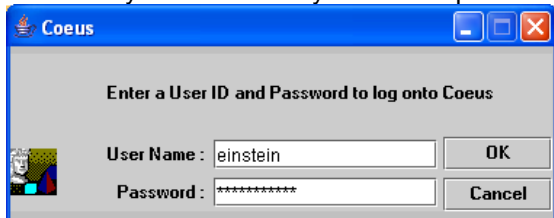


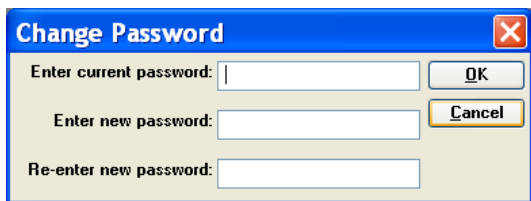
Accessing Coeus Premium

- Click on the Coeus 4.2 link on the Princeton Coeus page
- Enter your NetID and your Coeus password in the Logon box




Changing your Password

- From the File menu, choose Change Password
- Enter your current and new passwords into the Change Password box

















Logging Out

- Save your work and then click on the Exit icon  on the toolbar.

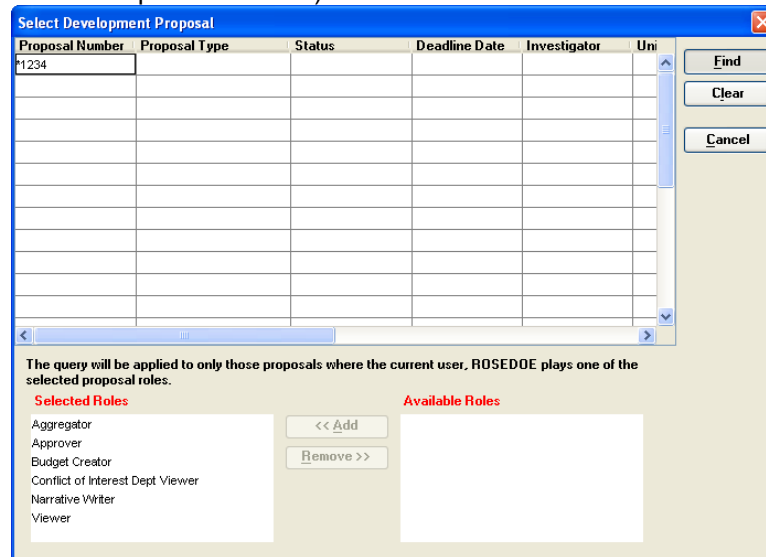
Frequently used icons

Some icons have a different appearance now. The icons can not be enlarged. A yellow box appears with the icon's name by hovering the mouse over the icon.

Icon	Name	Icon	Name
	Inbox		Rolodex
	Award		Sponsor
	Institute Proposal		Subcontracts
	Proposal Development		Exit/logout
	Search		Medusa
	Save		Add
	Sort		Modify proposal

Searching

- Click on the icon for the appropriate module (in this example, the proposal development module.) The search window for that module opens.









- You can search by ID number, status, PI name, title and more.
- You can combine searches on one line (i.e. searching for all “new” proposals by Einstein with the word energy in the title) or search for multiple items on more than one line (i.e. searching for proposals in more than one unit).
- You no longer need to use “like %term%” anymore. Use * instead.
- You no longer need to enter the leading zeros to find one proposal. Instead, use * as the wildcard.

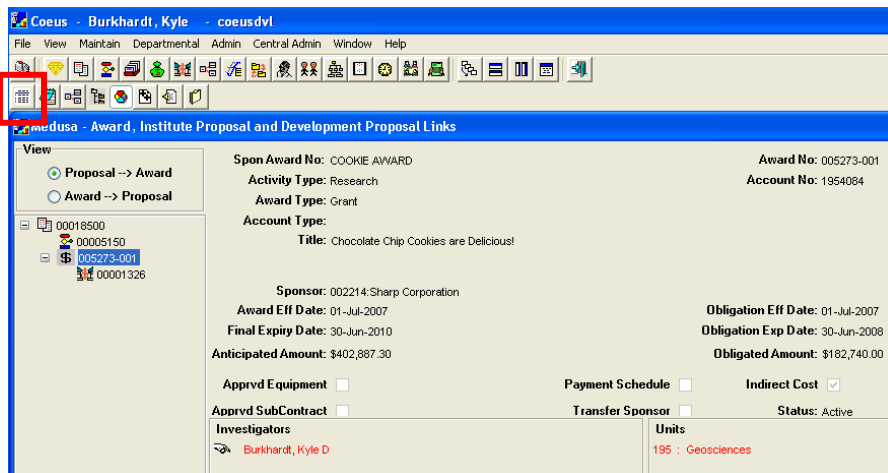
Operator/example	Use to...
Einstein	...search for Einstein's proposals in the Investigator box
*1234	...search for the proposal ending in 1234
1234	...search for proposals containing 1234
>00005000	...search for proposals numbered greater than 00005000 (must use all leading zeros)
<=00005000	...search for proposals numbered less than or equal to 00005000 (must use all leading zeros)

- Your search criteria are no longer stored, so you can do another search immediately in the same module without having to clear the results.
- Double click on any search result to view it.

