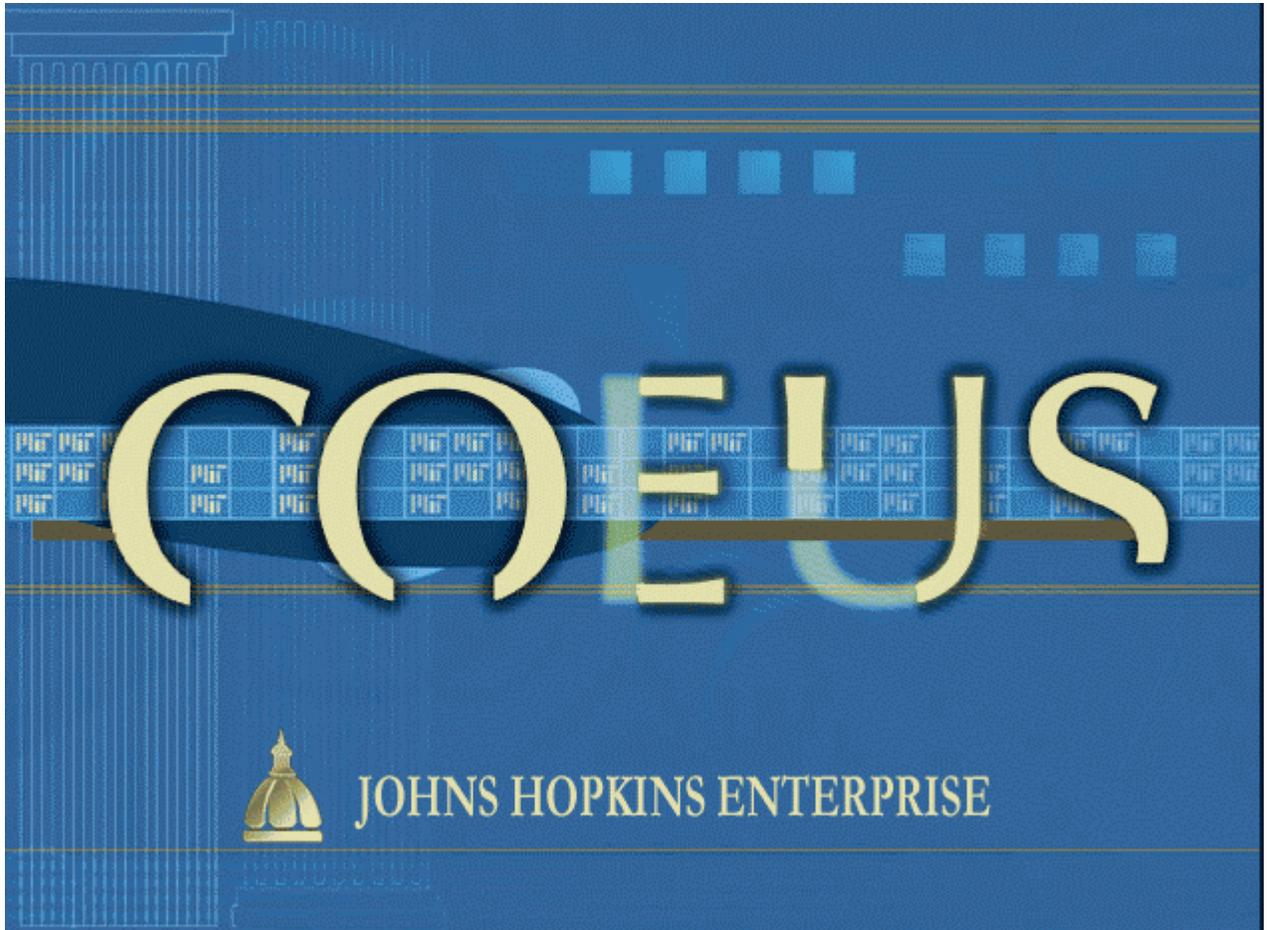


**Data Integrity User Guide**



**Preface**

About the Data Integrity User Guide ..... 2  
 Data Integrity and Reporting ..... 2  
 Sources of Data ..... 2

