



August 2013

## **Coeus Proposal Progress Notifications Guide**

Proposal initiation and approval routing reminders and notifications are automatically sent to faculty and staff associated with system-to-system proposals.

This guide explains which notifications are sent, when, and to whom.

## Table of Contents

*The table of contents lists the subject lines of reminders and notifications. Sent/Recipients information on each page will help to differentiate the conditions under which the notifications are sent.*

1) Initiated: PD12345	3
2) Congratulations: Approval Review Initiated (PD12345)	4
3) Reminder: Imminent ORA Deadline (PD12345)	5
4) Warning: Late for ORA Review (PD12345)	6
5) Imminent ORA Deadline (PD12345)	7
6) Late for ORA Review (PD12345)	8
7) Jeopardized Submission (PD12345)	9
8) Jeopardized Submission (PD12345)*	10
9) Grants.gov Error Notification	11
Notifications Chart	12

## 1) Initiated: PD12345

Sent: One time, when a System-to-system proposal is created two or more days prior to an ORA deadline.  
Recipients: Principal Investigator(s), Co-Investigator(s), proposal aggregators.

Congratulations on the initiation of a new system-to-system proposal in Coeus; due for ORA review on **(Date)**. Both the ORA and sponsor deadlines are referenced for your convenience below.

Questions regarding JHU policies and sponsor guidelines should be directed to your ORA Contact Person, also referenced below.

The Office of Research Information Systems (ORIS) maintains and supports Coeus, JHU's platform for seamless system-to-system (electronic) transmission of grant applications through the Grants.gov portal. If you have any technical questions regarding your use of Coeus, please direct them to [coeus-help@jhu.edu](mailto:coeus-help@jhu.edu).

*If you choose to abandon this proposal, please delete it following the instructions in the Coeus User Guide.*

You may easily access the ORA Offices as well as important proposal development and support information through the ORIS website:

[ORIS Website](#)

Best of luck to you as you continue to prepare your application!

***Proposal Development Number:***

***Proposal Initiation Date:***

***ORA Contact Person:***

***ORA Deadline:***

***Linked Grants.gov Opportunity:***

***Sponsor:***

***Sponsor Deadline:***

***Principal Investigator:***

## 2) Congratulations: Approval Review Initiated (PD12345)

Sent: One time, when routing is initiated prior to the ORA due date.  
Recipients: Principal Investigator(s), Co-Investigator(s), all proposal aggregators.

Congratulations on completing and submitting your proposal for ORA review.

Timely submission for review not only allows for careful attention by approvers at both the department and ORA levels, but also provides the best troubleshooting opportunities towards successful submissions to Grants.gov.

Best of luck as you complete the submission process!

**Proposal Development Number:**

**Proposal Initiation Date:**

**ORA Contact Person:**

**ORA Deadline:**

**Linked Grants.gov Opportunity:**

**Sponsor:**

**Sponsor Deadline:**

**Principal Investigator:**

### 3) Reminder: Imminent ORA Deadline (PD12345)

Sent: Daily, for a proposal created at an earlier date, but remains unrouted 2 days (or less) before the ORA due date.  
Recipients: Principal Investigator(s), Co-Investigator(s), all proposal aggregators.

This proposal has an imminent deadline to ORA; they should receive it by **(Date)**.

Questions regarding JHU policies and sponsor guidelines should be directed to your ORA Contact Person, referenced below.

The Office of Research Information Systems (ORIS) maintains and supports Coeus, the platform for seamless system-to-system (electronic) transmission of grant applications through the Grants.gov portal. If you have any questions regarding your use of Coeus, please direct them to [coeus-help@jhu.edu](mailto:coeus-help@jhu.edu).

