Course Title
(Coeus 1a)
Introduction to Coeus: C1a

Short Description

A short e-course introducing Coeus as a database/reporting and proposal creation/routing tool. This course can be completed with the user's own computer.

Description

This course is the first of two e-courses that are prerequisite to all instructor-led Coeus training. It introduces Coeus as a database/reporting and proposal creation/routing tool, as well as provides a basic understanding of the differences between Coeus Premium and Coeus Lite. Novice Coeus users also are introduced to the first 3 modules of Coeus that will be most likely relevant to their work and in which they will be working during the Instructor-led courses.

Objectives

- Students will understand the different Coeus interfaces.
- Students will understand the uses of Coeus beyond proposal preparation.
- Students will understand the basic construction of Coeus modules.

Course Title
(Coeus 1b)
Introduction to Coeus: C1b

Short Description

The second, short e-course introducing Coeus accounts and roles as well as help available for Coeus users and how to access those resources.

Description

This course is the second of two e-courses that are prerequisite to all instructor-led Coeus training. It broadens users' basic understanding of accounts and roles and how they impact what users are able to accomplish in the system. In addition, users are introduced more specifically to further Coeus training available, to the ORIS helpdesk and how best to interact with it, as well as to the ORIS web site and the different types of resources available there.

Objectives

- Students will understand the basic construction of a Coeus User Account and the purpose of roles and rights.
- Students will be familiar with further Coeus training available.
- Students will understand how to interact with the ORIS helpdesk.
- Students will have a basic understanding of the ORIS website, how to access it, and types of resources available.

Course Title
(Coeus 2) Proposal Development Detail: Assembling a proposal.

Short Description
This is an introduction to creating and assembling a basic, non-system-to-system, Proposal Detail record in Coeus Premium.

Description

This course is for research employees with little or no experience working in Coeus Premium or use of its navigational techniques (and Icons) to create proposals. Following an instructor-led step-by-step process, students complete a basic proposal detail record then, practice those techniques in a second proposal of their own creation. This two-proposal process exposes students to all major components of a basic proposal detail record: completing the 'Tabs', certifying investigators, uploading documents, and answering questionnaires.

While depth of discussion is limited due to the wide range of material introduced, this course provides an essential foundation for new users interested in other Coeus Proposal Development courses.

Coeus Users with some experience preparing proposals should email coeus-help@jhu.edu for guidance before considering skipping this course.

Objectives
- Learn Coeus Premium's most useful Icons and functionality.
- Understand major components of a Coeus proposal.
- Learn the essentials of proposal preparation.
- Provide ample hands-on practice.

Course Title
(Coeus 3) Proposal Development Detail: fixing errors and understanding validations.

Short Description
General examination of Coeus validations, error messages, fixing errors, and using Medusa to analyze related Institute Proposal and Award records.

Description

This course begins with each student completing a lengthy proposal following steps learned in Coeus 2. After reviewing student work, their proposal is 'validated' and numerous errors corrected. This 'edit' process leads to an examination of: the importance of selecting the correct Proposal Type, presentation of the three databases in Coeus (Proposal Development, Institute Proposal, and Awards), use of 'Medusa' to complete the 'problematic' fields, relationship of Questionnaire questions and validation errors, steps necessary to submit and recall a proposal.

Coeus Users with some experience preparing proposals should email coeus-help@jhu.edu for guidance before considering skipping this course.

Objectives
- Practice proposal preparation.
- Understand how to enter crucial proposal data.
- Interpret major error messages and address problems.
- Recognize the three Coeus Databases.
- Know the relationship between SAP Cost Centers and Coeus Units.
- Attain working knowledge of Coeus Proposal Validations.

Course Title
(Coeus 4) Proposal Development Detail: critical functionality.

Short Description
This course builds upon the proposal preparation processes presented in previous Coeus courses. Each student creates a proposal then the class delves into critical Coeus functionality that supports the proposal preparation process.

Description
This Proposal Detail course is for Coeus Users who have taken Coeus 2 and Coeus 3 and/or have significant experience preparing proposals. Class begins with each student creating a non-System-to-System proposal from a list of proposal facts, then copying a large R01 previously submitted and editing the copied version. While working in their proposal, students will learn to: determine the correct Proposal Type to use based on the reason the proposal is being created; impact of Activity Type on Budget Rates; Anticipated Award Type and Prime Sponsor; searching for Sponsors and requesting a new Sponsor; finding subawardees using Rolodex and creating a new Rolodex record; using Coeus Minimaster ISR to add non-JHU employees to the SAP HR system; Questionnaires, Special Reviews, and Science Codes; Coeus use of locks to protect its database and unlocking a Proposal record; pitfalls encountered when copying a Coeus Proposal; assigning Coeus Roles; editing proposal Roles; reading Notepad; effective use of Coeus Help Desk; requesting Proposal Roles; and, creating a Summary Budget for 'Money' Proposal Types.

Coeus Users with some experience preparing proposals should email coeus-help@jhu.edu for guidance before considering skipping Coeus 2 and Coeus 3 courses.

Objectives
- Practice proposal preparation.
- Understand how to enter crucial proposal data.
- Know how to manage many 'behind the scenes' systems essential to proposal preparation.
- Understanding how to add a Summary Budget to 'Money' Proposal Types.

