

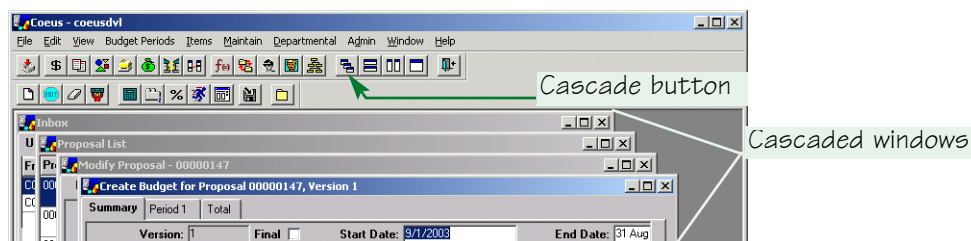
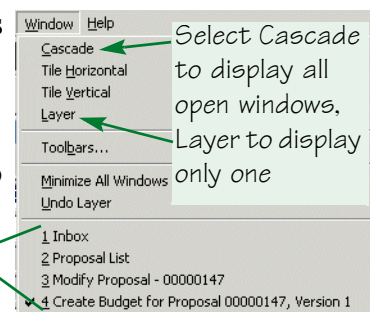
Coeus Proposal Checklist

- Create proposal:**
 - Complete Proposal, Mailing Info (Deadline Date), Investigator, and Key Person windows.
 - Create Budget
 - Add personnel
 - Add personnel line items
 - Add non-personnel line items
 - Generate remaining periods
 - Edit periods, as needed
 - Calculate and save
 - Consolidate justifications
 - Add project/grants for cost sharing
 - Create Abstracts, if needed
 - Create Narrative modules, if needed
 - Finalize budget and change status to Complete
 - Change status of Narrative modules to complete
- Submit proposal for approval**
- When approved, print the proposal using the appropriate sponsor form, and bring it to ORPA for signature.**
- Distribute signed proposal:**
 - Make necessary copies
 - Send original with narrative and requested copies to sponsor
 - Send requested copies to ORPA
 - File your copies
- Await Sponsor Approval**


Coeus Quick Tips

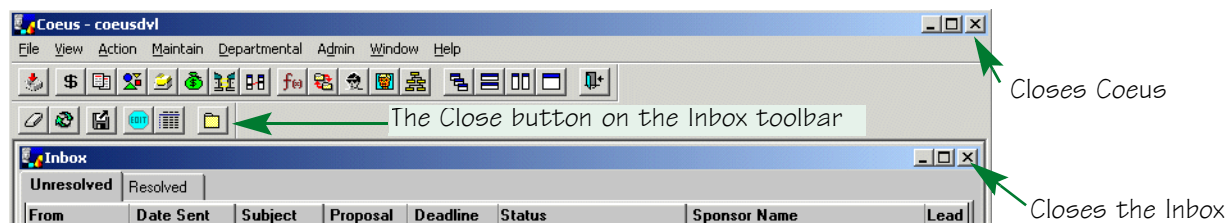
How to Go Back... Moving Between Open Windows

When you have multiple windows open, you can see a list of the open windows in the Windows menu, at the bottom of the menu. You can select which window to display on the top layer by clicking on the window name in the Window menu. Alternatively, you can select Cascade to display multiple windows in an overlapping cascade that shows the title bar of each window. To bring a cascaded window to the top, you can simply click on any visible piece of the window.



Closing Windows

There are two buttons you can use to close windows. One appears at the end of the second toolbar, with an icon that looks like a file folder. The other is the small button  that appears in the top right corner of each window. With this button, make sure you are clicking on the button on the window you want to close.



It's a Good Idea to Save When...

...you switch windows, when you complete a component, and when you return to the Proposal window.

If Strange Errors Occur...

...shut down and restart your computer. There is a memory leak in the current version of Coeus which cannot be fixed until the next version is released. This memory leak causes occasional odd errors, which will not go away unless you shut everything down and restart your computer. However, once you restart your computer, everything should return to normal. It is recommended that you restart your computer each day.

Other Resources

For more information, you can check the ORPA web site, at <http://www.princeton.edu/orpa>. This site includes links to information on rates, funding opportunities, technology licensing and intellectual property, the Coeus documentation, grant and contract administration, sponsored project accounting, and the ORPA directory. If you need more help, you can send email to coeus_help@princeton.edu.