



Coeus 4.4.3 bugs and quirks list, Updated 5/3/12



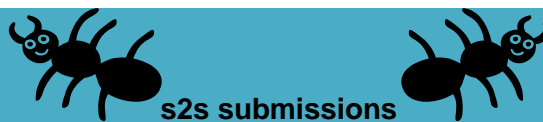
This list contains Coeus 4.4.3 quirks, bugs, and FYIs. It contains all bugs reported in the Coeus Proposal Development Guide as well as bugs reported by Coeus users after the last update of that guide. CoeusLite Proposal Development quirks are listed at the end of this document.



GENERAL COEUS QUIRKS, ISSUES, FYIs

Summary	Description	Last update
Copying proposals	<p>If you have trouble copying a proposal, there could be a few reasons why. If you were not an aggregator on the original proposal, it will not let you copy the proposal and you will have to ask a coworker who was an aggregator on the original proposal to copy it for you and add you as an aggregator to the copy.</p> <p>If you were an aggregator on the original proposal, there may be a corrupted, uploaded file in the narrative of the proposal you're trying to copy. If it's the latter case, usually Coeus will let you copy at least the budget.</p>	10/29/09
Personnel Names	<p>On 4/16/09, the personnel names in all Coeus modules were updated to not include special characters (i.e. removing accents from characters). This will make searching for personnel names easier in all modules. This also helps us with the system-to-system Coeus to Grants.gov connection, since special characters cause submission issues for Grants.gov.</p> <p>However, at that time, the PeopleSoft Primary name was pulled in instead of the PeopleSoft Preferred name. As of 5/14/09, the Preferred PeopleSoft name without special characters is being used.</p>	5/27/10
Printable YNQ	The YNQ are on the Coeus web page as a PDF file and have been updated to match the YNQ in Coeus 4.4.	5/27/10
PI Certification form	The PI Certification form is an Adobe fillable form on the Coeus web page.	1/8/09
Rebooting Coeus server	Coeus production server is rebooted every morning at 5am. The reboot takes approximately 2 minutes, so Coeus will be down for that period of time daily.	1/16/09
Locked Proposals (locked by your account)	<p>If you try to open your proposal in edit/modify mode, but Coeus won't let you because the "proposal is locked by <your name>", you can unlock the proposal yourself.</p> <ul style="list-style-type: none"> • First, go to the Window menu and see if the proposal is listed at the bottom of that list—if it is, then you already have the proposal open and can just click on the proposal number in that list to go back to that window. • If the proposal is not in the Window menu list, then from the File menu, choose "Current Locks". You will then see your proposal ID in the list. Select the proposal by clicking on it once to highlight it in blue, then click on the Delete button. You will then be able to work on your proposal. 	2/12/09
Locked Proposals (locked by someone else's account)	If you try to open your proposal in edit/modify mode, but Coeus won't let you because the "proposal is locked by <someone else's name>", you will have to ask that person to unlock the proposal by closing it. If they do not have Coeus open, you can ask the person to unlock it according to the instructions above, or, if that person is not available, you can contact the Coeus help desk at 8-7373 and the Coeus coordinator can unlock it for you.	2/12/09