**Proposal Development**

Approving Proposal Development Records ..... 3  
     Bypassed at the Final Approval Stop ..... 3  
     Incomplete Narrative ..... 3  
     Unfinished Approval ..... 3  
     Submit to Sponsor (for School of Engineering and School of Arts and Sciences) ..... 4  
     Resubmission ..... 4  
     Change/Corrected Grants.Gov Application ..... 4  
     Technical Issue ..... 4  
 Change/Corrected Grants.Gov Applications ..... 5  
     Grants.Gov Tracking ID Assigned ..... 5  
     Grants.Gov Tracking ID Not Assigned ..... 6  
     Change/Corrected Grants.Gov Applications and Proposal Progress Notifications ..... 6  
 Deadline Date ..... 7  
     Grants.Gov Deadline Date ..... 7  
     Grants.Gov Continuous Submission Policy ..... 7  
     Copied Proposal Development records ..... 7  
 Lead Unit and Responsible Cost Center ..... 8  
     Lead Units and Roles ..... 8  
     Lead Unit Details ..... 8  
     Lead Unit on Proposal Development Records ..... 8  
 Proposal Type: Resubmission ..... 9  
     Approving Resubmissions ..... 9  
 Proposal Type: Supplement ..... 10  
     Supplement Budgets ..... 10  
     Incorrect Supplement Budgets ..... 10  
 Title ..... 11  
     Incorrect Titles ..... 11

**Institute Proposals**

Status: Withdrawn ..... 12  
     Updating the Status to Withdrawn ..... 12  
     Withdrawn in eRA Commons ..... 12

**Awards**

SPSS Creating an Additional SAP Grant Mid-Project ..... 12  
     Example Situations ..... 13  
     Actions in Coeus ..... 13

**Miscellaneous**

## About the Data Integrity User Guide

The Data Integrity User Guide provides information and guidance in several different areas of Coeus and SAP data for both department users and research administrators. This guide is divided into four chapters, as described in the following table.

Chapter	Description
Proposal Development	Areas of data integrity relating to creating, approving, and submitting proposals.
Institute Proposals	Areas of data integrity relating to editing and maintaining Institute Proposal records.
SAP Grants	Areas of data integrity in SAP and how the SAP data feeds into the Coeus Award Module.
Miscellaneous	Additional areas of data integrity.

## Data Integrity and Reporting

The data in Coeus is used university-wide for reporting and decision making. The accuracy of the reports and decisions rely on the integrity of the data. The Executive Committee as well as the university's executive leadership has deemed data integrity a university priority.

## Sources of Data

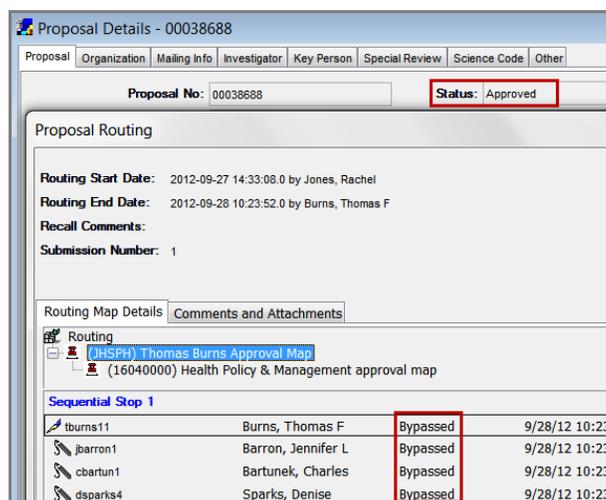
Data	Source
Proposal Development	Proposal creators, reviewers, and approvers
Person	SAP HR
Sponsor	SAP Customers
Institute Proposal	Proposal Development data and Office of Research Administration edits
SAP Grant and SAP Internal Order	SAP Award Master Data
Coeus Award	SAP Award Master Data
Coeus legacy awards	ReSource

