

**Primary Objective:** To provide Principal Investigators with a simple method for reviewing proposals prior to submission; thereby reducing the number of change corrected applications.

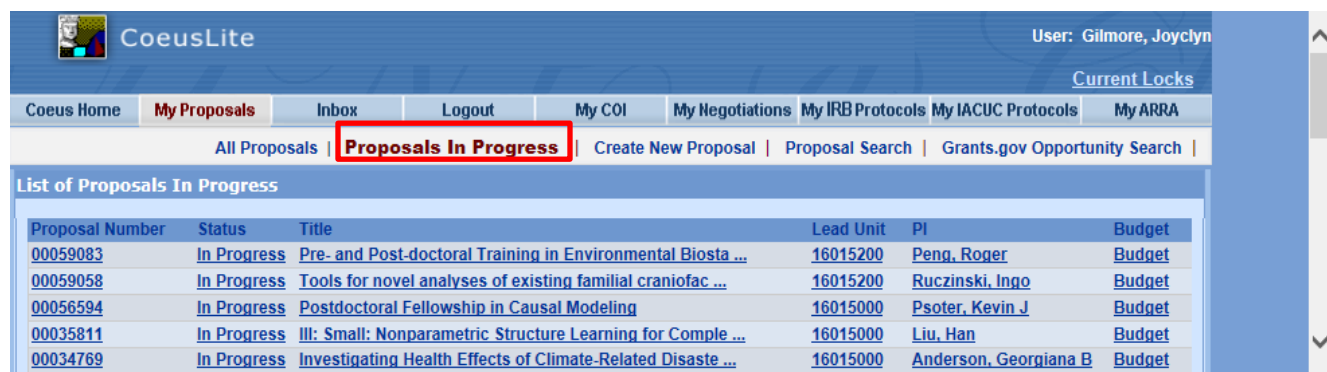
**Secondary Objective:** To provide experience with Coeus Lite navigation and promote faculty involvement in the grant submission process.

COEUS is used for two types of proposals –

- 1) System-to-System (S2S) via grants.gov (most commonly NIH but may include other federal sponsors)
- 2) Non-grants.gov

COEUS Lite provides a method for investigators to perform a final review before routing for ORA review, signature and submission. See below for step-by-step instructions that will allow you to view file content and form pages to assure accuracy and prevent delays.

1. Your departmental contact requests an account and assigns the corresponding roles.
2. You will receive an E-mail notification with COEUS Lite access instructions and your proposal number from your departmental contact. Once you receive this number, proposals may be viewed from on or off campus locations.  
On campus – <http://prcoeus.johnshopkins.edu/coeus/userAuthAction.do>  
Off campus – First establish a VPN connection via my.jh.edu and select Technology, then JHPulse
3. Log on with your JHED ID and password.
4. Select **MY PROPOSALS** – this will show you a list of all of your proposals that are “in progress”
5. Click on the proposal number you wish to view



This action takes you to the Proposal Summary Screen that provides an overview of your proposal (Key personnel, budget summary, and attachments)

6. To review your proposal content, for non-grants.gov S2S proposals, select **Upload Attachments**.

Investigator: Wang, Xiaobin  
 Agency/Sponsor: 300561 HEALTH RESOURCES AND SERVICES ADMIN  
 Title: A Prospective Birth Cohort Study on Pre- and Peri-natal Deter...  
 Proposal #: 00058799 (In Progress)  
 Proposal Period: 09/01/2014 - 08/31/2017

Lead Unit: 16070000 POPULATION FAMILY & REPRODUCTIVE HEALTH  
 Last Updated: 2014-05-06 10:19:28.0 by Barrett, Nancy H

General Proposal Information  
 \* Indicates Mandatory Fields  
 \* Another User is using Development Proposal 00058799

\* Proposal Type: New \* Activity Type: Organized Research  
 \* Start Date: 09/01/2014 \* End Date: 08/31/2017  
 Original Proposal Number: Award #:  
 \* Agency/Sponsor: 300561 HEALTH RESOURCES AND SERVICES  
 Prime Sponsor:  
 Proposal Deadline Date: 05/12/2014 Receipt Postmarked  
 NSF Science Code: -----Please Select-----  
 Anticipated Award Type: Grant  
 Sponsor Proposal No.:  
 \* Title: A Prospective Birth Cohort Study on Pre- and Peri-natal Determinants of Autism Spectrum Disorders and Developmental Disabilities  
 Program Title:  
 Proposal in Response: Federal Solicitation Sub Contract:   
 Funding Opportunity Number: HRSA-14-127 CFDA Number:  
 Agency Program Code: Agency Div Code:  
 Agency Routing Identifier: Previous Grants.gov Tracking ID:

7. Click **View** next to the specific attachment you would like to view. This will open a pdf file of the attachment.  
**Note: For NIH proposals, attachments will not be arranged or formatted as they appear in eRA Commons.**

Type	Description	View
Investigator Certifications	Incomplete	View
Internal Documents - RFA	Incomplete	View
Internal Documents - Excel Budget	Incomplete	View
Internal Documents - Subcontracts	Incomplete	View
RRSF424_Cover_Letter	Incomplete	View
Narrative	Incomplete	View
Project_Summary	Incomplete	View
PHS_ResearchPlan_SpecificAims	Incomplete	View
PHS_ResearchPlan_ResearchStrategy	Incomplete	View
Bibliography_and_References_Cited	Incomplete	View
PHS_ResearchPlan_ProtectionOfHumanSubjects	Incomplete	View
PHS_ResearchPlan_InclusionOfWomenAndMinorities	Incomplete	View
PHS_ResearchPlan_InclusionOfChildren	Incomplete	View
Facilities	Incomplete	View
PHS_ResearchPlan_ConsortiumContractualArrangements	Incomplete	View
PHS_ResearchPlan_LettersOfSupport	Incomplete	View
PHS_ResearchPlan_ResourceSharingPlans	Incomplete	View
PHS_ResearchPlan_Appendix	Incomplete	View
S2S_Budget_Justification	Incomplete	View

If this is a System to System (S2S) proposal:

- Click on **Grants.gov** in the left hand column. This will list all of the forms that are included in the proposal
- Click **All Included** in the Forms box. This will select all of the items that are included.
- Click **Print Selected Forms** at the bottom of the screen. This will open a pdf file of the entire proposal. You can print the packet and/or save a copy.

Investigator: Sutcliffe Brooks, Catherine G    Proposal #: 00058295 (In Progress)  
 Agency/Sponsor: 300865 : NATL INST OF HEALTH    Proposal Period: 09/01/2014 - 08/31/2019  
 Title: Optimizing strategies for Option B+ in rural Zambia

**Grants.Gov**

Submission Details ( Refresh )    show

Opportunity    hide

Funding Opportunity Number: PA-14-131  
 Opportunity Title: Improving Delivery of HIV Prevention and Treatment through Implementation Science and Translational Research (R01)  
 Submission Type: Application

Revision:  
 Increase Award     Decrease Award     Other(Specify)   
 Decrease Duration     Increase Duration   

CFDA Number:    Competition Id: FORMS-C  
 Opening Date: 07-Apr-2014 04:00:00 AM    Closing Date: 07-Jan-2017 05:00:00 AM  
 Schema URL: <http://apply07.grants.gov/apply/opportunities/schemas/applicant/oppPA-14-131-cidFORMS-C.xsd>  
 Instruction Page: <http://apply07.grants.gov/apply/opportunities/instructions/oppPA-14-131-cidFORMS-C-instructions.pdf>

Form Name	Mandatory	Include	Desc	Select to Print
RR SF 424 V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/> All Included <input type="checkbox"/> None
Performance Site V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
RR Other Projects V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
RR Key Person Expanded V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
RR Budget V1-3		<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
RR SubAward Budget 30 V1.3		<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
PHS398 Cover Page Supplement V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
PHS398 Modular Budget V1-2		<input type="checkbox"/>	Available	<input type="checkbox"/>
PHS398 Research Plan V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available	<input checked="" type="checkbox"/>
PHS398_CumulativeInclusionReport		<input checked="" type="checkbox"/>	Not Available	<input type="checkbox"/>
PlannedReport		<input checked="" type="checkbox"/>	Not Available	<input type="checkbox"/>

Refresh | Select Another Opportunity | Delete Opportunity | Validate | **Print Selected Forms**

Save    Submit to Grants.gov

If this is not an NIH proposal:

- You can follow the instructions for “view specific attachments”

OR

- Click **Upload Attachments** – this will bring up a list of attachments for this proposal
- Click **View** next to the attachment you would like to view. This will open a pdf file of that specific attachment.

**Note: For non NIH proposals, you will not be able to print/save a full packet. You will have to print/save each attachment individually.**