
3. Lily Shen will obtain SPIR approval and will replace the uploaded SPIR Proposal Form with one SPIR Proposal Form signed by Clive Clayton and upload a Payment Schedule and Invoice.
4. The Contracts Administrator will review the remainder of the COEUS proposal to ensure compliance with OSP requirements
5. Lily Shen will submit the COEUS proposal for approval.
6. The proposal will route to the PD’s chair and dean for approval.
7. Clive Clayton and Lisa Chichura receive notifications that a proposal affiliated with SPIR has been submitted.

Once the proposal has been approved by all campus approvers, the Contracts Administrator will send the appropriate agreement to the Company.