## Approving Proposal Development Records

If a Proposal Development record has completed university review and been submitted to the sponsor, the status should be Submitted. If the status is Approved, Post-Submission Approval, or another status, there was probably a miscommunication or error. The common errors, consequences, and solutions are listed below. See the Approvers, Research Administration Guide for additional details. [ORIS Help Website](#)

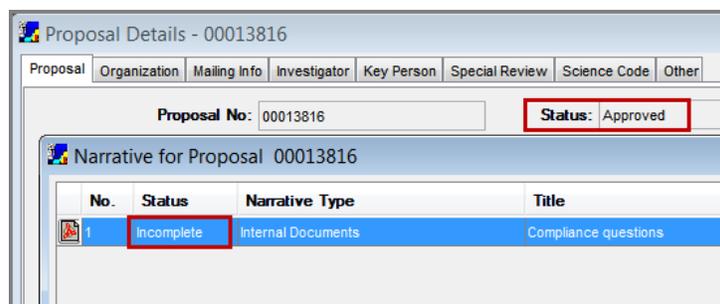
### Bypassed at the Final Approval Stop

- Error: Bypass is accidentally chosen, instead of Approve or Reject, at the final approval stop.
- Consequence: The Proposal Development record becomes uneditable and has a status of Approved. An Institute Proposal record is not generated which could cause inaccurate reporting.
- Solution: The Office of Research Administration should email Coeus Help.



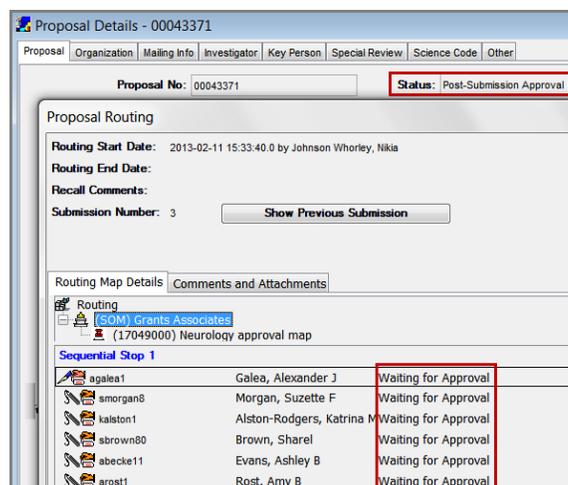
### Incomplete Narrative

- Error: The Proposal Development record is routed with at least one narrative attachment that has a status of Incomplete.
- Consequence: When approval is finished, the Proposal Development record will have a status of Approved. An Institute Proposal record is not generated which could cause inaccurate reporting.
- Solution. The Office of Research Administration should enter the Narrative in the Proposal Development record, highlight the Incomplete Narrative, select the blue Edit button, and change the status to Complete. Then select Action -> Submit to Sponsor. Email Coeus Help with questions.



