



COEUS NEWSLETTER

PROVIDING TIMELY AND HELPFUL INFORMATION TO JHU PERSONNEL USING COEUS.

ORIS

JANUARY, 2012

VOLUME 1, ISSUE 1

OFFICE OF RESEARCH INFORMATION SYSTEMS

A Message to Faculty from the Vice Provost for Research

Dr. Scott Zeger, Vice Provost for Research

As Vice Provost for Research, it is my honor to work with the Office of Research Information Systems (ORIS) staff who do their part every day to make Johns Hopkins the best environment for research and scholarship. ORIS people understand that our ultimate contribution derives from the discoveries Johns Hopkins investigators make in their research. We are proud to support PI's and want them to spend as much of their time as possible in discovery to benefit mankind. Our goal is to make it as easy for faculty to create and submit grants

while complying with federal regulations.

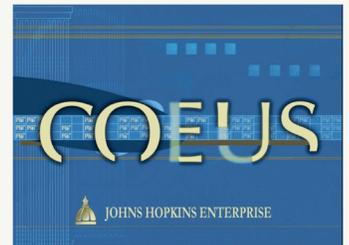
The good news is that COEUS is getting better and easier to use. The purpose of this newsletter is to regularly update you on simple ways to simplify writing and submitting grants. COEUS is also the system of record for Johns Hopkins research. Because of COEUS, we know that JHU PI's submitted 2,355 grants and contracts in the first 5 months of FY12, up from 2,064 in FY11. We are now regularly providing analyses of submissions and success rates to vice deans for research and others who support PI's.

Help us to make this newsletter more useful to you. When you have suggestions about how to simplify your grant writing and submission, let us know. When you have had a difficult experience that others might avoid, let us know. We will share lessons learned and solutions to all the PI's. The more we communicate with one another about what works, the better we will all be.

Finally, thanks for giving us the chance to derive value from your discoveries. Best wishes for a successful research year in 2012.

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COEUS HELP:
Coeus-Help@jhu.edu

HELP WEBSITE:
jhuresearch.jhu.edu/COEUS/user_guides.htm

Help: The Site that Has it All

Along with the July 2011 Coeus upgrade, the user guides underwent editing ranging from moderate to complete redesign. In addition to changes in the guides, several video tutorials were added. If you haven't visited the site recently, it's worth a look. See the "Help Website" link in the right margin. Or, access the help guides from within Coeus itself.

WHAT WILL I FIND ?

The online user guides continue to be the best, searchable resource for learning how to use Coeus.

The "Full User Guide" offers full explanations. The "Point and Click" guide gives quick, step by step directions for common tasks. To "see" what to do, follow links to new tutorials available both from within the guides and directly from the help site. TUTORIALS !!

Faster than a class, each tutorial is under five minutes long, and walks you through the steps for common tasks: creating a budget persons list, creating a modular budget, budgeting planned changes

in pay, among others.

APPROVERS GUIDES

These guides for departmental and ORA administrators have undergone a complete overhaul.

SYSTEM TO SYSTEM GUIDE

The System to System Forms User Guide provides a field by field comparison of federal form fields to Coeus fields. Something missing or not right on the form? This guide tells you where in Coeus to add or change the information so it shows up on the form.

Continued on page two

"INFORMED USERS NOT ONLY UNDERSTAND THE SYSTEM MORE FULLY, BUT ARE THE BEST EQUIPPED TO PROVIDE SUGGESTIONS TO SYSTEM DEVELOPERS AND SUPPORT FOR NEW USERS. WE COMMEND THIS NEW PUBLICATION AND ORIS' COMMITMENT TO USER INTERACTION."

*ORIS Executive Committee:
 Michael Amey, Sarita Foster,
 Cheryl Howard and Alexandra McKeown*



Help: The Site that Has it All *(cont. from page 1)*

OTHER HELPFUL LINKS

Coeus “User Helps & Reference Materials” contain other items that provide quick access to resources, such as:

- Coeus access instructions, to help you connect to both Production and Training clients for Coeus Premium and/or Lite,
- A graphic view of subaward budgeting cost elements to help you determine which cost elements to use for budgeting that first \$25K and the remainder,
- Research Compliance Questionnaire user guide, explaining each question as well as the policies generating the questions,

Definitions of Coeus narrative types, assisting in determining whether a proposal is a supplement/continuation, administrative action, etc.

- BIRT Reports User Guide, providing step by step instructions for determining which type of report to choose and where in Coeus you must be to run it.

The Agency Guides & Reference Materials provide links to

the NIH and other Agency Grants.gov user guides, as well as the RR Budget Form and PHS398 Training Budget Form.

These are just some of the items available at the Help site. Remember, you can access the site from within Coeus Premium at HELP>HELP TOPICS, or from within Lite at the Homepage by following the link posted there. Or, why not bookmark in your browser the link provided on page one? That way, you’ll always have quick access to the answers you need!

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You Ask, We Answer

*I'm unable to edit my proposal!
Coeus says I'm in it, even though
I've exited a couple of times!*

WHAT HAPPENED?

When working in Coeus Lite or Premium, the database puts a “lock” on the module(s) you have open so that no one else is able to open the same area and make changes.

WHAT'S WRONG?

Lite times users out after 20 minutes of inactivity, but the lock is still in place. Also, if a

user closes the Lite window using the red “X” in the corner rather than the “Logout” link, the lock on the module is left intact.

Likewise, a lock may be left in place if there is a local computer problem, such as a power blip or outage that shuts down Coeus, but leaves the lock intact.

In addition, this can happen if another user deletes your lock while you are actively using Coeus.

Of course, you’ll also receive the lock message if another user is working in the module you wish to enter. Then, you must wait or work in a different module.

WHAT CAN I DO?

Users are able to remove the lock themselves. Instructions for removing locks can be found by searching the word “Lock” in the user guide. You’ll be taken to the link for both the user guide and the tutorial on removing the lock.

[Coeus FAQ Document](#)

COMING RIGHT UP...

NEXT ISSUE WILL
FEATURE THESE TOPICS:

BIRT REPORTING TOOL

EXPORT CONTROL

Questions? Feedback?
Requests for the Newsletter?
Please contact Ellen Morthole at
emortho1@jhu.edu

Coeus by the Numbers

One of the major functions of the Office of Research Information Systems (ORIS) is to provide reporting to the leadership of the University. Using data compiled from Coeus, ORIS can supply reporting on broad trends in overall university research right down to the department level.

In this section, each month we’ll give a data snapshot we hope you’ll find interesting.

FY12 Competitive Proposal Submissions