ARRA Funding	For ARRA stimulus funding proposals, please do the following: <ul style="list-style-type: none"> • Add ARRA to the start of the title in the Coeus title field. • Enter the Program Number into the "Program No." box in Coeus on the Proposal tab screen. 	3/30/09
No Routing Stops defined	If you submit a proposal and get an error message about "no routing stops defined", it means no budget has been entered at all. If your proposal has no budget, you still have to mark the budget of \$0 as final and complete. Then you should be able to submit the proposal.	1/4/10
Windows 7 or Macs	Coeus Premium works on Windows 7 and Macs for viewing data. Neither has been tested for data entry.	8/19/10
Entering search terms	If you enter a search term (such as a number) on the first line of the search screen for the Proposal Development, Institute Proposal, Award and Subcontract modules, then want to enter a second number in the next row, in 4.2 you would press the down arrows and the cursor would go to the next line. In 4.4.1 and 4.4.3, the cursor stays on the first line with the first press of the down arrow. You have to press the down arrow twice to get the cursor to go to the second line (or use your mouse to put the cursor on the next line). This problem only happens on the first line of the search screen.	5/27/10
Search results order	For the Proposal Development, Institute Proposal, and Subcontract modules: When a search returns more than one search result, the proposals or subcontracts will be listed in reverse numerical order, so recent proposals/subcontracts will be listed first. (For the Awards module, the search results order will remain listed in numerical order.)	5/27/10
Notifications	There are two notification icons in the Coeus 4.4 Proposal Development toolbar. The vendor was supposed to remove the "old" notification icon. Please do not use the old icon to send email. If you use it, the text of the email will state that an "MIT certificate" is needed, which can be ignored.	5/28/10



Summary	Description	Last update
Organization tab for subaward sites	Do NOT press save while on the Organization tab after adding "Other Organization" or "Performance Site". Do NOT click around on the screen verifying information you entered. Instead, click to another tab and press save, and print the Performance Site form to verify the information is correct. (If you press save or start clicking around on the Organization tab, the congressional districts get severely messed up!)	2/3/11
Subaward site address	Print the Performance Site form to verify the address for the "other organization" or "performance site". Do not trust the address on the Organization tab to be the one that prints on the Performance Site form	2/3/11
TBA types and red baron	While you can load multiple <u>named</u> people into one cost element line in the red baron (i.e. two professors listed in the red baron on one cost element line for BPG201), each TBA person needs his/her own BPG line. It's a confirmed Coeus quirk.	2/3/11
TBA types and job code in the red running guy	If there is more than one TBA person, and the TBA people are of the same "type"(i.e. two graduate students are TBA) make sure to change the "Job Code" to be different for each TBA person (i.e. TBA1, TBA2). That is the only way Coeus can determine the quantity of TBA people of that type.	2/3/11

Commons name printing multiple times on the Senior/Key Person form	There was a case in production where the PI's Commons name printed multiple times on the senior/key person form. The workaround was to remove the person's name from the Commons box in the Proposal Persons window, save, then add the Commons name back, save, and print the form. The Commons name then printed just once.	2/3/11
"Could not append the documents listed below" listed in the attachment section of a form printed from the Grants.gov forms tab	In production we have had cases where the user printed the Research Plan from the Grants.gov forms tab, and within the printed PDF, the last page said "Could not append the documents listed below: ResearchPlan_ResearchStrategy." One workaround was to delete the Research Strategy PDF from the narrative section, then upload the Research Strategy PDF again, save, print the Research Plan; the other workaround was to do the above but to also rename the PDF (i.e. save it under another file name) before uploading it again. The form then printed properly.	12/8/11
ValidationException Error when trying to print Forms on the Grants.gov forms tab	While on the Grants.gov forms tab, if you try to print the RR SubAward Budget form, but do not have a subaward budget attached in the budget section, you will get an error message that says "org.apache.fop.ValidationException: Error(Unknown location): fo:table-body is missing child elements. Required Content Model: marker* (table-row+ table-cell+)." This means you do not have a subaward budget attached in the Coeus budget, Edit menu, SubAward budget section. If your budget does not have a subaward, do not select the RR SubAward Budget for printing.	2/3/11
"Please attach a Cover Letter" error while trying to print forms OR <u>only</u> the cover letter prints when trying to print forms on the Grants.gov forms tab	Be sure to use the ctrl and/or shift keys to select the forms you want to print (the form name row turns blue) and then press print on the Grants.gov forms tab screen. The default on this screen is that Cover Letter is selected, so if you press print without selecting other rows, it will try to print the Cover Letter. If it only prints the Cover Letter, you need to select the other forms you wish to print before pressing print.	2/3/11
"Drools" error at NIH Commons	If your proposal errors at the NIH Commons with "drools exception error" please have your ORPA rep contact NIH. It means at that point in time, the Commons cannot handle the volume of proposals it is receiving. The one time this happened in production, and the error corrected itself after the 5pm deadline. Have your ORPA rep call NIH to verify the problem will resolve itself.	2/3/11
Printing forms through Grants.gov > Forms tab: the narrative attachment is in landscape orientation.	<p>We had an application where the PDF for letters of support contained two letters. When the narrative was viewed in the Coeus narrative module, both pages (letters) were in portrait orientation. However, when viewing through Action >Grants.gov > Forms > Print, the second page of the PDF was in landscape, while the first was portrait. When it was submitted to Grants.gov and viewed at the commons, both pages of the PDF were portrait orientation.</p> <p>We asked MIT about this and they said seeing landscape views via Grants.gov > Forms >Print means that one of the PDFs is not a standard size. Usually it's a scanned letter that is not conforming to the FOP requirements used in the Grants.gov document handling. They have seen it happen with foreign A4 paper but also with certain letterheads.</p> <p>Use the "print to pdf" option for any scanned letters prior to combining the files to a single upload. You might have to <u>rescan</u> all the letters and use the "print to pdf" option directly from the scan.</p>	12/8/11
Special Note about NIH, human subjects pending, and human subject assurance number	If human subjects are involved and you select "pending" on the special review screen, then the Human Subject Assurance Number information is not transmitted to the NIH Commons, even though the Human Subject Assurance Number does appear on the Other Project Information form that you print from the Action > Grants.gov forms tab. You will get a warning at the NIH Commons that you will need to provide this number at the eRA Commons Just-In-Time (JIT) stage. This is actually an NIH issue as reported in their 1/21/2010 NIH	2/7/11

