Quick Guide to Approving, Rejecting, or Recalling a Proposal in CoeusLite
Mobile device friendly!

Step 1: Log on to CoeusLite
Click on the link in the notification email you received from Coeus.Application@Princeton.EDU. If you do not have the email, or you are not an approver but need to recall, you can use this URL: https://puwebp.princeton.edu:8443/irb
Enter your NetID and password in the boxes and click on Login.

Step 2: View basic proposal information
A. Review the basic summary and budget information. (If approving/rejecting and the proposal summary screen does not appear as shown below, click on Inbox and click on the proposal. The proposal details screen will appear. Recalling? Click on My Proposals, click on the proposal, and then click on Proposal Summary. The proposal details screen will appear.)
B. Click on the Budget Reports to view detailed budget information.
C. Click on the View button to review proposal attachments, such as the narrative or budget justification.

Please note:
• To view detailed cost sharing distribution by dept, click the + next to "Proposal Print", then click on the + next to Sponsor Form Packages, then check off the cost sharing reports and click "Print Selected".
• To view more detailed proposal information in CoeusLite, click on the "Full Proposal Details" link on the left side to view more info. Then click on "Approval Routing" to approve, reject, or recall.

Step 3: Approve, Reject, or Recall
Click on the Approve, Reject, or Recall link on the left side of the screen.
Enter comments (optional for approval, mandatory for rejection and recall). Then click on the Approve, Reject or Recall button.
Ignore the Add buttons, Attachments section, and Add Approver link.

Step 4: Logout
Press the Logout button in the upper right corner of the screen.

Have more proposals to approve?
Before logging out, click on the Inbox link in the top bar. Click on the proposal title or number, then continue with step 2.

Need help or more info?
Email: coeus_help@princeton.edu  Coeus hotline: 8-7373
Web: http://www.princeton.edu/orpa/coeus/
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