*If this proposal has been abandoned, please follow the instructions in the Coeus User Guide to delete the proposal.*

You may easily access the ORA Offices as well as important proposal development and support information through the ORIS website:

[ORIS Website](#)

**Proposal Development Number:**

**Proposal Initiation Date:**

**ORA Contact Person:**

**ORA Deadline:**

**Linked Grants.gov Opportunity:**

**Sponsor:**

**Sponsor Deadline:**

#### 4) Warning: Late for ORA Review (PD12345)

Sent: Daily, for a proposal created at an earlier date, but remains unrouted after the ORA due date.  
Recipients: Principal Investigator(s), Co-Investigator(s), all proposal aggregators, all proposal approvers, Department Head.

This Coeus proposal was due to the ORA on (Date); it is now (Days) late and has an imminent sponsor deadline. Review by ORA and/or troubleshooting opportunities are limited given this time constraint. Should problems arise, submission of this proposal to the sponsor is in jeopardy.

Questions regarding JHU policies and sponsor guidelines should be directed to your ORA Contact Person, referenced below.

*If this proposal has been abandoned, please follow the instructions in the Coeus User Guide to delete the proposal.*

You may easily access the ORA Offices as well as important proposal development and support information through the ORIS website:

[ORIS Website](#)

**Proposal Development Number:**

**Proposal Initiation Date:**

**ORA Contact Person:**

**ORA Deadline:**

**Linked Grants.gov Opportunity:**

**Sponsor:**

**Sponsor Deadline:**

**Principal Investigator:**

## 5) Imminent ORA Deadline (PD12345)

Sent: One time, when a proposal is created 2 days (or less) before the ORA due date.  
Recipients: Principal Investigator(s), Co-Investigator(s), proposal aggregators.

This proposal has an imminent deadline to ORA; it should be received by **(Date)**. Please understand that review by ORA and/or troubleshooting opportunities may be limited should ORA receive the proposal late.

Questions regarding JHU policies and sponsor guidelines should be directed to your ORA Contact Person, referenced below.

The Office of Research Information Systems (ORIS) maintains and supports Coeus, JHU's platform for seamless system-to-system (electronic) transmission of grant applications through the Grants.gov portal. If you have any technical questions regarding your use of Coeus, please direct them to [coeus-help@jhu.edu](mailto:coeus-help@jhu.edu).

*If this proposal has been abandoned, please follow the instructions in the Coeus User Guide to delete the proposal.*

You may easily access the ORA Offices as well as important proposal development and support information through the ORIS website:

[ORIS Website](#)

**Best of luck to you as you continue to prepare your application!**

**Proposal Development Number:**

**Proposal Initiation Date:**

**ORA Contact Person:**

**ORA Deadline:**

**Linked Grants.gov Opportunity:**

**Sponsor:**

**Sponsor Deadline:**

**Principal Investigator:**

## 6) Late for ORA Review (PD12345)

- Sent:** One time, when a proposal is created between the ORA due date and the day it is due at sponsor.
- Recipients:** Principal Investigator(s), Co-Investigator(s), all proposal aggregators, all proposal approvers.

This Coeus proposal was initiated after **(Date)**, the ORA review deadline for this system-to-system opportunity. Please understand that review by ORA and/or troubleshooting opportunities are limited given this time constraint. Should problems arise, submission of this proposal to the sponsor is in jeopardy.

Questions regarding JHU policies and sponsor guidelines should be directed to your ORA Contact Person, referenced below.

The Office of Research Information Systems (ORIS) maintains and supports Coeus, JHU's platform for seamless system-to-system (electronic) transmission of grant applications through the Grants.gov portal. If you have any technical questions regarding your use of Coeus, please direct them to [coeus-help@jhu.edu](mailto:coeus-help@jhu.edu).

*If this proposal has been abandoned, please follow the instructions in the Coeus User Guide to delete the proposal.*

You may easily access the ORA Offices as well as important proposal development and support information through the ORIS website:

[ORIS Website](#)

**Proposal Development Number:**

**Proposal Initiation Date:**

**ORA Contact Person:**

**ORA Deadline:**

**Linked Grants.gov Opportunity:**

**Sponsor:**

**Sponsor Deadline:**



## 7) Jeopardized Submission (PD12345)

**Sent:** One time, when routing is initiated after to the ORA due date.  
**Recipients:** Principal Investigator(s), Co-Investigator(s), all proposal aggregators, all proposal approvers, Department Head.