	eRA items of interest email and is not a Coeus bug.	
Indirect costs section and proposal hierarchy proposals	<p>If you're doing a proposal hierarchy s2s Grants.gov application, sometimes the detailed or modular budget forms do NOT have the overhead section filled in, even though you can see the IDC in Coeus. If the proposal is submitted as such to the Commons, it <i>*will*</i> error out with this error message that the directs and indirects do not equal the total costs. According to MIT, this bug seems to be triggered by syncing the hierarchy from within the budget screen and then clicking save.</p> <p>So please be sure to check the Indirect Costs section of your detailed or modular budget forms right before you submit the proposal for approval. If the indirect costs are not printing, go to the parent proposal and sync it from the sync button in the second toolbar outside of the budget, and print the budget form again. The indirect costs section should then appear and you can submit the proposal for approval.</p>	6/7/2011
Modular budgets with duplicate MTDC lines and incorrect budget amounts.	<p>Issue: In the modular budget screen, the user presses sync and possibly make changes. Click Ok. Coeus starts adding 2 or more MTDC lines and increasing the budget amount in one or all periods. Then when user tries to close and save the budget, a "server error: cannot save budget" message appears.</p> <p>Solution: Close the budget screen entirely, say no to saving changes. Close proposal completely. Search for proposal again and press Edit button. Open budget in Modify mode and press save <i>immediately</i> (even though you haven't done anything in the budget at this point). Then go to the Edit menu, Modular Budget. Press sync, make any necessary changes in the MB screen, click OK, mark budget final and complete, close budget, reopen budget in view mode and it should be fine!</p>	8/25/2011
NIH Fellowship: Degree Sought During Proposed Award date format issue	When you print the fellowship form through Coeus, the "Expected Completion Date (month/year)" prints as YYYY-MM (i.e. 2014-06) instead of month/year. However, you don't need to worry about it because when the data is transmitted to NIH Commons, the date prints as MM/YYYY (i.e. 06/2014) at NIH Commons.	5/3/2012



NARRATIVE FILES

Summary	Description	Last update
Narrative file types	Coeus 4.4 is not limited to word or PDF attachments; it allows other types of files (such as Excel) to be uploaded. However, we recommend uploading PDF files only.	5/27/10
Uploading narrative files	ORPA is no longer able to upload any files, including the final version of the proposal, to Coeus after the proposal has been approved by ORPA, regardless of sponsor. Therefore, please be sure to upload all components of your proposal into Coeus before routing it for approval.	5/27/10
Review narrative files in Coeus.	Please view all uploaded files in Coeus to verify that they can be viewed and are not corrupted, before you submit your proposal for approval.	1/12/09

