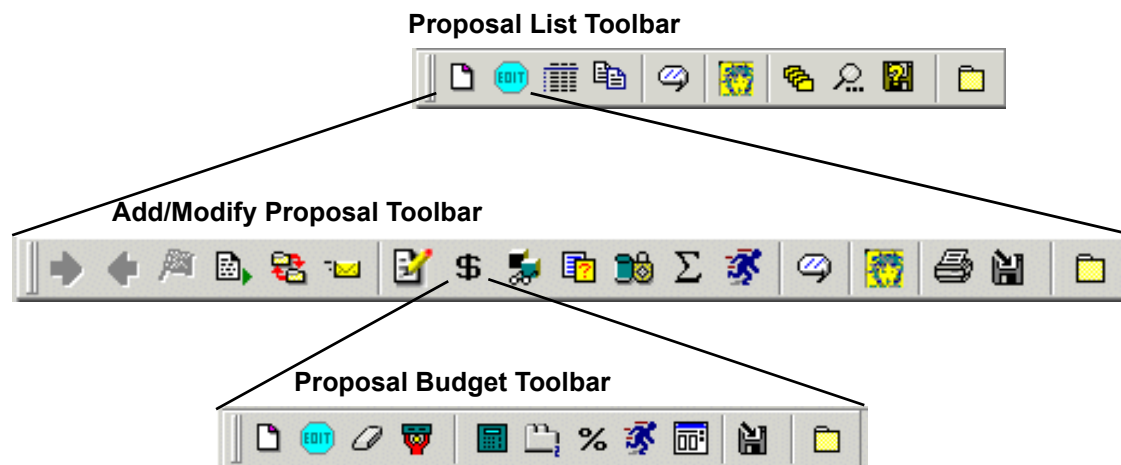


Coeus Proposal Toolbars



Proposal Budget Toolbar

This toolbar is displayed when you are working on the proposal budget(s).

Button	Action
	Add Line Item adds a new line item to the displayed period.
	Line Item Details displays the Line Item Details window for the selected line item.
	Delete Line Item deletes the selected line item.
	Personnel Budget displays the Personnel Budget Details window, where you can add, change, or remove personnel for a personnel line item.
	Calculate Budget calculates the totals, indirect costs, and other summary values for the budget.
	Generate All Periods generates the remaining periods in the budget, based on period 1.
	Maintain Rates displays the Modify Rates window, where you can change the indirect cost rates for this proposal.
	Budget Persons displays the Budget Persons window, where you can add people to and remove people from the project budget.
	Customize View allows you to add or remove values from the budget display.

Common Buttons

Some buttons appear on more than one toolbar. They are context-sensitive, affecting whatever is currently displayed.

Button	Action
	Notepad displays the Notepad for the selected proposal, where you can enter any notes about the proposal.
	Medusa displays information about relationships between proposals and awards, or development proposals and institute proposals.
	Save saves the displayed proposal, or calculates and saves the displayed budget.
	Close closes the displayed window. If the budget window is open, you must close it before you can close the proposal.

Buttons on the Coeus Toolbar








There are a few other buttons that you may use on other toolbars.

Button	Action
	Inbox displays your inbox, from which you can display and review proposals.
	Maintain Awards opens the Awards windows and toolbar.
	Maintain Proposals opens the Institute Proposal windows and toolbar.
	Maintain Proposal Development opens the Proposal windows and toolbar.
	Cascade changes the view to display all open windows overlapping.
	Layer changes the view to display only the active window, which is on top.
	Exit signs you out and closes Coeus.

Coeus Proposal Toolbars










Proposal List Toolbar






The Proposal List toolbar is displayed whenever the proposal list is displayed, for example, when you select Maintain Proposal Development from the menu.

Button	Action
	Add Proposal displays the Add Proposal window, where you can enter the basic information about a new proposal.
	Edit Proposal displays the Modify Proposal window, where you can change the basic information about an existing development proposal.
	Display proposal displays the proposal in view-only mode.
	Copy proposal copies the selected proposal as a new proposal, which you can then change as needed.
	Sort Proposals allows you to specify a sort order for the proposals, based on any of the fields in the proposal list.
	Search displays the search window, where you can enter criteria to find an existing proposal.
	Save As displays the Save As window, where you can save the proposal data as a spreadsheet, text file, or database file.

Add/Modify Proposal Toolbar





This toolbar is displayed when you are adding a new proposal or modifying a proposal under development.

Button	Action
	Next Proposal displays the next proposal when you are working from a list.
	Previous Proposal displays the previous proposal when you are working from a list.
	Approve Proposal approves the displayed proposal.
	Submit proposal submits the displayed proposal for approval.
	Select Approval Map is not used at Princeton.
	Send Proposal Notification sends an email to notify selected individuals in your department that you want them to review the proposal.
	Narrative displays the Narrative window, where you can enter narrative text for the proposal.
	Budget displays the Budget window, where you can enter detailed information on budget line items.
	Special Review displays the Special Review panel, where you can enter any special protocols for animal or human subjects, or hazardous materials.

Button	Action
	Yes/No Questions is not needed, since these questions have been answered at the organization level.
	Proposal Role Maintenance displays the Proposal Roles window, where you can assign different staff members in your department to work on this proposal.
	Abstracts displays the Abstracts window, where you can enter the various abstracts associated with this proposal.
	Proposal Persons displays the Proposal Personnel window, where you can add, change, or delete the personnel who will be assigned to this project.
	Print prints the proposal on the sponsor's forms.

Proposal Narrative Toolbar

This toolbar is displayed when you are adding narrative modules.

Button	Action
	Move Module Up
	Move Module Down
	Edit Word Source
	View PDF File