


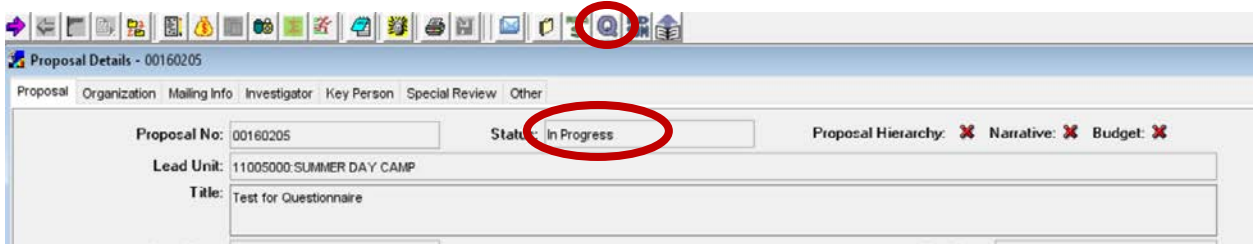
Download the Questionnaires and Certification



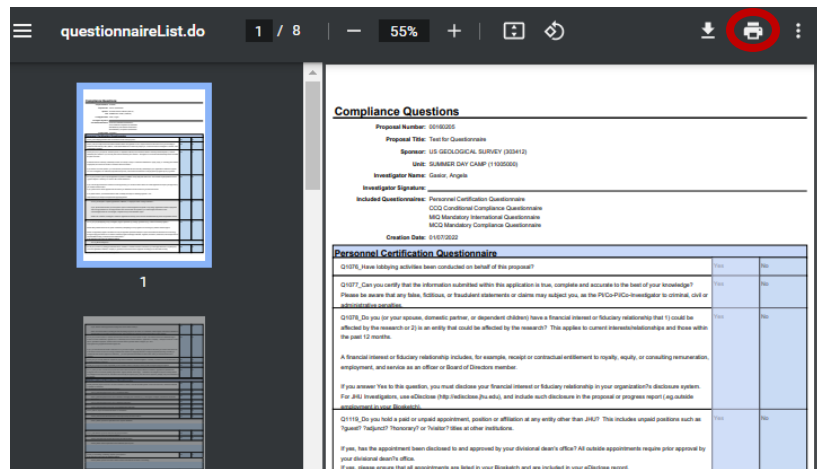
How can I download the Questionnaires to send to the Key personnel?


You can access the Questionnaires once you have started a Proposal Development record and the status is **In Progress**.

- Click on the  **Q icon** in the menu at the top of the screen.



- A new window will open with the Questionnaires. (Be sure your pop-up blockers are turned off.)



Click on the  printer icon in the upper right-hand corner and print to PDF. Click on **Save** to save the document to the location of choice.

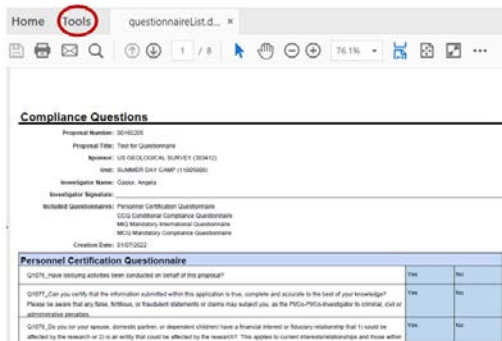
How does the Key personnel complete the form and sign it?

All JHU personnel can access Coeus and complete the questionnaires in the system. The forms are fillable in the system.

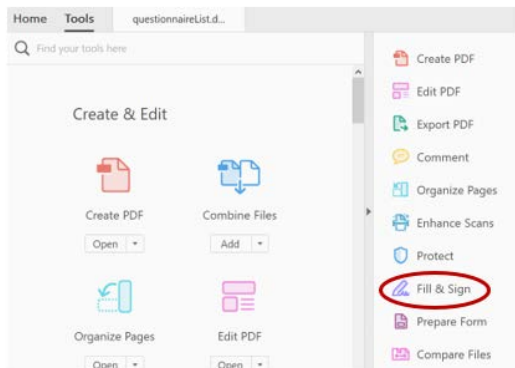
If you must send the form to others:

Once you send the PDF to the Key personnel, they must use the **Fill and Sign Tool** in Adobe in order to complete the form.

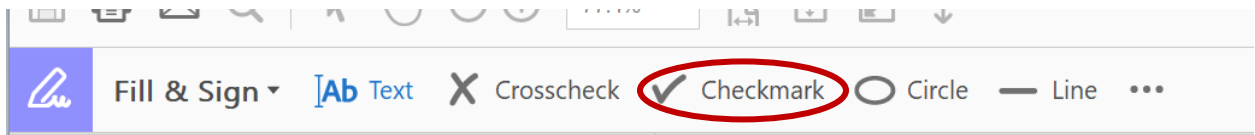
- ❑ Click on **Tools** in the upper left-hand corner.



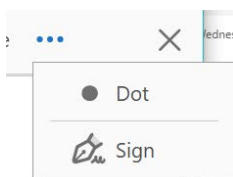
- ❑ Click on **Fill & Sign** in the menu on the right.



- ❑ Click on **Checkmark** in the menu bar at the top. Complete the Form by adding checkmarks in the appropriate fields.



- ❑ Sign the document, by clicking on the ... and then **Sign** in the dropdown. Drag your signature to the Signature line.



- Save and send back to the department contact to be uploaded in Coeus.

Alternate Option:

Print the document, complete by hand and re-scan the document into computer.