Unable to edit narrative row	One user reported that Coeus crashes if she adds a narrative row, but then closes the module screen for that row, then uses the Edit button to open the narrative screen for that row, and then presses the Upload button. This happens for any proposal she works on. If this happens to you, the workaround is to add the narrative row, and press the Upload button while you are still in the narrative screen. Then you will be able to upload the narrative file without Coeus crashing.	8/19/10
mht files can only be viewed in Premium	CoeusLite can't handle viewing mht files. If you upload a mht file, you can only view it in Premium and not in Lite.	5/3/12



General Proposal Development budget bugs/quirks



Summary	Description	Last update
TBA types and red baron	While you can load multiple <u>named</u> people into one cost element line in the red baron (i.e. two professors listed in the red baron on one cost element line for BPG201), each TBA person needs his/her own BPG line. It's a confirmed Coeus quirk.	2/3/11
TBA types and job code in the red running guy	If there is more than one TBA person, and the TBA people are of the same "type"(i.e. two graduate students are TBA) make sure to change the "Job Code" to be different for each TBA person (i.e. TBA1, TBA2). That is the only way Coeus can determine the quantity of TBA people of that type.	2/3/11
Problems with Leap Year 2012 and the red baron, and budget months	<p>Problem 1: If you are using the red baron for a graduate student, breaking out the academic and summer months, and a subsequent year is leap year 2012, when you generate your budget periods, double check the red baron in the period containing Feb 2012. Typically in the period that includes February 2012, the end date for the grad student in the red baron is 6/29 instead of 6/30. This leads to the loss of a day's salary, and will appear on the Grants.gov form as, for example, 9.97 months instead of 10 months. You will have to manually correct the end date in the red baron for that period.</p> <p>Problem 2: Also, if you use the red baron for other person types and budget academic months, you may see that after generating periods, the person's end date may extend one day into the next month (i.e. 6/1 instead of 5/31) in the budget year containing Feb 2012. You will have to manually correct the end date in the red baron for that period.</p>	2/3/11
The cursor does not stay in the same column when pressing return	<p>In Coeus 3.8 you were used to entering a description, quantity, or cost on one line, pressing return, and the cursor drops into the description, quantity, or cost box on the next line. This behavior no longer happens in Coeus 4.4. Instead, you will have to either tab your way through fields from left to right, or use your cursor to select a line, PAUSE, then click into the field. If you press return, the cursor appears in the CE box on the next line and if you start typing, the numbers will be appended to the cost element field.</p> <p>If you did start typing into the CE box, when you click or tab out, Coeus will let you know you have entered an "invalid cost element" and will remove your extraneous typing.</p>	12/22/08
Changing costs appends rather than overwrites the previous cost.	Click once on the line item to select it, PAUSE, then click once into the cost box to change the amount. If you highlight the amount of money with your cursor, do not highlight the dollar sign and the amount. If you do highlight the dollar sign and amount together, any numbers you	12/22/08