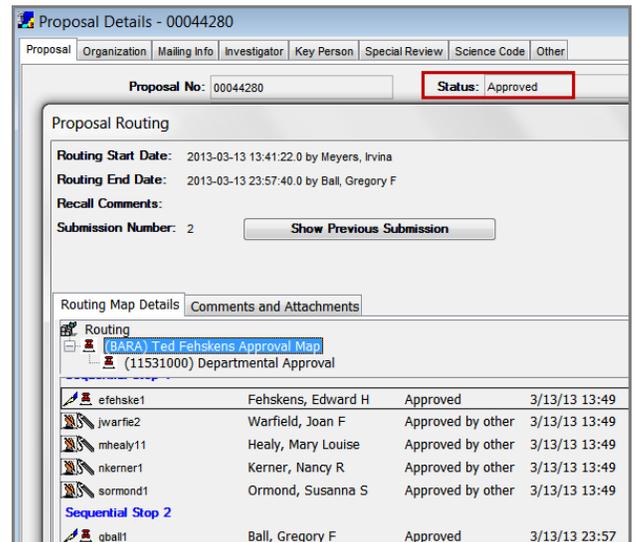
### Unfinished Approval

- Error: The Office of Research Administration selects Action -> Submit to Sponsor or Submit on the Grants.Gov window prior to approving it.
- Consequence: The Proposal Development record will have a status of Post-Submission Approval. The university review process remains unfinished.
- Solution: The Office of Research Administration should enter the Proposal Routing Window and select Approve.



## Submit to Sponsor (for School of Engineering and School of Arts and Sciences)

- Error: The Office of Research Administration does not select Action -> Submit to Sponsor after approval.
- Consequence: When approval is finished, the Proposal Development record will have a status of Approved. An Institute Proposal record is not generated which could cause inaccurate reporting.
- Solution: The Office of Research Administration should always select Action -> Submit to Sponsor at the time



## Resubmission

- Error: The inaccurate option, "Enter the original Institute Proposal number," is chosen during the submission of a Resubmission Proposal Development record.
- Consequence: The original Institute Proposal record is overwritten which causes inaccurate reporting.
- Solution: See [Proposal Type: Resubmission](#).

## Change/Corrected Grants.Gov Application

- Error: The inaccurate option, "Generate a new Institute Proposal number," is chosen during the submission of a Change/Corrected Grants.Gov Application.
- Consequence: A duplicate Institute Proposal is created which causes inaccurate reporting.
- Solution: See [Change/Corrected Grants.Gov Application](#).

## Technical Issue

- Error: Technical issues could occur preventing the Office of Research Administration from successfully completing approval and/or generating an Institute Proposal. In addition, the status might not properly update to Submitted.
- Consequence: Unfinished approval, inaccurate status, missing Institute Proposal record and/or inaccurate reporting.
- Solution: If something looks unfinished or inaccurate, email Coeus Help and include the Proposal Development number.

## Change/Corrected Grants.Gov Applications

If a Proposal Development record has been submitted system-to-system and errors have occurred and/or changes are required, then another Proposal Development record must be processed. Follow the directions below based on whether or not a Grants.Gov Tracking ID has been assigned to the erroneous application. See the Approvers, Research Administration Guide for additional details. [ORIS Help Website](#)

## Grants.Gov Tracking ID Assigned

If a Grants.Gov Tracking ID has been assigned, **always** use a Change/Corrected Grants.Gov Application Type.

- Use the Change/Corrected Grants.Gov Application Type and enter the Grants.Gov Tracking ID (example GRANT11565394) from the erroneous application in the Previous Grants.gov Tracking ID field in the Proposal Development record.

Proposal Type:	Renewal	Award No:	107752-001
Activity Type:	Instruction	NSF Code:	
Anticipated Award Type:	Grant		
Sponsor:	300865	NATL INST OF HEALTH	
Prime Sponsor:			
Sponsor Proposal No:	GM008403	Original Proposal:	14075252
Program Title:	Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Research Training Grant (Parent T32)		
Notice Of Opportunity:		Subcontr...	<input type="checkbox"/>
Funding Opportunity Number:	PA-14-015	CFDA Number:	.
Agency Program Code:		Agency Div Code:	
Agency Routing Identifier:		Previous Grants.gov Tracking ID:	GRANT11565394

- If submitting a second or third Change/Corrected application, always use the Grants.Gov Tracking ID from the most recent erroneous submission.
- If the sponsor is NIH and the Proposal Type is Renewal, Resubmission, or Supplement, use the Change/Corrected Grants.Gov Application Type and enter the NIH IC and serial number from the original proposal (example DK062431) in the Sponsor Proposal No. field in the Proposal Development record. [http://grants.nih.gov/grants/ElectronicReceipt/steps\\_errors\\_warnings.htm](http://grants.nih.gov/grants/ElectronicReceipt/steps_errors_warnings.htm)
- **When the window below opens during approval, enter the Institute Proposal number that was generated by the erroneous submission**

Institute Proposal Number

**If this is a Change/Corrected Grants.gov Application:**

Enter the original proposal number:

**If this is NOT a Change/Corrected Grants.gov Application:**

Generate a new Institute Proposal number.

