

This TipSheet will assist in determining if, when, and how to complete these fields in Coeus:

- A. 'Award No.' number [SAP Grant number + '001'],
- B. 'Original Proposal' number [Coeus Institute Proposal Number],
- C. 'Sponsor Proposal No' number,
- D. 'Previous Grants.gov Tracking ID' number [for some System-to-System submissions].

This update contains expanded descriptions of the 'how', how Users may find the required data.

In this example, a worst case scenario, Proposal Type = Supplement is being submitted via System-to-System as an NIH Change/Corrected to address errors identified at eRA Commons during submission the previous day.

Premium View > Proposal Tab:

Start Date: 26-Oct-2015  
 End Date: 25-Oct-2017  
 Proposal Type: Supplement  
 Activity Type: Organized Research  
 Anticipated Award Type: Cooperative Agreement  
 Sponsor: 300865 NATL INST OF HEALTH  
 Prime Sponsor:  
 Sponsor Proposal No: DC013778  
 Original Proposal: 14075382  
 Program Title: Research Supplements to Promote Diversity in Health-Related Research (Admin Supp)  
 Notice Of Opportunity: Federal Solicitation  
 Funding Opportunity Number: PA-15-322  
 Agency Program Code:  
 Agency Routing Identifier:  
 CFDA Number:  
 Agency Div Code:  
 Previous Grants.gov Tracking ID: GRANT11979833

CoeusLite View > General Info. Tab:

\*Start Date: 10/26/2015  
 \*End Date: 10/25/2017  
 Original Proposal Number: 14075382 Search  
 Award #: 118484-001 Search  
 \*Agency/Sponsor: 300865 Search NATL INST OF HEALTH  
 Prime Sponsor: Search  
 Proposal Deadline Date: 08/19/2015  
 NSF Science Code: Please Select  
 Anticipated Award Type: Cooperative Agreement  
 Sponsor Proposal No : DC013778  
 Title: Research Supplement to Promote Diversity in Health-Related Research U01DC013778-01A1  
 Funding Opportunity Number: PA-15-322  
 Agency Program Code:  
 Agency Routing Identifier:  
 CFDA Number:  
 Agency Div Code:  
 Previous Grants.gov Tracking ID: GRANT11979833

Page 2: Depicts **when** each of these fields should be populated – based on Proposal Type selected.

Page 3-6: Describes **how** Preparer can find necessary data and entered it into each of these fields.

Proposal Types >>

New

Resubmission

Supplement

Renewal

Continuation

Revision

Administrative Action

Task Order

Internal Application

JHU Limited Submission

Pre-Application

**Non-System to System Proposals:**

'Award No:'	-	(1)	Rv	Rv	Rv	-	Rv	(1)	-	-	-
'Original Proposal:'	-	Rv	Rv	Rv	Rv	Rv	Rv	R	-	-	-
'Sponsor Proposal No:'	-	(2)	(2)	(2)	(2)	(2)	-	(3)	-	-	-
'Previous Grants.gov Tracking ID:'	-	-	-	-	-	-	-	-	-	-	-

**System-to-System Proposals:**

**Initially Submitted Proposal:**

'Award No:'	-	(1)	Rv	Rv
'Original Proposal:'	-	Rv	Rv	Rv
'Sponsor Proposal No:'	-	Rv	Rv	Rv
'Previous Grants.gov Tracking ID:'	-	-	-	-

proposal types not used in S2S

**Change/Corrected Submission:**

'Award No:'	-	(1)	Rv	Rv
'Original Proposal:'	Rv	Rv	Rv	Rv
'Sponsor Proposal No:'	-	Rv	Rv	Rv
'Previous Grants.gov Tracking ID:'	R	R	R	R

proposal types not used in S2S

**Legend:**

- '-': no data entered; field is blank.
- (1): enter Award number (xxxxxx-001), if a Grant was associated with the proposed project.
- (2): enter number, if required by Sponsor, using Sponsor-required format.
- (3): ask your ORA and follow the Master Agreement Guide on the ORIS website.
- 'R': data is required.
- 'Rv': data is required and validated by Coeus.

## Approaches to finding required data required

(These steps are depicted in Premium, but very similar in Lite)

A. Populating 'Award No' number:

As shown in above chart, five Proposal Types (Supplement, Renewal, Continuation, and Administrative Action) entail post-award actions processed through a Coeus Proposal; therefore, they relate to, or amend, an SAP Grant and require completion of 'Award Number' field. Two Proposal Types (Resubmission and Task Order) may, or may not, relate to an SAP Grant. If they do, an 'Award Number' is required.

Notice in Step 5, we can obtain data necessary to populate 'Original Proposal Number' and 'Sponsor Proposal Number' fields.

Here is how to populate the Award Number field.