Using Medusa







Each item in a module has a different tracking number. Medusa links the various module tracking numbers to each other. So if you know the award number but need to find the proposal development number and view the proposal development proposal, Medusa will show the linkages for the numbers.

- Search for the item in the module where the number is known. (i.e. you know the P/G number for an award is 1954084. Search in the Award module for account number 1954084.)
- Click on the Medusa  button. Medusa will show, on the left side, the Institute Proposal  number, the Proposal Development  number, the Award  number, and subcontract  numbers, if any are available.
- Click on the number to highlight it (it turns blue) and then click on the Display  button to view the information in that module.



The screenshot shows the Coeus Medusa interface. The title bar reads 'Coeus - Burkhardt, Kyle - coeusdvl'. The menu bar includes File, View, Maintain, Departmental, Admin, Central Admin, Window, and Help. The toolbar contains various icons, with the Medusa icon (a grid of squares) highlighted with a red box. Below the toolbar, the main window displays 'medusa - Award, Institute Proposal and Development Proposal Links'. On the left, there is a 'View' section with radio buttons for 'Proposal -> Award' (selected) and 'Award -> Proposal'. Below this is a tree view showing a hierarchy of numbers: 00018500, 00005150, 005273-001 (highlighted in blue), and 00001326. The main area displays details for the selected award: 'Spon Award No: COOKIE AWARD', 'Award No: 005273-001', 'Account No: 1954084', 'Activity Type: Research', 'Award Type: Grant', 'Account Type: Grant', and 'Title: Chocolate Chip Cookies are Delicious!'. Other details include 'Sponsor: 002214:Sharp Corporation', 'Award Eff Date: 01-Jul-2007', 'Obligation Eff Date: 01-Jul-2007', 'Final Expiry Date: 30-Jun-2010', 'Obligation Exp Date: 30-Jun-2008', and 'Anticipated Amount: \$402,887.30'. At the bottom, there are checkboxes for 'Apprvd Equipment', 'Payment Schedule', 'Indirect Cost', 'Apprvd SubContract', 'Transfer Sponsor', and 'Status: Active'. The 'Investigators' field lists 'Burkhardt, Kyle D' and the 'Units' field lists '195 : Geosciences'.


A Guide to Coeus Numbers

Number	Format	Example	Module	Symbol
Proposal Development	8 digit number; typically starts with 4 zeros	00001234	Proposal Development	
Institute Proposal	8 digit number; typically starts with 3 zeros	00012345	Institute Proposal	
Coeus Award number	6 digit number and a dash followed by 3 numbers; typically starts with 2 zeros	001234-001	Award (use Award Number box)	
Project/Grant Number	7 digit number; first three numbers are the dept number.	1234567	Award (use the Account Number box)	
Sponsor Award Number	Any format.	Any format.	Award (use Sponsor Award Number box)	
Subcontract Number	8 digit number; typically starts with 4 zeros	00001234	Subcontract	

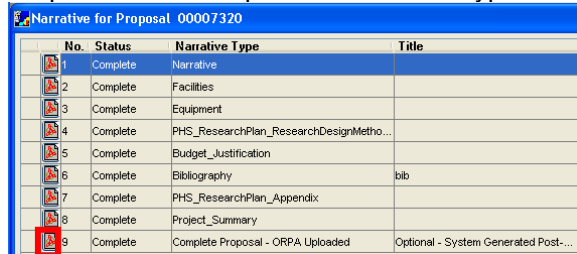
Coeus Premium 4.2 Quick Start: Proposal Development Narrative and Budget Viewing

Viewing the Narrative in Proposal Development

The Proposal Development module is where department users enter the narrative, budget, and other information for their proposal. This section describes viewing the narrative.

- Search for the proposal and double click on the search result to open it.
- Click on the Narrative  button on the second toolbar.
- Highlight the narrative type you want to view by clicking on it once (the line turns blue), then click on the Word or PDF icon on the left side of the line.
- The narrative opens in a separate browser window.
- Close the browser window when you are finished reviewing it.


The complete proposal may have been uploaded by ORPA as the "Complete Proposal – ORPA Uploaded" narrative type.

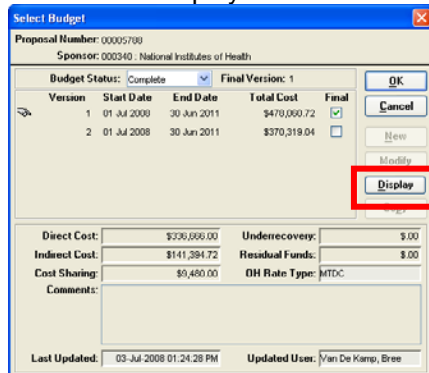


No.	Status	Narrative Type	Title
1	Complete	Narrative	
2	Complete	Facilities	
3	Complete	Equipment	
4	Complete	PHS_ResearchPlan_ResearchDesignMetho...	
5	Complete	Budget_Justification	
6	Complete	Bibliography	bib
7	Complete	PHS_ResearchPlan_Appendix	
8	Complete	Project_Summary	
9	Complete	Complete Proposal - ORPA Uploaded	Optional - System Generated Post...