	enter will be appended to the current amount instead of overwriting the amount. Avoid this by only highlighting the numbers (or using the delete or backspace key) and do not highlight the dollar sign.	
Overhead and/or benefits are not calculating correctly (i.e. it's not calculated for every budget year or only part of a budget year)	Inside the budget, press the Rates button (it's on the second toolbar and looks like a percent sign). Press the Sync button. Then save. The OH should now be calculated. The most likely cause for this problem is that you copied an old proposal or changed the dates on a proposal and did not sync the rates.	5/27/10
Specifying the OH and UR rate type	If you change the OH rate type to something other than MTDC on the budget summary tab, please be sure to change the UR rate type on the budget summary tab to match the OH rate type chosen. Depending on the scenario, negative underrecovery may be generated, which is fine.	3/5/09
Negative underrecovery is OK!	When you change the OH rate type to something other than MTDC, please change the UR rate type to match. If you use "MTDC custom" or "TDC custom", and change your rate to something other than the default of 0% (in either "MTDC custom" or "TDC custom" in the Rates button), Coeus calculates the difference between 0% and whatever rate you chose, which generates negative underrecovery. Negative underrecovery is ok!	4/22/09
How do I remove positive underrecovery?	First, don't uncheck the OH or EB rate box for any of your cost elements—doing that will generate underrecovery. Second, when you need to change your rate to something other than 61% on MTDC, select the OH rate type on the Summary tab as "MTDC –custom" or "TDC –custom" as necessary. Change the UR rate type to match. Then in the Rates button (on the second toolbar), scroll down until you see the "MTDC –custom" or "TDC –custom" (whichever you chose) section. Note that there are lines for On and Off campus, for each fiscal year. Change the On and/or Off campus from the default of 0 to whatever the percentage should be, then save. You will see negative underrecovery, which is fine!	4/22/09
Copying proposals and budgets	If you copy a proposal with a budget where the UR rate type is not MTDC, in the copy, the UR rate type defaults back to MTDC. You have to change the copy's UR rate type to match the OH rate type.	5/27/10
"TDC - REU 25%" Rate Type:	The "TDC - REU 25%" rate type only calculates 25% overhead on only the cost element that is labeled CE: "STIPEND", CE Description: "Participant Costs – Stipend (no IDC)". Even though the element is labeled as "no IDC", it will calculate 25% OH on just that cost element.	4/22/09
EB calculation differences between 4.2 and 4.4	If the exact same budget is entered in 4.4, the total might be slightly different compared to a budget entered in 4.2. This is because 4.4 appears to round EB slightly differently than 4.2. Thus the OH and therefore the grand total in 4.4 can also be slightly different than 4.2 because of this rounding difference. The difference is generally only a penny or two per period.	5/27/10
Marking budget as complete with cost sharing	Sometimes when you are trying to mark a budget as complete, Coeus tells you that you need to distribute the cost sharing when you actually have already distributed the cost sharing. If the cost sharing values on the cost sharing distribution screen are correct, then close the budget screen (say no to saving), then click on the budget button and select "Complete" from the "Select Budget" screen instead. Then it should be ok.	6/14/10
Marking budget as final	Sometimes Coeus asks multiple times if you are sure you want to mark a budget as final. It should only ask once, but sometimes it asks three, five, or even nine times if you are sure. Just keep clicking yes and	6/14/10

	eventually it will accept the change.	
Graduate student stipend and tuition cost elements	Use BPG209 for graduate student stipend (summer and/or academic year) and BPG212 for graduate student tuition.	8/19/10
TBA types and red baron	While you can load multiple <u>named</u> people into one cost element line in the red baron (i.e. two professors listed in the red baron on one cost element line for BPG201), each TBA person needs his/her own BPG line. It's a confirmed Coeus quirk.	2/3/11
TBA types and job code in the red running guy	If there is more than one TBA person, and the TBA people are of the same "type"(i.e. two graduate students are TBA) make sure to change the "Job Code" to be different for each TBA person (i.e. TBA1, TBA2). That is the only way Coeus can determine the quantity of TBA people of that type.	2/3/11
Pressing the calculate button inside the red baron	If you press the calculate button inside the red baron, instead of it showing the calculated values for EB and OH at the bottom of the screen, it shows \$0 for EB and OH. This is a bug in 4.4.3. If you close the red baron and then reopen the red baron, the calculated values will then appear.	4/6/11



**Budgets periods that are not always 12 months
(such as 7 budget periods in 5 years)**

Description	Last update
<ul style="list-style-type: none"> Make sure to adjust budget periods <u>before</u> adding the cost elements and generating. 	5/27/10
<ul style="list-style-type: none"> If your budget periods are 12 months and then 6 months, and you enter the 12 month salary for a person in the cost box without using the red baron, and then you generate, the 6 month cost for that person will not be half of what it was in the first 12 months (plus inflation). Instead it will be 4% more of the entire amount entered for the first 12 months. You will have to manually adjust the 6 month amount. 	2009



