
Subject: UPDATE - RE: Effort Reporting Training - reporting problems to ORIS
Date: Tuesday, September 12, 2017 at 7:12:17 AM Eastern Daylight Time
From: Ron Schultz
To: ORIS
Attachments: image008.png, image011.jpg, image012.jpg, image013.png, image003.png, image005.png

You have received this email because you are on the Coeus Users Contact List.

Johns Hopkins Internal Audits has instructed ORIS to examine 'evidence' of Investigator's Effort Reporting Training whenever ORIS fulfills a HelpDesk request to add ERS information submitted to the HelpDesk by a Coeus User.

Therefore, we must amend our instruction to you emailed August 11, 2017.

Effective immediately, provide the following when making such a request:

- A. Subject Line: "Missing Training Data".
- B. Investigator's JHED ID and full name.
- C. Missing Training course name.
- D. Date Investigator took the Training course.
- E. ****Attach** to your email some 'evidence', documentation, demonstrating that training has been taken.

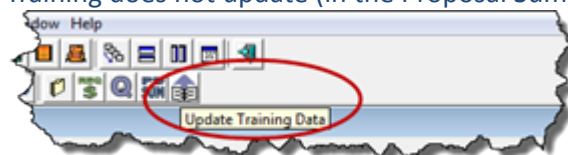


[ORIS WEBSITE](#)

From: ORIS
Sent: Friday, August 11, 2017 10:31 AM
To: ORIS <ORIS@jhu.edu>
Subject: Effort Reporting Training - reporting problems to ORIS

You have received this email because you are on the Coeus Users Contact List.

If you find that either Effort Reporting Training or COI Training does not update (in the Proposal Summary



Form) when you use the "Update Training Data" Icon

described in our August 3rd email, below, send an email to Coeus-Help@exchange.johnshopkin.edu.

*HOWEVER, that email should **only** contain the following:

1. Subject Line: "Missing Training Data for <enter JHED ID>".
2. Investigator's JHED ID and full name.
3. Missing Training course name.
4. The date Investigator took the Training course.

**DO NOT send anything else! No certificates, background information, ancillary stuff.

Thanks for helping us promptly process your help requests!!



[ORIS WEBSITE](#)

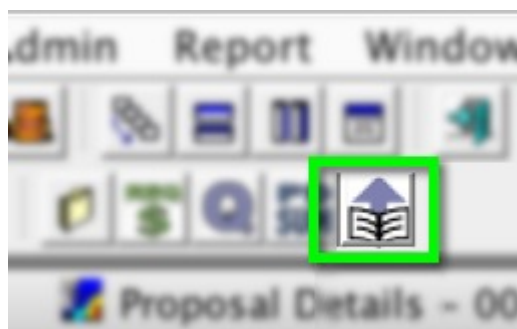
From: Ellen Morthole
Sent: Thursday, August 03, 2017 1:56 PM
To: ORIS <ORIS@jhu.edu>
Subject: Coeus Changes: August 4, 2017

Greetings.

You are receiving this message as part of the Coeus List-serve.

Beginning on August 4, 2017, several changes will be evident in Coeus:

1. A new icon for updating training will be located on the second row of icons. Using the icon will update training information in Coeus to the most recent for all investigators listed on the proposal.



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- The training date for effort reporting will be listed on the proposal summary form in the same way as currently is Conflict of Interest.

Summary		
Salary	COI Trng.	Effort Trng.
	11/04/2015	

- The sponsor due date also will be highlighted on the proposal summary form if it is either in the past, or if it is more than 30 days in the future.

Regards,