If you open a narrative for an older 3.8 proposal, close it and then reopen the narrative window, you will see a line for the "Complete Proposal – ORPA Uploaded" narrative type. You can ignore the line.

Viewing the Budget in Proposal Development

- Open the proposal and click on the Budget  button. The Select Budget screen will open.
- Click on display to view the final, complete budget.



Proposal Number: 00005788
Sponsor: 000340 - National Institutes of Health

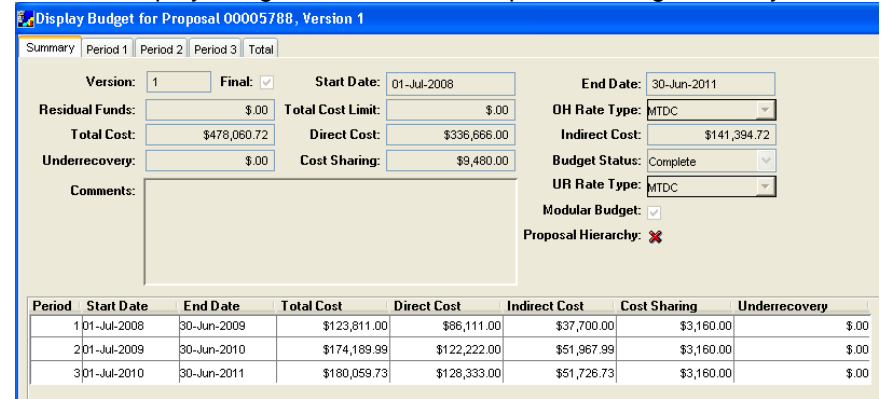
Budget Status: Complete Final Version: 1

Version	Start Date	End Date	Total Cost	Final
1	01-Jul-2008	30-Jun-2011	\$478,060.72	<input checked="" type="checkbox"/>
2	01-Jul-2008	30-Jun-2011	\$370,319.04	<input type="checkbox"/>


Direct Cost: \$336,666.00 Underrecovery: \$0.00
Indirect Cost: \$141,394.72 Residual Funds: \$0.00
Cost Sharing: \$9,480.00 OH Rate Type: MTDC

Last Updated: 03-Jul-2008 01:24:28 PM Updated User: Yan De Krom, Bree

- The Display Budget screen will then open, showing summary information.

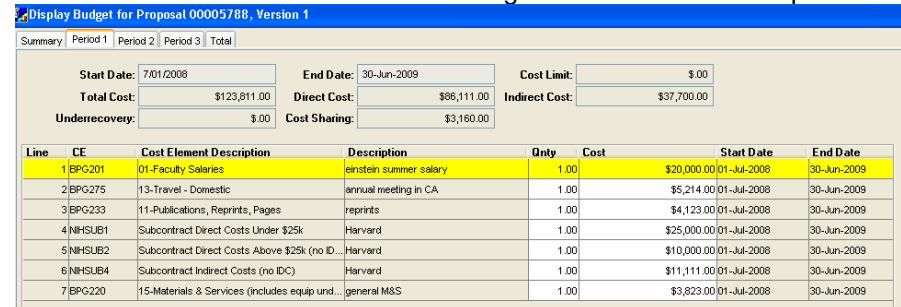


Summary Period 1 Period 2 Period 3 Total

Version: 1 Final: Start Date: 01-Jul-2008 End Date: 30-Jun-2011
Residual Funds: \$0.00 Total Cost Limit: \$0.00 OH Rate Type: MTDC
Total Cost: \$478,060.72 Direct Cost: \$336,666.00 Indirect Cost: \$141,394.72
Underrecovery: \$0.00 Cost Sharing: \$9,480.00 Budget Status: Complete
UR Rate Type: MTDC
Modular Budget: Proposal Hierarchy: 

Period	Start Date	End Date	Total Cost	Direct Cost	Indirect Cost	Cost Sharing	Underrecovery
1	01-Jul-2008	30-Jun-2009	\$123,811.00	\$86,111.00	\$37,700.00	\$3,160.00	\$0.00
2	01-Jul-2009	30-Jun-2010	\$174,189.99	\$122,222.00	\$51,967.99	\$3,160.00	\$0.00
3	01-Jul-2010	30-Jun-2011	\$180,059.73	\$128,333.00	\$51,726.73	\$3,160.00	\$0.00

- Click on the tabs to view detailed budget information for each period.

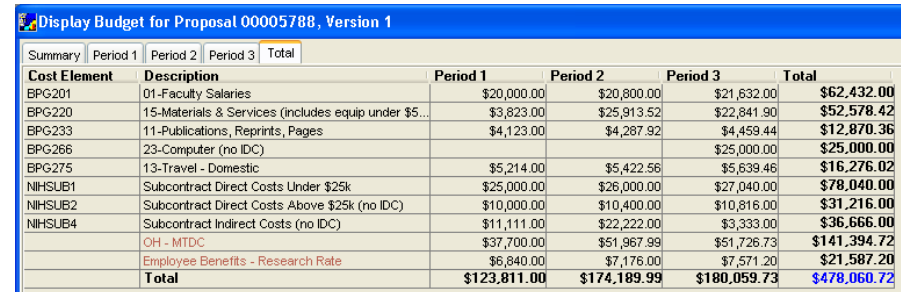


Summary Period 1 Period 2 Period 3 Total

Start Date: 7/01/2008 End Date: 30-Jun-2009 Cost Limit: \$0.00
Total Cost: \$123,811.00 Direct Cost: \$86,111.00 Indirect Cost: \$37,700.00
Underrecovery: \$0.00 Cost Sharing: \$3,160.00