Budget Printing Quirks

Summary	Description	Last update
NSF-style budget forms	<p>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".</p> <p>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</p>	12/20/10

	baron was used.	
Budget forms in general	Sometimes if a particular category of cost elements has a lot of line items, and these line items happen to cross a page break, the program actually prints the total cost for that category of cost elements before <u>and</u> after the page break, which is confusing.	5/27/10
OH rate and base on budget summary by period report:	The OH rate and base is now printed on the Budget Summary by Period report. However, the base might be a penny or two off. The calculated OH will match the OH on the Coeus screen.	5/27/10
Long titles	Long titles are either truncated or run off the budget page.	5/27/10
Personnel	Occasionally, none of the personnel people print on the MIT budget forms. It is not clear as to the conditions under which this happens for budgets created in 4.4. If a 4.2 budget is printed in 4.4., and the red baron was not used in the 4.2 budget, the personnel will not print.	5/27/10
Cost sharing summary by period report	If you don't use the red baron for a personnel item and that item has cost sharing, the cost sharing amount won't appear on the line item for that person on the form, and won't be in the cost sharing total nor grand total cost of project for that form. Sometimes the grand total on the cost sharing summary by period report is a penny or two different from the Coeus grand total.	5/27/10



Summary	Description	Last update
Distributing cost sharing	In the budget, Edit, Cost Share Distribution window, the "Source Account" can either be filled in with the three digit unit number or the 7 digit account number. Either number will print on the Cost Share Report under the Print button, "Cost Share Reports & Generic Cover Page" package, PU_CostShareReport.xml. If the three digit number or first three digits of the 7 digit account number entered in the Cost Share Distribution window are not a valid unit number that cost sharing row will not print on the PU_CostShareReport.xml report.	12/20/10
Cost sharing guidance	Please remember to appropriately distribute your cost sharing commitments into the appropriate units that are providing the cost sharing dollars. Here is some guidance on non-departmental commitments: <ul style="list-style-type: none"> • <u>Provost Science Funds (600)</u>: This is limited to those Science Fund commitments that have been designated in a letter provided by the ORPA Director. The letter must be uploaded into the Coeus Proposal Development module. • <u>Dean for Research Funds (680)</u>: This is limited to the Research Fund commitments that have been designated in a letter provided by the Dean for Research (or in combination with the ORPA letter mentioned above). The letter must be uploaded into the Coeus Proposal Development module. • <u>University Overhead/F&A (670)</u>: This is limited to the calculated F&A overhead amount which Coeus may recognize for each applicable cost shared line item. 	5/5/09
Cost sharing in general	For more information regarding cost sharing, including what to do about overhead, please see the Cost Sharing section in the Coeus Proposal Development Guide	4/22/09



PROPOSAL HIERARCHY bugs



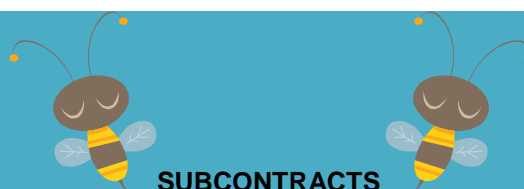
Summary	Description	Fixed/updated
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Forgetting to add a home unit to a proposal hierarchy	Please be sure to verify the home and lead unit for each investigator in a proposal hierarchy proposal <i>before</i> submitting for approval. If you forget to include a home unit for a child proposal and the parent is rejected, you can try to add the home unit to the child, but Coeus won't sync that additional home unit up to the parent. The workaround is to either copy the parent, add the missing home unit to the parent, and submit the copy (which is no longer part of a hierarchy) or to copy the child proposals, make the correction in the child proposals, create a new parent, sync and submit the new parent proposal. Either way, the original rejected proposal hierarchy will remain in Coeus forever, which is fine.	12/23/09
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Quirks and error messages while submitting proposal for approval

