



# Coeus 4.4.3 vs. 4.4.1 Differences Guide for Department Users

Office of Research and Project Administration

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## Introduction

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### **Welcome to Coeus 4.4.3 Premium!**

Coeus 4.4.3 Premium is the upgraded version of 4.4.1 Premium. The main reason for this upgrade is to obtain the B1 forms series for the Coeus s2s Grants.gov connection. Other improvements and new bugs are outlined in this guide. Since this upgrade is a minor one, no upgrade training will be offered.

### **Who should read this guide?**

This guide is intended for the departmental user who is familiar with Coeus 4.4.1 (the Coeus version released July 12, 2010) and would like to have a reference quick guide of differences between the 4.4.1 and 4.4.3 versions. Information about Grants.gov submissions is detailed in the separate Coeus s2s Grants.gov guide.

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## Launching Coeus 4.4.3

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Coeus 4.4.1 required java 1.5; Coeus 4.4.3 requires java 1.6. Java 1.6 is distributed to all DeSC machines. If your machine is non-Desc or java 1.6 disappears from your machine, your SCAD will have to install it for you.

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## Proposal Development differences

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### **Bugs or Changes**

#### **NSF style generic forms have been removed**

The NSF-style forms are no longer available for printing.

During our testing we found the NSF-style forms no longer print our cost elements properly. The NSF-style forms are the forms that were printed outside of the budget screen by using the Print button and selecting Generic. They look like NSF budget forms but were labeled "for sponsor use" instead of "for NSF use".

The budget forms that can be printed through the budget screen (under File > Budget Summary option) are still available and generally print properly if the red baron was used.

#### **YNQ "DB lock deleted by DB Admin" error for Premium Approvers and Users**

Proposal approvers and users who try to view the YNQ in Premium for "Approval in Progress" proposals will see a "DB Lock Deleted by DB Admin" error message (which may also result in the next bug listed below). Until we receive a patch for this, proposal approvers will need to use CoeusLite to view YNQ during the approval process. Users may see this error message when trying to view YNQ for existing proposals. If you get this error, use Lite to view the YNQ instead.

### **Approval screen not closing/red rubber stamp bug for Premium approvers**

This bug occurs if the approver presses the YNQ button in Premium and gets the error message mentioned above, and then tries to approve. After pressing the "Approve" button the "final" time, it will appear as if nothing has happened (usually the approval screen closes after approval). The approver might not know if s/he has approved. ("Did I press the button or not?"). The approver might press the approve button multiple times. Every time the approver presses approve, the "is approved" and "waiting for approval" emails are sent. Then when the approver closes the approval screen, Coeus might display the dept level and the next level as having the red rubber stamp icon, as if the next level was approved. Of course the next level isn't actually approved. The next level can still approve, it's just misleading to see a rubber stamp. This ONLY happens when user keeps pressing the approve button after trying to view YNQ.

### **Old email button is removed**

The 4.4.1 version of Coeus was released with two email buttons on the second toolbar in the Proposal Development module: the old email button and the new email button (on the right side of the toolbar). MIT meant to remove the old email button when they released 4.4.1; they have now removed the old button with 4.4.3.

### **Changing OH and UR Rate type**

When you change the OH and UR Rate type, Coeus asks you to confirm. You have to click that OK button twice in order for the screen to close.

### **Submit cost sharing box**

The budget summary screen now has a "Submit Cost Sharing" box and each line item has a "submit cost sharing" box. Please leave those boxes checked.

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## **Coeus s2s Grants.gov differences**

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### ***s2s Improvements***

#### **Most B1 forms series forms now available**

Finally, most of the B1 forms series is now available in Coeus! This includes the 10 year budget form and updated versions of existing forms. If new forms are created in the future, or existing forms are updated, MIT can simply send us a patch to apply the new/updated form to our current version of Coeus. The exception is if the subaward form is updated; we would need to upgrade again because subaward forms are forms within forms.

Coeus 4.4.3 doesn't yet have the PHS398 Career Development Award Supplemental form v 1.2 nor the PHS Fellowship Supplemental v1.2 (both B1 series--MIT is still working on programming those), though we do have the v1.1 version of the form (B series). When you make the Grants.gov connection, if you have a choice between the B and B1 series for applications using either the PHS398 Career Development Award Supplemental or PHS Fellowship Supplemental form, please choose the B series.

#### **NIH Co-investigator problem solved (as long as there are 8 or fewer investigators/key people)**

Users can list all Co-investigators on the Investigator tab in Coeus. These Co-Investigators will appear on the Senior/Key Person form as "Co-investigator". The workaround for the 4.4.1 version of Coeus doesn't need to be used anymore.