Line	CE	Cost Element Description	Description	Qty	Cost	Start Date	End Date
1	BPG201	01-Faculty Salaries	einstein summer salary	1.00	\$20,000.00	01-Jul-2008	30-Jun-2009
2	BPG275	13-Travel - Domestic	annual meeting in CA	1.00	\$5,214.00	01-Jul-2008	30-Jun-2009
3	BPG233	11-Publications, Reprints, Pages	reprints	1.00	\$4,123.00	01-Jul-2008	30-Jun-2009
4	NHISUB1	Subcontract Direct Costs Under \$25k	Harvard	1.00	\$25,000.00	01-Jul-2008	30-Jun-2009
5	NHISUB2	Subcontract Direct Costs Above \$25k (no IDC)	Harvard	1.00	\$10,000.00	01-Jul-2008	30-Jun-2009
6	NHISUB4	Subcontract Indirect Costs (no IDC)	Harvard	1.00	\$11,111.00	01-Jul-2008	30-Jun-2009
7	BPG220	15-Materials & Services (includes equip und...	general M&S	1.00	\$3,823.00	01-Jul-2008	30-Jun-2009


- Click on the Total tab to view totals.

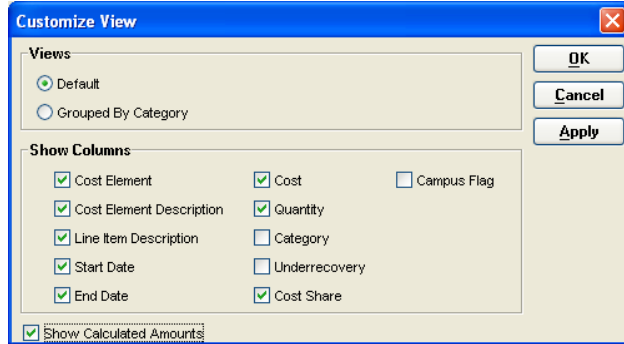


Summary Period 1 Period 2 Period 3 Total

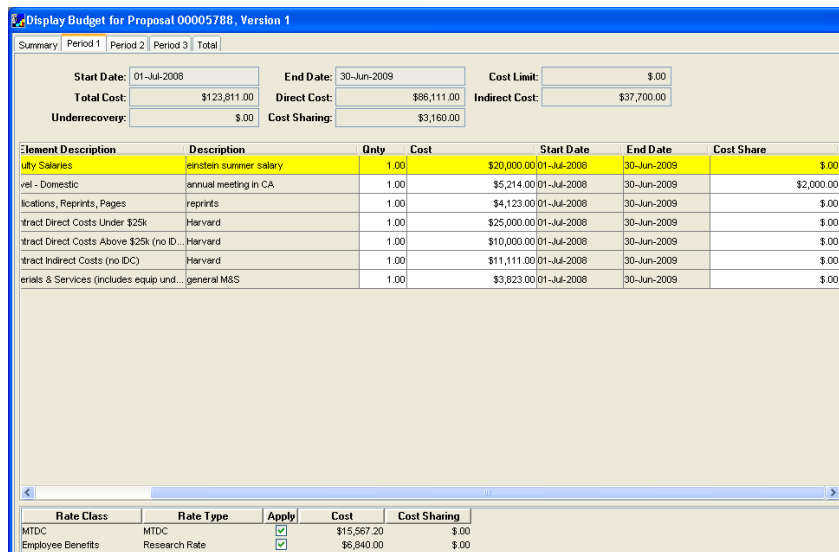
Cost Element	Description	Period 1	Period 2	Period 3	Total
BPG201	01-Faculty Salaries	\$20,000.00	\$20,800.00	\$21,632.00	\$62,432.00
BPG220	15-Materials & Services (includes equip under \$5...	\$3,823.00	\$25,913.52	\$22,841.90	\$52,578.42
BPG233	11-Publications, Reprints, Pages	\$4,123.00	\$4,287.92	\$4,459.44	\$12,870.36
BPG266	23-Computer (no IDC)			\$25,000.00	\$25,000.00
BPG275	13-Travel - Domestic	\$5,214.00	\$5,422.56	\$5,639.46	\$16,276.02
NHISUB1	Subcontract Direct Costs Under \$25k	\$25,000.00	\$26,000.00	\$27,040.00	\$78,040.00
NHISUB2	Subcontract Direct Costs Above \$25k (no IDC)	\$10,000.00	\$10,400.00	\$10,816.00	\$31,216.00
NHISUB4	Subcontract Indirect Costs (no IDC)	\$11,111.00	\$22,222.00	\$3,333.00	\$36,666.00
	OH - MTDC	\$37,700.00	\$51,967.99	\$51,726.73	\$141,394.72
	Employee Benefits - Research Rate	\$8,840.00	\$7,176.00	\$7,571.20	\$21,587.20
Total		\$123,811.00	\$174,189.99	\$180,059.73	\$478,060.72

Viewing Cost Sharing in the budget

- With a period tab open, click on the Customize View  button. The Customize view screen opens.
- Check the "Cost Share" box. You can also check off "Show Calculated Amounts" to view calculated EB and OH amounts for each cost element.