Lock deleted by DB Admin	If you get the "Lock deleted by DB Admin" message when trying to submit, close Coeus, reopen Coeus and it should be ok.	5/27/10
Narratives are incomplete	If you copy a proposal and then try to submit it, Coeus states the narratives are incomplete, even though they are marked as complete. This is normal behavior; Coeus is basically asking you to confirm you really don't want to make changes to the narratives. However, sometimes when you start a brand new proposal from scratch, and you mark all narratives as complete, Coeus might tell you that the narratives are incomplete. You'll go back to the narratives section, see they are complete and try to submit again. Sometimes that is enough, but other times it will still continue to state the narrative is incomplete. We found that setting the status of one narrative from complete to incomplete, then changing it back to complete and pressing save, seems to resolve this issue and you will be able to submit	5/27/10
Budget is incomplete	Sometimes when you try to submit a proposal, Coeus will state that the budget is incomplete. You go to the budget and see the budget is actually marked as final and complete. The solution is to change the budget status from complete to incomplete and back to complete, and press save. Then you should be able to submit the proposal.	5/27/10



SUBCONTRACTS

Summary	Description	Last update
OnBase URL	The URL for OnBase has moved to https://obeprod.princeton.edu/Login.aspx . You'll only need to look up invoices in OnBase if you need to see an invoice that was entered before 12/22/08. All invoices from 12/22/08 forward are in Coeus.	1/8/09
CoeusLite URL in subaward emails	The URL for CoeusLite is only in the email for the requisitioner. As a dept person, if you need to see the invoice or details, you can use Premium to look up the invoice.	1/8/09

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.	12/20/10
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.	12/20/10



AWARD and AWARD BUDGET BUGS & QUIRKS



Summary	Description	Last update
Award rebudget "change amount" is \$-4 or some other negative number	If the change amount for your rebudget should be \$0 but Coeus calculates it to be \$-0, \$-4, \$-12 or some other negative number, round all values in your change amount column to the next highest or lowest dollar amount. Then your change amount should be \$0. This particular bug keeps coming back!	2/3/11
The "rebudget" button is grayed out	You want to rebudget, but the "rebudget" button is grayed out. First, make sure the last row in the "Budget for Award" screen is highlighted. (By default, Coeus highlights the <i>first</i> line when really it should highlight the <i>last</i> line). The Rebudget should then illuminate. If it doesn't, most likely either the last budget hasn't been posted (it's "in progress", "submitted" or "to be posted" status), in which case you can't rebudget until the "in progress", "submitted" or "to be posted" budget has posted, or you don't have rights. Contact the Coeus Coordinator at 8-7373.	2/3/11
"Do you want to save changes" while viewing an award budget	Please press No if Coeus asks you "do you want to save changes" while viewing an award budget (this sometimes, but not always, happens while viewing award budgets). This is a bug, as there are no changes to save because the budget was being viewed. If you press yes and were just viewing the budget, the user name and time stamp will change to your name and today's date.	5/13/09
Typing in a new change amount appends instead of overwriting the value	When changing values, if you want to overwrite the values that you've entered, highlight the dollar amount but not the dollar sign. If you highlight the dollar sign and amount, the numbers that you add will be appended to the amount you specified.	12/22/08
"Change Amount" Total does not seem to update itself.	When you enter a change amount either above or below the line that separates most cost elements from the OH and EB cost elements, you have to click into another cost element change box either above or below the line in order for the calculation to be included in the total change amount box. (If you make a change above the line, click into a change amount box above the line. If you make a change below the line, click into a change amount box below the line.) If you make a change above the line, but then click into a cost element change box below the line, the change you made above the line will not be reflected in the total change amount.	12/22/08
Calculate button quirks	<ul style="list-style-type: none"> • If the award is older than approximately 2 years, then the calculate button won't work and you'll get an error message about "IDC Rate Information is missing." In that case, you will have to calculate OH and EB like you did in 4.2. • When the calculate button calculates EB, it calculates based on the start date of the award. If the EB rate has changed between the start date and the present date, Coeus will account for that in its calculation, so your calculation may be slightly different than Coeus's calculation of benefits. • Even if there was no change in EB over the life of the award, the Coeus 	5/27/10