Do NOT generate a new institute proposal number.

(The proposal will not be submitted to the sponsor)

OK

## **Grants.Gov Tracking ID Not Assigned**

If a Grants.Gov Tracking ID has not been assigned, create a second Grants.Gov Application. Do not use the Change/Corrected Grants.Gov Application Type.

- **The status of the erroneous application's Institute Proposal must be edited to Void.**

## **Change/Corrected Grants.Gov Applications and Proposal Progress Notifications**

The Proposal Progress Notifications that were released with the Coeus 4.5.1 upgrade apply to all Grants.Gov Applications except Change/Corrected Grants.Gov Applications. In order to ensure accurate Proposal Progress Notifications, always use Change/Corrected Grants.Gov Applications when applicable. See the Proposal Progress Notifications Guide for additional details. [ORIS Help Website](#)

## Deadline Date

Deadline Dates are entered by the proposal preparer on the Mailing Info Tab in the Proposal Development record. The Deadline Date is the day by which the sponsor requires the proposal. The accuracy of Deadline Dates is important because the dates are used in reporting. Deadline Dates can be used to report the quantity of Proposal Development records submitted for a specific deadline day, month, or year. Deadline Dates are also extremely important for review time analyses.

Proposal Details - 00047465

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

**Deadline**

Date: 17-Jun-2013

Type:  Postmark  Receipt

**Mail By**

OSP  Department

**Type**

Regular  Express Courier  Electronic

## Grants.Gov Deadline Date

Deadline Dates are required for Proposal Development records that will be submitted system-to-system to Grants.Gov. The Deadline Date is the Application Due Date per the Funding Opportunity Announcement. If the Application Due Date refers to the Standard Due Dates, use the date for the appropriate Activity Code and current Cycle found here <http://grants.nih.gov/grants/funding/submissionschedule.htm>. Note the Grants.Gov policy for Application Due Dates falling on a weekend or holiday. If the Application Due Date falls on a weekend or holiday, the Deadline Date should be the next business day.

## Grants.Gov Continuous Submission Policy

Grants.Gov provides extended Application Due Dates for investigators who have recently served NIH as a council member or peer reviewer. See specific policy details at <http://grants.nih.gov/grants/funding/submissionschedule.htm>. If the Proposal Development record is eligible and will be submitted under the Continuous Submission Policy, the Standard Due Date should not be entered as the Deadline Date. In these situations, the Deadline Date should be the date by which the investigator desires to submit the proposal to Grants.Gov.

## Copied Proposal Development records

Note that copying a Proposal Development record brings forward the Deadline Date. The copied Deadline Date is often significantly inaccurate. If a Proposal Development record is created by copying, be sure to update the Deadline Date.

## Lead Unit and Responsible Cost Center

The SAP Responsible Cost Center, entered on the Other Tab in the Proposal Development record, should be the specific department in which the SAP Grant will be created if the proposal is funded.

The Lead Unit, chosen when the Proposal Development record is first created, should exactly match the SAP Responsible Cost Center. The eight-digit Lead Unit number should match the first eight digits of the SAP Responsible Cost Center.

Proposal Details - 00051827

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

\*SAP RESP COST CENTER: 1701411001

Comments:

Proposal Details - 00051827

Proposal Organization Mailing Info Investigator Key Person Special Review Science Code Other

Proposal No: 00051827 Status: Submitted

Lead Unit: 17014110:BIOPHYSICS & BIOPHYSICAL CHEMISTRY

Title: The Chemistry of Gene Silencing

Note: If the SAP Responsible Cost Center will not be created until the project is awarded (for example, for a new center or institute), then use the PI's or Department's current SAP Responsible Cost Center and Lead Unit as advised by the ORA.