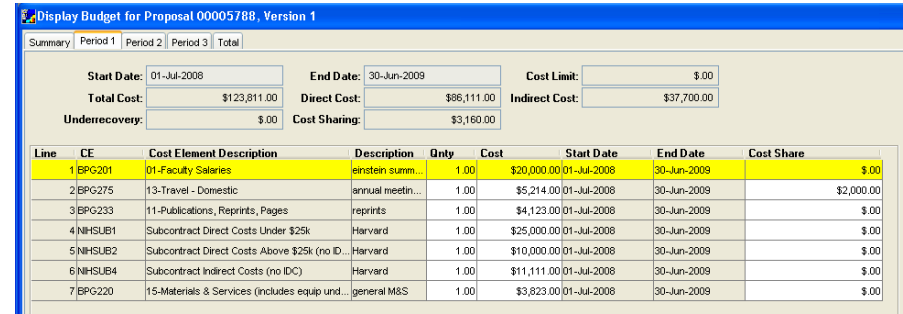
- A scroll bar will then appear at the bottom of the screen. Scroll it to the right to see the Cost Share column. Also notice that the EB and OH calculations are listed at the bottom of the screen.



Element Description	Description	Only	Cost	Start Date	End Date	Cost Share
ulty Salaries	einstein summer salary	1.00	\$20,000.00	01-Jul-2008	30-Jun-2009	\$0.00
vel - Domestic	annual meeting in CA	1.00	\$5,214.00	01-Jul-2008	30-Jun-2009	\$2,000.00
ications, Reprints, Pages	reprints	1.00	\$4,123.00	01-Jul-2008	30-Jun-2009	\$0.00
tract Direct Costs Under \$25k	Harvard	1.00	\$25,000.00	01-Jul-2008	30-Jun-2009	\$0.00
tract Direct Costs Above \$25k (no ID...	Harvard	1.00	\$10,000.00	01-Jul-2008	30-Jun-2009	\$0.00
tract Indirect Costs (no IDC)	Harvard	1.00	\$11,111.00	01-Jul-2008	30-Jun-2009	\$0.00
erials & Services (includes equip und...	general M&S	1.00	\$3,823.00	01-Jul-2008	30-Jun-2009	\$0.00

Rate Class	Rate Type	Apply	Cost	Cost Sharing
MTDC	MTDC	<input checked="" type="checkbox"/>	\$15,567.20	\$0.00
Employee Benefits	Research Rate	<input checked="" type="checkbox"/>	\$6,840.00	\$0.00

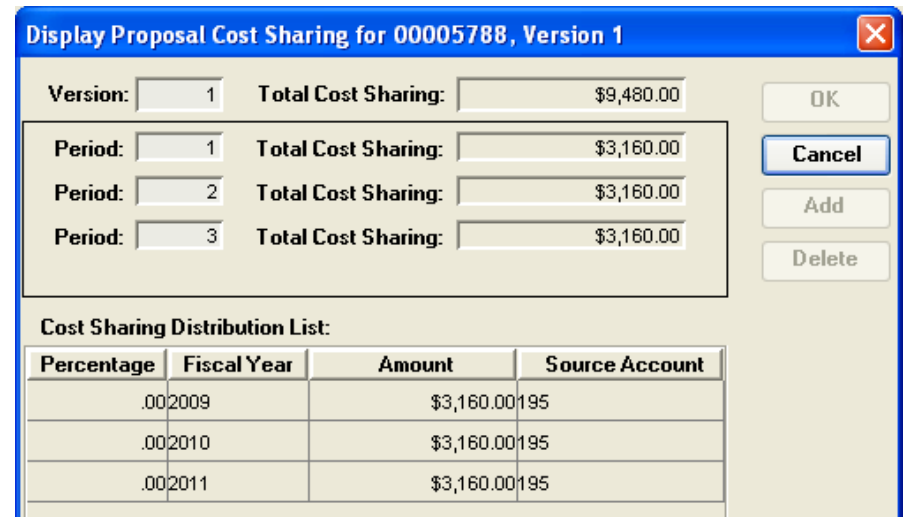
- You can also shrink the size of each column (by clicking on the column divider and moving it) in order to view all columns on one screen



Line	CE	Cost Element Description	Description	Only	Cost	Start Date	End Date	Cost Share
1	BPG201	01-Faculty Salaries	einstein summ...	1.00	\$20,000.00	01-Jul-2008	30-Jun-2009	\$0.00
2	BPG275	13-Travel - Domestic	annual meetin...	1.00	\$5,214.00	01-Jul-2008	30-Jun-2009	\$2,000.00
3	BPG233	11-Publications, Reprints, Pages	reprints	1.00	\$4,123.00	01-Jul-2008	30-Jun-2009	\$0.00
4	NHLSUB1	Subcontract Direct Costs Under \$25k	Harvard	1.00	\$25,000.00	01-Jul-2008	30-Jun-2009	\$0.00
5	NHLSUB2	Subcontract Direct Costs Above \$25k (no ID...	Harvard	1.00	\$10,000.00	01-Jul-2008	30-Jun-2009	\$0.00
6	NHLSUB4	Subcontract Indirect Costs (no IDC)	Harvard	1.00	\$11,111.00	01-Jul-2008	30-Jun-2009	\$0.00
7	BPG220	15-Materials & Services (includes equip und...	general M&S	1.00	\$3,823.00	01-Jul-2008	30-Jun-2009	\$0.00

Viewing Cost Share Distribution

- With the budget open, click on Edit, Cost Sharing Distribution. The display proposal cost sharing screen will then open. (Note: Percentage is not used at Princeton).