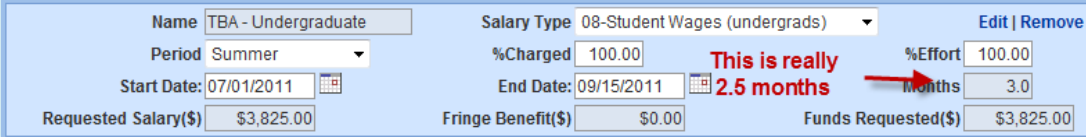
	<p>calculation of benefit might be a dollar or two off.</p> <ul style="list-style-type: none"> You can type over Coeus's calculated values for OH and EB. 	
Award summary button bug	The Award Summary button no longer works in this version. Pressing the Award Summary button (or clicking on File > Summary) results in the error message "Identifier not found." You can view Award summary information by clicking on Medusa and then clicking on the award number.	5/27/10
Award Rights	If a user can view an award, they can automatically view the award budgets now. The ability to separate these roles no longer exists in 4.4.	5/27/10
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.	12/20/10
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.	12/20/10



CoeusLite Proposal Development issues



Summary	Description	Last update
Weird error message after period of inactivity	Your CoeusLite session will become inactivated after a period of inactivity. However, unlike other sites which will log you out after a period of inactivity, CoeusLite will display an error message instead that is not comprehensible. If you leave your CoeusLite session open for a while and get an error message when you go back to it, log off of CoeusLite and then log back on.	9/10/10
Proposal is locked by your account	If you try to modify a proposal and it says it is locked, click on the "Current Locks" link in the upper right corner, then click on each Remove link that you see. This will remove the lock on each part of the proposal and then allow you to continue working.	9/10/10
Calculating person's salary	Let's say you add a person to a CoeusLite budget, and instead of pressing save, you press calculate. CoeusLite then calculates the person's salary. When you add the next person, the calculated value for the previous person disappears, and doesn't reappear until you press save. This also happens anytime after pressing save and then entering another person's budget amount immediately.	12/20/10
Modifying person's base salary after generating periods	If you modify a person's base salary on the Personnel screen after having Coeus calculate the person's salary in periods, you have to go into <u>each</u> period for that person and press save on the Personnel Budget screen for <u>EVERY</u> period to get the salaries to recalculate--the salaries do not appear to be recalculated otherwise.	9/10/10
Problem trying to change budget	This is an intermittent bug. Sometimes when the user selects Budget Status "Incomplete", an error message is displayed that says "An Error Has Occurred: No Message." If this happens, try marking the budget status as Complete from the Budget Versions window.	9/10/10

status from Incomplete to Complete	This bug does not seem to occur there.	
Problem distributing cost sharing	There's an intermittent cost sharing distribution bug in CoeusLite which MIT confirmed is a bug. Sometimes when the user divides cost sharing among several units, CoeusLite says the values don't add to the grand total for cost sharing, when they actually do add up. Other times it seems to work fine. If this happens, then Coeus Premium must be used to distribute the cost sharing amount.	9/10/10
Decimal quantity of months appears as a round number	<p>Anytime there's a decimal quantity of months, it appears as a rounded number. In this example, the number of months should be 2.5 months based on start/end date and %charged/%effort, but it appears as 3.0. At least the detailed Grants.gov budget form lists this as 2.5!</p> 	12/20/10
Lite doesn't prompt user to save after syncing budget rates	After syncing the budget rates, Lite doesn't prompt the user to save. If the user then clicks away from the rates screen and continues on with the budget, the old rates are used. This is because the rates screen was never saved. Once the user syncs and presses save while on the rates screen, the new rates are used.	12/28/10