Course Title
(Coeus 5) Proposal Budget Detail: constructing a detailed budget.

Short Description
Coeus 5-7 cover most aspects of creating proposals for System-to-System submission. Coeus 5 covers necessary elements for creating a detailed budget in Coeus in order to complete various federal 'RR Budget' Forms.

Description
This is the first of two classes devoted to correct construction of detailed budgets in Coeus. In Coeus 5, students begin by completing a proposal, and then are introduced to basic components of budgeting for nonpersonnel and personnel costs. This includes: correct use of SAP Cost Elements, setting variables necessary to budget for persons, such as 'job code', 'calc base', and 'Anniv Date', editing Budget Rates Table, and understanding why Coeus Detailed Budgets often differ from Excel Budget Spreadsheets. Students also review various budget reports available in Coeus.

Coeus Users with some experience preparing proposals should email coeus-help@jhu.edu for guidance before either skipping Coeus courses Coeus 2-4.

Objectives
- Practice proposal preparation.
- Understand how to enter crucial proposal data.
- Learn the principles of Coeus detailed budget construction.
- Identify the four problem areas in Coeus detail budgeting.
- Learn how to edit a Budget Rates Table.
- Understand correct process for setting up a budget person.
- Understand budget validations.
- Understand Coeus budget reports.

Course Title
(Coeus 6) Proposal Budget Detail: avoiding errors, understanding budget editing.

Short Description
Coeus 5-7 cover most aspects of creating proposals for System-to-System submission. Coeus 6 covers essential elements of editing a detailed budget.

Description
In this class, students apply knowledge learned in Coeus 1 – Coeus 5, but with emphasis on editing a detailed budget in Coeus. This includes editing: a copied budget, a Budget person who will receive a large salary increase during the proposal, removing salary inflation, for various anniversary dates, when budget persons start on a date other than the proposal start date, for TBA budget persons, line items after Generating All Periods, and much more. It also examines common mistakes made when budgets are constructed using Excel spreadsheets.

Coeus Users with some experience preparing proposals should email coeus-help@jhu.edu for guidance before either skipping Coeus courses Coeus 2-5.

Objectives

- Know how to complete both Proposal Detail and Proposal Budget.
- Apply principles necessary to build a Detail Budget in Coeus.
- Understand how to budget for Budget Persons situations commonly encountered.
- Understand the elements necessary to edit a detailed budget.
- Determine if an Excel spreadsheet budget is properly constructed.

Course Title
(Coeus 7) Advanced Proposal Development and Budgeting for System-to-System Submissions.

Short Description
In this course, experienced Coeus Users build on their knowledge of proposal development to learn how to confidently submit federal proposals System-to-System (S2S) through the Grants.gov and Research.gov portals.

Prerequisites:

- Coeus 1a: Introduction (e-course)
- Coeus 1b: Introduction (e-course)
- Thorough understanding of non-system-to-system proposal development
- Ability to independently construct a detailed budget in Coeus.

In this class, students apply knowledge learned in Coeus 1 – Coeus 6, and are introduced to system-to-system specific functionality into the Coeus proposal development and budgeting processes. Students taking Advanced Proposal Development and Budgeting should be comfortable with sponsored project terms and concepts, navigating Proposal Detail, Narrative and Budget modules in Coeus and the basic functionality within each of those modules. Ideally, students in this course will have created and submitted several proposals prior to taking this course.

Objectives

Students completing this class will have a working understanding of the following topics:

- Copying proposals
- Linking to Grants.gov
- Reviewing Grants.gov forms
- Understanding Grants.gov process
- User Attached System-to-System Forms
- Budgeting the NIH Salary Cap
- Adjusting Budget Line Item Details:
  - Category, Rates, Inflation, Cost Sharing,

- Subawards
  - Obtaining Forms, Uploading, Troubleshooting
- Entering/Using Cost Limits
- Modular Budgets
- Coeus Budget Summary Reports
- Training Grant Budgets/Forms

Course Title
Databases in Coeus Reporting Tools: ORIS Reports and Advanced Search Techniques

Short Description
Understand the Coeus pre-award and post-award databases, characteristics of each, and how to access each through direct searches and readily available reports.

Description
This half-day course provides an overview of Coeus pre-award and post-award databases. Students learn the major characteristics of the data in each one and the functionality of the Coeus Modules in which the data reside: Proposal Development, Institute Proposal, and Award Modules.   While Coeus is widely known for use in the submission of requests for funding by JHU Investigators (Proposal Development Module), the security measure protecting Proposals thwarts a clear User understanding of departmental and enterprise pre-award data. And, while BW and Analysis provide extensive reporting on post-award activity, they do not possess the same ready access to pre-award data as Coeus.   This course describes the major features of each database. And, through hands-on classroom exercises, gives students practical techniques by which to explore the data and understand the characteristics of each data-set.

This course will also introduce employees to the Coeus 'ORIS Reporting' system, how to use the Report Guide, and examine several of the more 'popular' reports generated by Coeus Users.

Objectives
- Learn how to access and search each database.
- Understand the characteristics of data in each Coeus database.
- Understand the relationship between the databases.
- Learn how to easily access pertinent records through direct searches in Coeus.
- Learn how to run and read the more popular ORIS Reports available in Coeus.