Version:	Total Cost Sharing:
1	\$9,480.00

Period:	Total Cost Sharing:
1	\$3,160.00
2	\$3,160.00
3	\$3,160.00

Cost Sharing Distribution List:

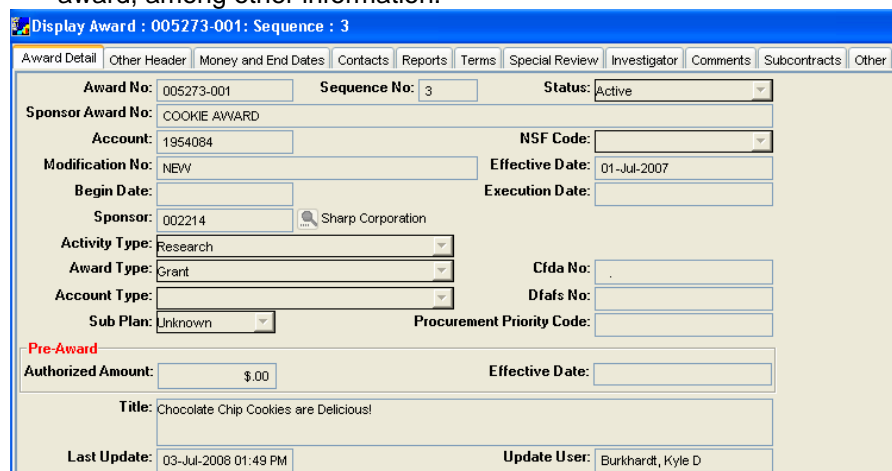
Percentage	Fiscal Year	Amount	Source Account
.00	2009	\$3,160.00	195
.00	2010	\$3,160.00	195
.00	2011	\$3,160.00	195

Coeus Premium 4.2 Quick Start: Award and Award Budget Viewing

Viewing Award Information

The Awards module is used when an institute proposal has been funded.

- Search for the award in the Award module and double click on the award to open it.
- Many tabs will open containing information about the award, such as terms, conditions, PI, general comments, and subcontracts related to this award, among other information.



Display Award : 005273-001 : Sequence : 3

Award No: 005273-001 Sequence No: 3 Status: Active

Sponsor Award No: COOKIE AWARD

Account: 1954084 NSF Code: [dropdown]

Modification No: NEW Effective Date: 01-Jul-2007

Begin Date: [empty] Execution Date: [empty]

Sponsor: 002214 Sharp Corporation

Activity Type: Research

Award Type: Grant Cfda No: [empty]

Account Type: [dropdown] Dfafs No: [empty]

Sub Plan: Unknown Procurement Priority Code: [empty]

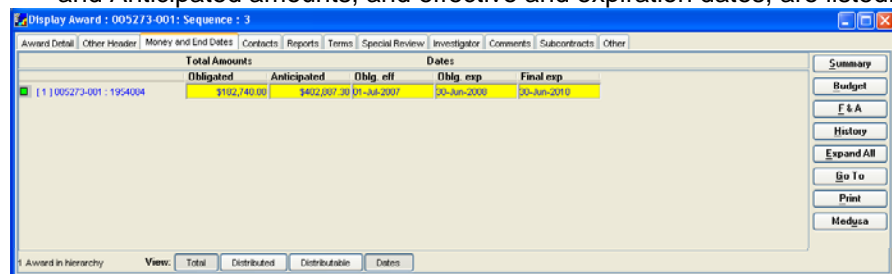
Pre-Award

Authorized Amount: \$0.00 Effective Date: [empty]

Title: Chocolate Chip Cookies are Delicious!

Last Update: 03-Jul-2008 01:49 PM Update User: Burkhardt, Kyle D

- To view the budget, click on the Money and End Dates tab. The Obligated and Anticipated amounts, and effective and expiration dates, are listed.



