

Viewing, Approving and Rejecting Subaward Invoices A Quick Guide for PIs

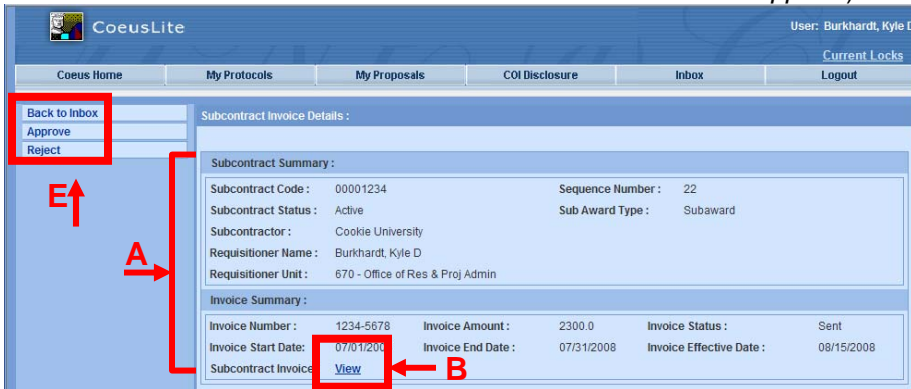
Step 1: Log on to CoeusLite

Click on the link in the notification email you received from ORPA. 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>)



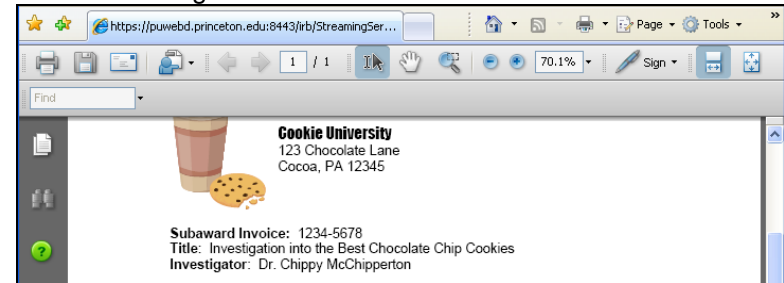
Step 2: View the subaward invoice

A. Review the summary information about the subaward and invoice (i.e. amount, start date, end date, effective date). (If the invoice details screen does not appear as shown below, click on *Inbox*, then click on the title or number of the subcontract. The invoice details screen will then appear.)



B. Click on View to launch a separate browser window to review the PDF of the invoice.

C. Scroll through the window to review the entire invoice.

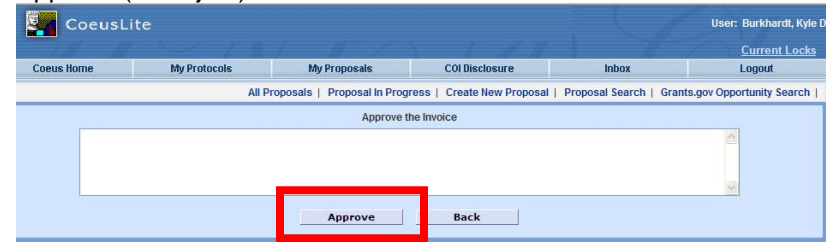


D. Close the invoice window when you're done reviewing it.

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

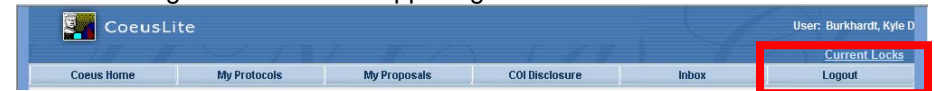
Step 3: Approve or Reject

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.



Step 4: Log out

Press the Logout button in the upper right corner of the screen.



Have more subaward invoices to approve?

Before logging out, click on the *Inbox* link at the top of the screen. Click on the title or number for the subaward, then continue with step 2.

Need help or more info?

Email: coeus_help@princeton.edu Coeus hotline: 8-7373

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

Last update: December 15, 2008

Approving a Proposal in CoeusLite A Quick Guide for PIs

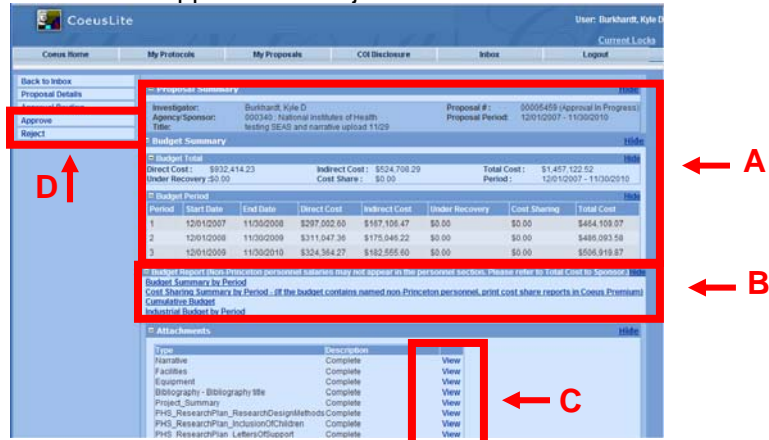
Step 1: Log on to CoeusLite

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 PDF proposal attachments, such as the narrative. Word docs can only be viewed in Coeus Premium.
- D. Note the Approve and Reject buttons on the left side of the screen.

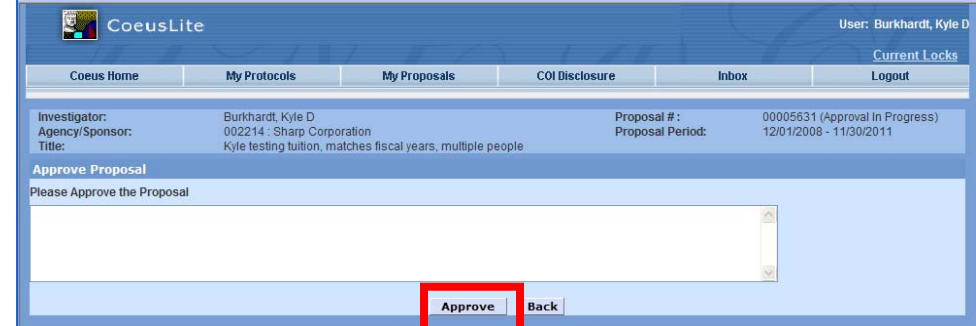


Please note:

- To view detailed **cost sharing** distribution by dept, use **Coeus Premium**
- To view **more detailed proposal information** in CoeusLite, see additional documentation on the Princeton Coeus web site.
- If a budget contains a named **rolodex (non-Princeton) person**, that person will not appear in the personnel section of these budget reports; 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.



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.

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