## Lead Units and Roles

In order to start creating a proposal in a specific Lead Unit, the Proposal Creator role must be assigned in that exact Lead Unit.

If the correct Lead Unit is not available in the list of Lead Units when the Proposal Development record is created or copied, then the Proposal Creator role needs to be requested in that specific Lead Unit. Email Coeus-Help to request the Proposal Creator role.

## Lead Unit Details

Coeus Lead Units are the first eight digits of the SAP Responsible Cost Centers. In Coeus, the Lead Unit Name can be changed at the request of the ORA. Contact information is also maintained for each Lead Unit.

In order to assign roles in Lead Units, the units must first be configured in Coeus. Every SAP Responsible Cost Centers, even those that are used for non-sponsored activity and those that are newly created, are available in Coeus, but must be set-up before being used on a proposal or award. Contact Coeus-Help to set-up a Lead Unit.

Unit Details Administrators

Parent Unit: 17014000 : BIOPHYSICS & BIOPHYSICAL

Unit Number: 17014110

Unit Name: BIOPHYSICS & BIOPHYSICAL CHEMISTRY

Administrative Officer: Pennington, Teresa L

Unit Head: Amzel, Mario L

Dean Vp: King, Landon S

Other Individual To Notify:

Osp administrator: Alston-Rodgers, Katrina M

Organization: Johns Hopkins University

## Lead Unit on Proposal Development Records

The Lead Unit on a Proposal Development record should be the Lead Unit in which the SAP Grant will be created. This means that the first eight digits of the SAP Responsible Cost Center should exactly match the Lead Unit. If the Lead Unit is new and/or is unavailable for you to choose during proposal creation, please email Coeus-Help.

## Proposal Type: Resubmission

Proposal Type Resubmission should be used if the proposal is the second or third attempt at getting a project funded. The first attempt was submitted as Proposal Type New. All subsequent attempts are resubmissions of the same application to the same sponsor; perhaps addressing concerns raised by the sponsor during their review. Proposal Type Resubmission can also be used if the original proposal was a Renewal, Supplement, or Task Order which was not funded. See the Proposal Type Decision Guide on the [ORIS Help Website](#) for additional information.

## Approving Resubmissions

During the Office of Research Administration's approval of a Proposal Development record with a Proposal Type Resubmission, the window below pops up. This window is often misused creating significant reporting errors. Please follow the directions below.

- If the Proposal Development record is Proposal Type Resubmission and NOT a Change/Corrected Grants.Gov Application, then select the option to generate a new Institute Proposal number.

Institute Proposal Number

**If this is a Change/Corrected Grants.gov Application:**

Enter the original proposal number:

**If this is NOT a Change/Corrected Grants.gov Application:**

Generate a new Institute Proposal number.

Do NOT generate a new institute proposal number.   
(The proposal will not be submitted to the sponsor)

OK

- If the Proposal Development record is a Proposal Type Resubmission AND a Change/Corrected Grants.Gov Application, then select the option to enter the original Institute Proposal number. Enter the Institute Proposal number of the erroneous Resubmission Institute Proposal.

Institute Proposal Number

**If this is a Change/Corrected Grants.gov Application:**

Enter the original proposal number:

**If this is NOT a Change/Corrected Grants.gov Application:**

Generate a new Institute Proposal number.

Do NOT generate a new institute proposal number.   
(The proposal will not be submitted to the sponsor)

OK

**If unsure, please select the final option to not generate an Institute Proposal number and contact Coeus Help immediately.**

## Proposal Type: Supplement

Proposal Type Supplement should be used if the proposal requests new, additional funding for a current, ongoing project. Additional funding is funding that was not included in the original proposal. See the Proposal Type Decision Guide on the [ORIS Help Website](#) for additional information.