Display Award : 005273-001 : Sequence : 3

Summary Table:

Total Amounts	Dates		
Obligated	Anticipated	Oblig exp	Final exp
\$182,740.00	\$492,897.28	01-Jul-2007	30-Jun-2010

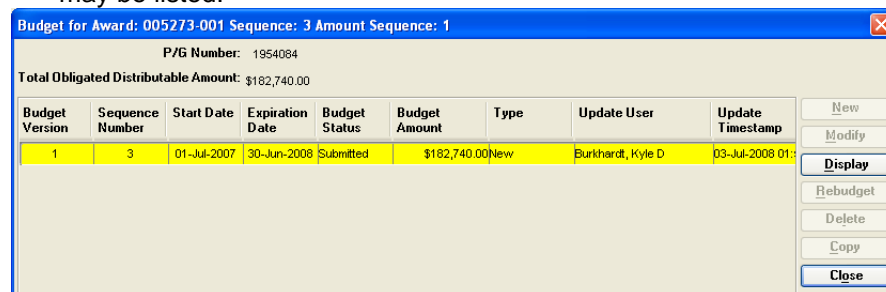
Buttons: Summary, Budget, F & A, History, Expand All, Go To, Print, Medusa

- If there are multiple child accounts for an award, this screen would display a list of Coeus Award numbers ending in -002, -003, etc. If there are no child accounts, only the parent (-001) would be displayed. Click on the buttons on the bottom of the screen to see Total amounts, Distributed, and Distributable amounts. Click on History to see a history of the amounts entered into this award.

Viewing Award Budget information

The Award Budget is contained inside the Awards module.

- With the Money and End Dates tab of the Award open, click on the Budget button. The Budget for Award screen opens. Multiple budget versions may be listed.



Budget for Award: 005273-001 Sequence: 3 Amount Sequence: 1

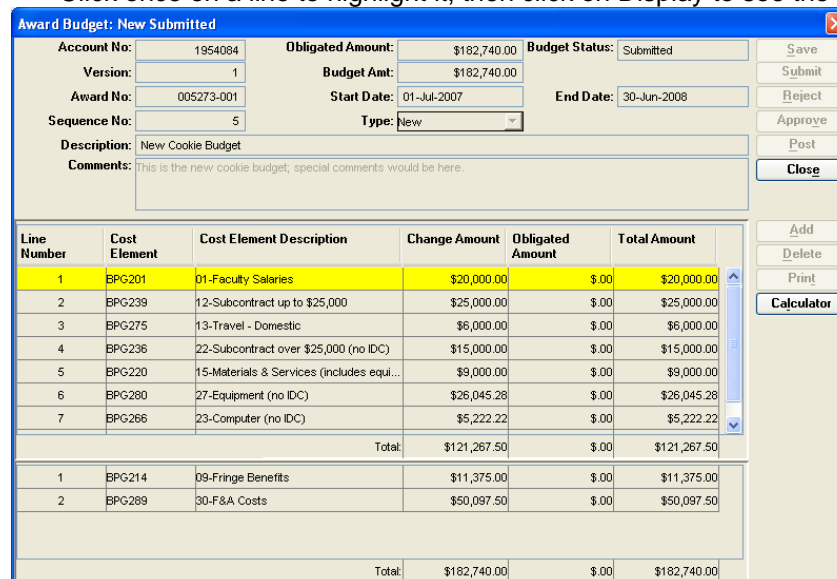
P/G Number: 1954084

Total Obligated Distributable Amount: \$182,740.00

Budget Version	Sequence Number	Start Date	Expiration Date	Budget Status	Budget Amount	Type	Update User	Update Timestamp
1	3	01-Jul-2007	30-Jun-2008	Submitted	\$182,740.00	New	Burkhardt, Kyle D	03-Jul-2008 01:49

Buttons: New, Modify, Display, Rebudget, Delete, Copy, Close

- Click once on a line to highlight it, then click on Display to see the budget.



Award Budget: New Submitted

Account No: 1954084 Obligated Amount: \$182,740.00 Budget Status: Submitted

Version: 1 Budget Amt: \$182,740.00

Award No: 005273-001 Start Date: 01-Jul-2007 End Date: 30-Jun-2008

Sequence No: 5 Type: New

Description: New Cookie Budget

Comments: This is the new cookie budget, special comments would be here.

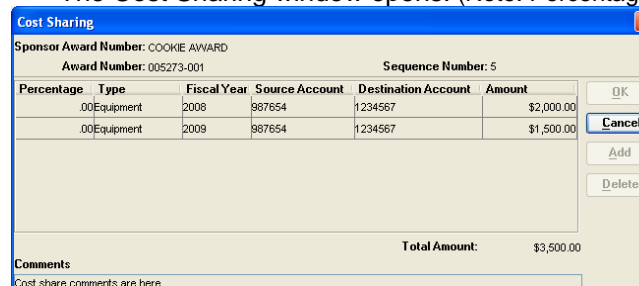
Line Number	Cost Element	Cost Element Description	Change Amount	Obligated Amount	Total Amount
1	BPG201	01-Faculty Salaries	\$20,000.00	\$0.00	\$20,000.00
2	BPG239	12-Subcontract up to \$25,000	\$25,000.00	\$0.00	\$25,000.00
3	BPG275	13-Travel - Domestic	\$6,000.00	\$0.00	\$6,000.00
4	BPG236	22-Subcontract over \$25,000 (no IDC)	\$15,000.00	\$0.00	\$15,000.00
5	BPG220	15-Materials & Services (includes equi...	\$9,000.00	\$0.00	\$9,000.00
6	BPG280	27-Equipment (no IDC)	\$26,045.28	\$0.00	\$26,045.28
7	BPG266	23-Computer (no IDC)	\$5,222.22	\$0.00	\$5,222.22
Total:			\$121,267.50	\$0.00	\$121,267.50
1	BPG214	09-Fringe Benefits	\$11,375.00	\$0.00	\$11,375.00
2	BPG289	30-F&A Costs	\$50,097.50	\$0.00	\$50,097.50
Total:			\$182,740.00	\$0.00	\$182,740.00

Buttons: Save, Submit, Reject, Approve, Post, Close, Add, Delete, Print, Calculator

- You may need the scroll button to scroll down to see all budget lines.