1. **Select Search Icon**



2. **Enter 6-digit SAP Grant number followed by an \*, asterisk**
3. **Select Find,**

Award Number	Account Num...	Institut
118484*		

4. **ALWAYS Highlight** the top Row, Grant ending with '-001'

Award Number	Inst. Proposal...	Status	Lead Unit	Accou...	Sponsor Award N
118484-001	14075382	Active	17049114		U01DC013778
118484-002	14075382	Active	17049114	90064454	U01DC013778
118484-003	14075382	Terminated	17049114	96013485	U01DC013778

5. **BEFORE** you close this window:
  - a. **Write** down the **Inst. Proposal number**

Award Number	Inst. Proposal...	Status	Lead Unit	Accou...	Sponsor Award N
118484-001	14075382	Active	17049114		U01DC013778
118484-002	14075382	Active	17049114	90064454	U01DC013778
118484-003	14075382	Terminated	17049114	96013485	U01DC013778

6. **Select Ok.**
7. **Done.**

B. Populating 'Original Proposal' number:

This field is a poorly labeled, but *contains the Institute Proposal number of the original submission*. Recall that when MIT designed Coeus, it devised the Institute Proposal Module as a device which: 1) extracts non-sensitive information from the Proposal record [such as science and salaries], and 2) links related Coeus records [such as SAP Grants and previously submitted proposals]. This approach allows the extracted data in the 'IP' record to be made public, while retaining the confidentiality of the submitted Coeus Proposal record. Also recall that every GM Grant contains a unique IP number [on the Grant Reference Tab] which links that Grant record to a specific, unique Coeus Proposals record.

There are two methods by which the correct IPN can be found:

1. Method 1 – If an Award Number was entered as shown in 5.a. (above):

a. **Select Search Icon**



b. **Enter 8-digit Institute Proposal number you wrote down in 5.a.**

Proposal Number	Proposal Type	Status
14075382		

c. **Select Find.**

2. Method 2 – Using Medusa from a Proposal Development record.

If Coeus does not require an 'Award Number', or no SAP Grant is associated with the correct Institute Proposal record, then:

a. **Search for the previous Proposal Development record in the Proposal Development Module.**

Proposal Number	Type	Status	Title	Lead Unit	Lead Unit Na...	PI
00076965	Supplement	In Progress	Research Supple...	11556200	THEATRE PROGR...	Newman-Toker, D...
00076056	Supplement	Submitted	Research Supple...	17049114	VESTIBULAR NEU...	Newman-Toker, D...

b. **Highlight that Proposal on the Proposal Search List**

c. **Select Edit > Medusa**, this Icon



found here

Proposal Number	Type	Status	Title	Lead Unit	Lead Unit Na...	PI
00076965	Supplement	In Progress	Research Supple...	11556200	THEATRE PROGR...	Newman-Toker, D...
00076056	Supplement	Submitted	Research Supple...	17049114	VESTIBULAR NEU...	Newman-Toker, D...

d. **Write down the (IP) number at the top of the Medusa View.**

e. This is the 'Original Proposal number', (Institute Proposal Number) created from the original submission

View	Proposal No: 00076056
Proposal -> Award	Lead Unit: 17049114:VESTIBULAR NI
Award -> Proposal	Start Date: 26-Oct-2015
	Title: Research Supplement to Prom
14075382	
00055017	
00055553	
00055582	
00055591	
00055598	
118484-001	
118484-002	
118484-003	
118484-004	
118484-005	
118484-006	
15120512	
00074647	
118484-001	

f. **Select Search Icon**



g. **Enter 8-digit IPN you wrote down**

Proposal Number	Proposal Type	Status
14075382		

h. **Select Find.**

C. Populating 'Sponsor Proposal' number:

As shown in the Chart on Page 2, the 'Sponsor Proposal Number' is required by Coeus when:

1. Proposal Type = Supplement, Renewal, or Resubmission.
2. Sponsor is a federal agency, and
3. Proposal will be a system-to-system submission.

'Sponsor Proposal Number' may be required by non-federal sponsors when:

1. Proposal Type = Resubmission, Supplement, Renewal, Continuation, or Task Order.
2. Always follow the ORA and Sponsor instructions to determine if this field is required. Sponsor's instructions will likely indicate how to find this number and the format in which it should be entered on the application.

D. Populating 'Previous Grants.gov Tracking ID' number:

As shown on the Chart on Page 2, the 'Previous Grants.gov Tracking ID number' is required only: 1) when the proposals will be submitted System-to-System and 2) when the Proposal is being submitted to 'Change/Correct' a recently submitted proposal.

While this field is required by both Grants.gov and the federal Sponsor, it is not tested, validated, in Coeus.

To find the 'Previous Grants.gov Tracking ID number':

1. **Open** previously submitted proposal in display mode.
2. **Select Action > Grants.gov.**
3. Grants.gov window will open to the 'Opportunity Tab'.
4. **Select Submission Status Tab.**
5. **Click on + Highlight + Copy** data in: 'Grants Tracking Id' field

Grants Gov Submission Details

Proposal Number : 00076056  
Sponsor : 300861 : NATL INST OF DEAFNESS AND OTHER COM

Opportunity Forms **Submission Status**

Received Date : Aug-2015 09:54:12 AM Last Modified Date : Aug-2015 09:58:04 AM

Submission Status : Agency Tracking Number Assigned ...

**Grants Tracking Id : GRANT11979833**

Agency Tracking Id : 3852027

Notes : Agency received proposal and assigned tracking id

Select Opportunity  
Delete Opportunity  
Validate  
Submit  
Refresh

6. **Paste** number into the 'Previous Grants.gov Tracking ID number' field

Previous Grants.gov Tracking ID: GRANT11979833

7. **Ctrl + s**, to save the PD.
8. Done.