

Request a New Sponsor

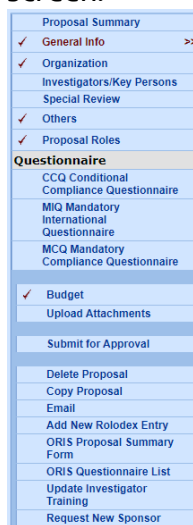
The Sponsor I need isn't in the dropdown, what do I do?



Requesting a new sponsor can take up to 3 business days. These forms are sent to Sponsored Projects Shared Services (SPSS). SPSS will contact you if they have any questions regarding your request. A proposal will not be able to be submitted for review until the new sponsor is set up in SAP which then will show in Coeus.

If you need to **request a new sponsor**, from within the proposal development record:

1. Click on Request a New Sponsor in the menu on the left side of the screen.



2. This will open up a web form to fill out:

A screenshot of the 'Sponsor Request Form' from the Shared Services Office at Johns Hopkins University. The form has a header with the office name and logo, and a search link. The 'Sponsor Data' section includes fields for Customer Type, Customer Sponsor Number, Customer/Sponsor Name, Acronym, and Country. A dropdown menu for 'Customer Type' is open, showing 'Sponsored' and 'New Address' options. A pink arrow points to the 'Sponsored' option.

3. Choose Sponsored for Customer Type and complete the form.

- OR -

If you need to **request a new sponsor**, and you are not in Coeus:

Go to: <https://prcoeus.johnshopkins.edu/webforms>