Viewing Cost Sharing in Awards

- With the award open, click on the Details menu and select Cost Sharing. The Cost Sharing window opens. (Note: Percentage is not used at Princeton).



Cost Sharing

Sponsor Award Number: COOKIE AWARD

Award Number: 005273-001 Sequence Number: 5

Percentage	Type	Fiscal Year	Source Account	Destination Account	Amount
.00	Equipment	2008	987654	1234567	\$2,000.00
.00	Equipment	2009	987654	1234567	\$1,500.00
Total Amount:					\$3,500.00

Buttons: OK, Cancel, Add, Delete

Comments: Cost share comments are here.

Coeus Premium 4.2 Quick Start: Institute Proposal and Subawards

Viewing the Institute Proposal



The Institute Proposal number (IP) is assigned when the Proposal Development proposal has been approved by ORPA. This module includes proposal status information (pending, funded, declined).

- Search for the Institute Proposal in the IP module and double click on the result to open it.
- The IP screen then opens. Status and other information can be viewed.

Display Institute Proposal 00018500 Sequence : 3

Proposal Mailing Info Investigators Cost Sharing IDC rates Special Review Science Codes IP Review Others

Proposal No: 00018500 Seq No: 3 Award Number: 005273-001 Status: Funded

Title: Kyle testing cost elements April 19, 2007

Proposal Type: New Sponsor Prpsl No: _____

Account: 1954084 Activity Type: Research

NSF Code: _____ Notice Of Opportunity: _____

Sponsor: 002214 Sharp Corporation

Prime Sponsor: _____

	Initial Period	Total Period	Grad Students
Request Start Date:	01-Jul-2007	01-Jul-2007	Headcount: 0 Person Months: .00
Request End Date:	30-Jun-2008	30-Jun-2010	
Total Direct Cost:	\$61,500.00	\$138,508.84	Account Type: <input type="radio"/> Research <input type="radio"/> Fund
Total Indirect Cost:	\$29,870.00	\$62,935.01	Subcontract <input type="checkbox"/>
Total All Cost:	\$91,370.00	\$201,443.85	Prop Create Date: 25-Jul-2007

Opportunity Id: _____ Cfa No: 93.389

Initial Contract Admin: Niebo, Kathy A

Summary/Comments: _____

Last Update: 03-Jul-2008 03:58 PM Update User: Burkhardt, Kyle D

Viewing Subawards



- Search for the subaward in the subcontract module.
- Double click on the search result to view the subaward. Many tabs appear for the subaward, including Funding source, Amount Info, Amount Released, Contacts, and other information.

Display Subcontract 00001339: Sequence : 3

Subcontract Funding Source Amount Info Amount Released Contacts Closeout Others

Subcontract Code: 00001339 Seq. No: 3 Status: To Be Let

Account No: 1956509

Subcontractor: Cookie University

Start Date: 01-Apr-2008 End Date: 31-Mar-2009

Subaward Type: Subaward Purchase Order Num: ORPA001339

Title: Which is the best Ice Cream Treat for summertime?

Requisitioner: Burkhardt, Kyle D

Requisitioner Unit: 670, Office of Res & Proj Admin

Vendor Num: _____ Closeout Date: _____

Archive Location: _____

Comments: _____

Obligated Amount:	\$3,000.00	Anticipated Amount:	\$6,000.00
Available Amount:	\$1,455.30	Amount Released:	\$1,544.70

- To see if the subaward has been approved, click on the Amount Released tab and then look at the Status column. "Sent" indicates the invoice was sent to the PI for approval but it has not been approved yet. "Approved" means the invoice has been approved. A status of "Rejected" or "Rejection Approved" means the invoice was rejected. Older invoices may not have a status or their status may be "in progress" but they actually were approved. They were entered under a different procedure. Newer invoices with a status of "In Progress" indicate that ORPA is in the process of entering information about the invoice.

Display Subcontract 00001339: Sequence : 3

Obligated Amount: \$3,000.00 Amount Available: \$1,455.30 Total Amount Released: \$1,544.70

Invoices:

Invoice Number	Start Date	End Date	Amount	Status	Eff Date	Comments	Approval Comments
85368	01-Jul-2008	01-Jul-2008	\$123.45	Approved	10-Aug-2008		Approved.
85257	01-Jun-2008	30-Jun-2008	\$521.25	In Progress	01-Jul-2008		
85256	01-May-2008	31-May-2008	\$-845.12	Rejection approved	01-Jun-2008		Rejection - 85256
85256	01-May-2008	01-May-2008	\$845.12	Rejected	01-Jun-2008		This invoice was entered in...
85139	01-Apr-2008	30-Apr-2008	\$900.00	Sent	01-May-2008	Ice Cream is Delicious!	

- Starting with 4.2, new invoices will be stored in Coeus. Highlight a line by clicking on it once, then click on the PDF icon once to view the PDF of the invoice. The PDF will open in a separate browser window.