#### **Copied proposals retain the Grants.gov connection and forms.**

In the old version of Coeus, when an s2s proposal was copied (such as for a change/corrected application), the user would have to make the Grants.gov connection again and select the forms to include again. In the upgraded Coeus,

when a proposal is copied, the Grants.gov connection and the forms that were checked off as being included are retained.

### **Change of investigator now works!**

If there is a change of investigator with this proposal, the answer to the YNQ will transmit properly.

### **Grants.gov validation finally checks for the NIH Commons name!**

If the proposal sponsor is NIH, the Grants.gov validation will give an error if the Commons name is missing, before submission!

## ***New bugs***

### **Congressional district changing/viewing problem on Organization tab**

Do NOT press save while the Organization tab is the highlighted tab.

In the Organization tab in 4.4.3, if the user adds "other organization" and saves while the Organization tab is highlighted or being viewed, the congressional district disappears for the organization the user just added, or changes to NJ-012. The workaround is to click to another tab and then save. Do NOT go back to the Organization tab and click on the rows to verify the address or congressional district; instead, print the Performance Site form through Grants.gov to verify.

### **Organization tab shows Organization's address instead of Organization's contact address**

Please review the address that prints on the Project/Performance Site form to verify it is the address you want for your subawardees, instead of relying on the address listed on the Organization tab.

In the last Coeus version (4.4.1), the Organization's Rolodex address was displayed under the Address/Contact section of the Organization tab for the selected organization. With the new release, the programming was changed to pull in the address information from the Address/Contact line listed on the Organization record. The Organization address that populates on the Grants.gov forms is pulled from the Organization's Rolodex entry, not the Organization record.

### **IDC disappeared from budget form (rare)**

This is a rarity, but may happen. Please verify the IDC line(s) print on your budget forms as the last step before submitting your proposal before approval. In one test case the IDC line disappeared from the NIH Detailed budget form and errored at the NIH test commons. Two other Coeus schools have each reported seeing this behavior once, one with a detailed budget and another with a modular budget. It is very rare that this occurs and the conditions that make this happen are not known.

### **More than 10 lines of equipment bug**

If the budget contains more than 10 equipment lines, where each line has as different description, Coeus will automatically generate the additional equipment attachment. However, if the user sets the budget status to complete, then changes it to incomplete and changes the cost of the equipment lines, the automatically generated attachments now have a set of attachments for the old values and a set of attachments for the new values, but actually transmit the old values. The user has to manually delete the auto generated attachments with old values, and then the new values transmitted.

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## CoeusLite Proposal Development

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### New bug

#### Personnel with decimal month quantity

Anytime there's a decimal quantity of months for a person, it appears as a rounded number. In this example, the number of months should be 2.5 based on start/end date and %charged/%effort, but it appears as 3.0. The good news is the detailed Grants.gov budget form lists this as 2.5 months!

Name	TBA - Undergraduate	Salary Type	08-Student Wages (undergrads)	Edit   Remove		
Period	Summer	%Charged	100.00	%Effort	100.00	
Start Date:	07/01/2011	End Date:	09/15/2011	<b>This is really 2.5 months</b>	Months	3.0
Requested Salary(\$)	\$3,825.00	Fringe Benefit(\$)	\$0.00	Funds Requested(\$)	\$3,825.00	

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## Award rebudgeting

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### New bugs

#### Not able to delete a rebudget

If the user starts a rebudget and then wants to delete the rebudget, they may see an error message stating that they don't have the right to do so. Please let the Coeus coordinator know and she will delete the rebudget for you.

#### Award rebudget status

Sometimes when the user saves and submits a rebudget, the budget window closes but the status is displayed as "in progress". Then when the user opens the budget in display mode, the status appears as "submitted". This is just a screen display issue.

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## Subawards

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#### Inbox bug for subaward invoices approvers

If a subaward invoice approver clicks on the checkbox in the Coeus inbox for a particular invoice, then presses the "Move Selected Messages" button, it gives a "String index out of range -1" message (it should actually display a message about how to approve a subcontract invoice). To approve a subcontract invoice, the approver should click on the title or number for the line, which will then take the approver to the screen to select the "approve" or "reject" buttons.

#### Order of subaward invoices

The order of subaward invoices on the Amount Released tab is in chronological order. This is a change from the 4.4.1 version of Coeus, where the invoices were listed in reverse chronological order.