Welcome to Coeus, JHU's sponsored projects proposal submission software. As a new Coeus User, please take a few minutes to review this helpful information. Then, read descriptions of - and enroll in - the four courses offered by ORIS and listed on the second page.

1. To install Coeus Premium on your Desktop, just follow these instructions:
   - Installation Instructions

2. To obtain your Coeus roles, just follow these steps:
   - Send an email to Coeus-Help@jhu.edu.
   - And, provide answers to these questions:
     i. In Coeus, roles are assigned to each user by SAP Cost Center. So, list every ten-digit SAP Responsible Cost Center number in which you will be working in Coeus.
        > *Hint:* Proposals are created in Coeus under the same SAP Cost Center number in which the Investigator expects to expend the funds, if the proposal is awarded.
     ii. What do you want to do it Coeus:
        1. Create new proposals?
        2. View old proposals?
        3. Approve proposals for you unit?
        4. Default onto every new proposals created by other users in your cost center(s)?

3. Look over the extensive guides and instructional materials on the ORIS Website:
   - ORIS Website

4. Specifically, become familiar with the Coeus Premium User Guide:
   - Premium User Guide

5. After taking the ORIS Coeus courses listed on the second page, you will want to hone your Coeus Proposal Development skills. You can practice creating and editing proposals in either our Training Instance, or in our Production Instance. If you practice in Production, be sure to follow the precautions below. Delete those proposals you have created for practice, as you find they are no longer useful.

   - To access the Training Instance, follow the steps on the bottom of the Installation Instruction link in Step 1 of this page. *(Remember, proposals created in Training cannot be transferred to Production.)*
   - To practice in the Coeus Production Instance, always follow these precautions:
     i. Do not link your practice proposals to Grants.gov.
     ii. Always make yourself the PI on your practice proposals.
     iii. Do not press the command 'Submit for Approval' in your practice proposal.

ORIS offers four instructor-led, hands-on courses through JHU's Learning Solutions. Launch these links to read the course description and register. Users who will be editing proposals should take each course in the order listed.

Elements of Coeus Proposal Development & Budgeting:
Here is your chance to practice creating proposals and budgets in a very hands-on, yet informal classroom setting. This instructor-led, all-day course is designed to help employees take the "edge" off of working on Coeus proposals and budgets. While a prerequisite to the two Premium classes, it really prepares students to absorb the wealth of information taught in those intermediate classes, by giving them ample practice in Coeus. For employees who really want to master this software, this course may be repeated after taking the Premium classes.

http://lms4.learnshare.com/l.aspx?CID=89&A=2&T=474576

Coeus Premium Proposal Development:
Now you are ready for a comprehensive overview of Coeus proposal development functionality. Designed for anyone who must use Coeus to prepare, route for approval, and/or submit proposals through Grants.gov, this course includes hands-on exercises. These exercises include creating a proposal, navigating through proposal modules, assigning proposal roles, uploading attachments, extracting/translating G.G forms, and many other useful Coeus functions.

http://lms4.learnshare.com/l.aspx?CID=89&A=2&T=189089

Coeus Premium Proposal Budgeting:
Here is your "must" course if you intend to build proposal budgets in Coeus. A hands-on experience, you'll delve into detailed budget creation and the NIH modular budget. You'll learn how to upload/translate subaward forms, practice making budget versions, and make numerous adjustments to budgets.

http://lms4.learnshare.com/l.aspx?CID=89&A=2&T=189088

Introduction to Coeus & Sponsored Projects:
This half-day introductory course is designed for employees new to the world of sponsored projects at Johns Hopkins University. The course provides a hands-on overview of Coeus and describes how Coeus is used across the university. You will examine the interplay of Coeus modules and gain an understanding of the information in Coeus.

http://lms4.learnshare.com/l.aspx?CID=89&A=2&T=393964