This Coeus proposal began approval review (**Days**) late. It has an imminent sponsor deadline: (**Sponsor Deadline Date**).

Given the resultant and extreme time constraint, ORA and ORIS assistance has been compromised. Submission of this proposal to the sponsor may be in jeopardy should review or technical problems arise.

Questions regarding JHU policies and sponsor guidelines should be directed to your ORA Contact Person, referenced below.

You may easily access the ORA Offices as well as important proposal development and support information through the ORIS website:

[ORIS Website](#)

**Proposal Development Number:**

**Proposal Initiation Date:**

**ORA Contact Person:**

**ORA Deadline:**

**Linked Grants.gov Opportunity:**

**Sponsor:**

**Sponsor Deadline:**

**Principal Investigator:**

## 8) Jeopardized Submission (PD12345)\*

\*Although the same as notification #7, this copy is sent to the Dean of the School.

Sent: One time, when routing is initiated after to the ORA due date.  
Recipients: Principal Investigator(s), Co-Investigator(s), all proposal aggregators, all proposal approvers, Department Head, and School Dean.

This Coeus proposal began approval review (**Days**) late. It has an imminent sponsor deadline: (**Sponsor Deadline Date**).

Given the resultant and extreme time constraint, ORA and ORIS assistance has been compromised. Submission of this proposal to the sponsor may be in jeopardy should review or technical problems arise.

Questions regarding JHU policies and sponsor guidelines should be directed to your ORA Contact Person, referenced below.

You may easily access the ORA Offices as well as important proposal development and support information through the ORIS website:

[ORIS Website](#)

**Proposal Development Number:**

**Proposal Initiation Date:**

**ORA Contact Person:**

**ORA Deadline:**

**Linked Grants.gov Opportunity:**

**Sponsor:**

**Sponsor Deadline:**

**Principal Investigator:**

## 9) Grants.gov Error Notification

Sent: One time, when Grants.gov sends notification of failure at Grants.gov  
Recipients: Principal Investigator(s), Co-Investigator(s), all proposal aggregators, all proposal approvers.

Greetings,

The following message was received from Grants.gov and is being forwarded to you by ORIS so you can correct the errors as soon as possible.

NOTE: Error messages can sometimes be quite difficult to interpret; often it's easier to see the problem reading the ending phrases of the error message.

Dear Applicant:

Your submission was received. It contained errors and cannot be forwarded to the granting agency. The following errors were detected:

<<<SAMPLE MESSAGE>>>

Please correct the above error(s) and resubmit your application to Grants.gov.

- DUNS Number: 0019107770000
- AOR Name:S2S# Johns Hopkins University SN#2788...4680 Exp.Dt 4/4/201
- Application Name: 00027275
- Opportunity Number: PA-11-112
- Opportunity Name: Ruth L. Kirschstein National Research Service Awards for Individula Predoctoral Fellowships to Promote Diversity in Health-Related Research (Parent F31 - Diversity)

<https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

Thank you.

Grants.gov

If you have questions regarding this submission and/or the errors, please contact the Grants.gov Contact Center:

[support@grants.gov](mailto:support@grants.gov)

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

**PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.**

## Notifications Chart

Coeus Proposal Initiation and Approval Routing Reminders & Notifications Timeline															
Type	Action	Frequency	Days to Submission												
			10	9	8	7	6	ORA Deadline	4	3	2	1	Sponsor Deadline		
Initiated	Initiate	Once													
Congratulations: Approval Review Initiated	Route	Once													
Reminder: Imminent ORA Deadline	In Progress	Daily													
Warning: Late for ORA Review	In Progress	Daily													
Imminent ORA Deadline	Initiate	Once													
Late for ORA Review	Initiate	Once													
Jeopardized Submission	Route	Once													
Jeopardized Submission (to Dean)	Route	Once													