COPY FUNCTIONALITY WAS DESIGNED FOR RAPID PROPOSAL TURNAROUND:

A. Grants.gov Submission Type Change/Corrected Application.
B. Submitting the identical proposal to multiple sponsors.

WHEN COPYING FOR OTHER PURPOSES, AVOID PROBLEMS BY:

A. *Immediately Removing the Grant.gov Link.*
    Do not remove the Funding Opportunity Number on the Proposal Tab/General Info screen. Rather, first go to the Grants.gov window (Action>Grants.gov) and use the "Delete Opportunity" button.
B. *Consider Not including one or more of these during the Copy Process:*
    >**Budget,** especially if the Project Dates have changed, or you did not created the budget. Copying and editing a budget will result in calculation errors unless the steps below are followed. But even then, someone may have changed setting in an earlier copy of the budget that cause errors in your copy. These could include: change a default Line Item Category, Apply Inflation, apply F&A Rate, apply Fringe, creating Line Items separately in Budget Periods such that inflation does not calculate period-by-period.
    >**Attachments,** especially if the science will change.   If the original proposal is old it is possible that the user-roles in your department have changed causing Narrative edit rights being copied to be in conflict with current user-roles.
    >**Questionnaires,** especially if the original proposal was created under an earlier version of Coeus. Questions may have changed or been added and the system fails to execute a complete questionnaire update.

IF YOU MUST COPY THE BUDGET:

A. Consider creating a new budget version, rather than edit a copied budget. Coeus will automatically update rates, set correct Period Boundaries, and bring forward current Proposal persons.
B. When editing a copied budget:
    >**Sync the Budget Periods** if the proposal project dates have changed, then save.
    >**Sync the Budget Rates** to bring in current applicable rates, then save.
    >**Maintain Budget Persons** by deleting those no longer applicable the Project. Make sure they also have been removed from the Investigator and/or Key Persons tab, then save.

IF YOU MUST COPY ATTACHMENTS:

A. Compare Person/roles in Edit>Proposal Person window with those displayed to the right of each Narrative in the fields marked 'Users' and 'Rights'. This feature is not available in Lite.

IF YOU MUST COPY THE QUESTIONNAIRES:

A. Review and/or edit every question so they conform to the new project requirements.
B. The new proposal may require completion of new questionnaires. Make sure all questionnaires are answered.