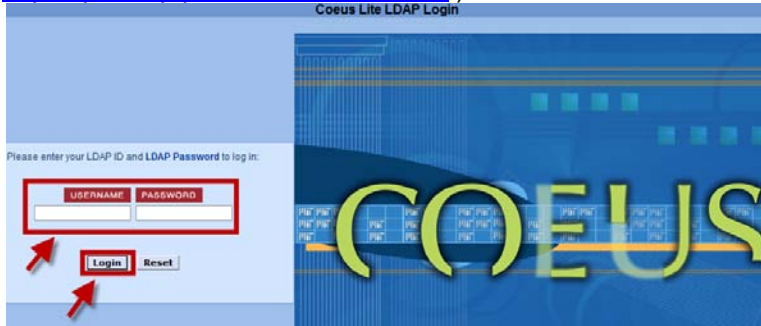


## Approving a Proposal in CoeusLite 4.4.3 A Quick Guide for Proposal Approvers

### Step 1: Log on to CoeusLite

Click on the link in the notification email you received from Coeus.Application@Princeton.EDU.

Enter your NetID and password in the boxes and click on Login.  
(If you do not have the email from ORPA, you can use this URL:  
<https://puwebp.princeton.edu:8443/irb/> )



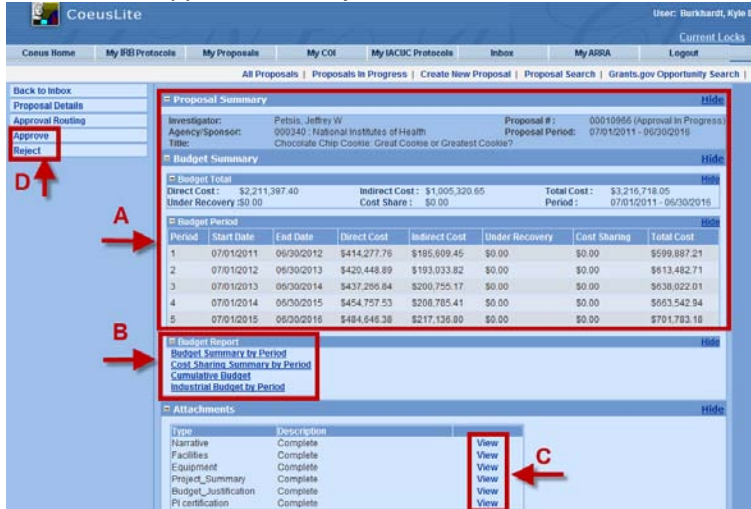
### Step 2: View basic proposal information

A. Review the basic summary and budget information. (If the proposal summary screen does not appear as shown below, click on **Inbox**, then click on the title or number of the proposal. 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.

D. Note the Approve and Reject buttons on the left side of the screen.

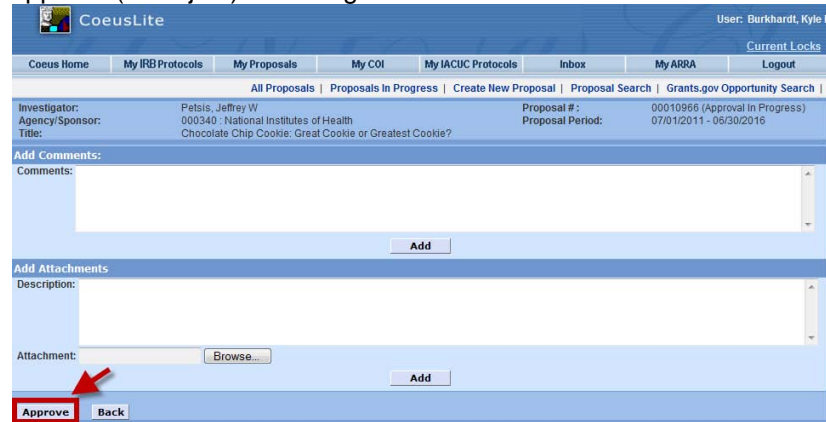


### Please note:

- To view detailed **cost sharing** distribution by dept, click on "Proposal Details" > Print > Show > select the forms and press "Print Selected".
- To view **more detailed proposal information** in CoeusLite, see additional documentation on the Princeton Coeus web site.
- If a budget contains **personnel items with cost sharing**, in some instances that person may not appear in the personnel section of these budget reports and the cost sharing total may be incorrect; use Coeus Premium to view detailed budgets for these cases.

### Step 3: Approve or Reject

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



### Step 4: Log out

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 at the top of the screen. Click on the title or number for the proposal, then continue with step 2.

### Need help or more info?

Email: [coeus\\_help@princeton.edu](mailto:coeus_help@princeton.edu) Coeus hotline: 8-7373

Web: <http://www.princeton.edu/orpa/coeus/>

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