### Supplement Budgets

The budget period(s) for a Supplement should only be the period(s) for which additional funding is requested. For example, if NIH funds a five year project and additional funding is requested for years four and five, there should be two budget periods. Create one budget period for year four and a second budget period for year five.

The budget amount for a Supplement should only be the amount of additional funding. For example, if NIH funds a project for \$100,000 a year for five years and an additional \$72,900 is requested for both years four and five, the amount of the Supplement should be \$145,800. Create the year four budget for \$72,900 and the year five budget for \$72,900. See the example below.

Period	Start Date	End Date	No. of Months	Total Cost	Direct Cost	Indirect Cost	Cost Sharing	Underrecovery
1	01-Dec-2013	30-Nov-2014	12.0	\$72,900.00	\$45,000.00	\$27,900.00	\$ .00	\$ .00
2	01-Dec-2014	30-Sep-2015	10.0	\$72,900.00	\$45,000.00	\$27,900.00	\$ .00	\$ .00

### Incorrect Supplement Budgets

Supplement budgets are incorrect if the current project period is requested or the current project amount is requested.

Do not include the current project's budget periods unless additional funding will be requested in those periods. The budget for a Supplement should not include any budget periods requesting \$0.00. For example, in the below budget the period from September 2011 to September 2012 requesting \$0.00 should not have been included.

Period	Start Date	End Date	No. of Months	Total Cost	Direct Cost	Indirect Cost	Cost Sharing	Underrecovery
<del>1</del>	<del>15-Sep-2011</del>	<del>14-Sep-2012</del>	<del>12.0</del>	<del>\$ .00</del>				
2	15-Sep-2012	14-Sep-2013	12.0	\$15,000.00	\$8,721.00	\$6,279.00	\$ .00	\$ .00
3	15-Sep-2013	31-Dec-2013	3.53	\$34,901.00	\$20,291.00	\$14,610.00	\$ .00	\$ .00

Do not include the current project's total amount of funding. For example, suppose that a sponsor provided \$75,000 for a one year project. If additional funding in the amount of \$25,000 is requested, then the amount of the Supplement should be \$25,000. The amount of the Supplement should not include the previously requested and funded \$75,000 (\$75,000 + \$25,000 = \$100,000) as in the budget below.

Period	Start Date	End Date	No. of Months	Total Cost	Direct Cost	Indirect Cost	Cost Sharing	Underrecovery
1	01-Jan-2014	31-Dec-2014	12.0	<del>\$100,000.00</del>	<del>\$90,909.00</del>	<del>\$9,091.00</del>	\$ .00	\$ .00
				<b>\$25,000</b>				

## Title

Titles are entered by the proposal preparer on the Proposal Tab in the Proposal Development record. The Title in the Proposal Development record is the title of the proposed sponsored project as designated by the investigator. The accuracy of Titles is important because they are used in reporting. Titles are not only listed in reports, they are also used to generate reports. Since the Title is the most widely available and easily accessible summary of the project, reports are often generated by searching for keywords in the Titles.

Proposal Details - 00047465							
Proposal	Organization	Mailing Info	Investigator	Key Person	Special Review	Science Code	Other
<b>Proposal No:</b>	00047465			<b>Status:</b>	Submitted		<b>Proposal Hierarchy:</b> ✘ <b>Narrative:</b> ✔ <b>Budget:</b> ✔
<b>Lead Unit:</b>	12073400:INSTITUTE FOR NANOBIO TECHNOLOGY						
<b>Title:</b>	Transistor and Circuit Designs for Real Time Brain Injury Biomarker Detection						

## Incorrect Titles

Titles are not a description of the Proposal Development record. Titles should not include a contract number, amendment number, sponsor name, or investigator name unless specifically designated by the investigator or added to the end of the project title for clarification. Titles that do not describe the proposed sponsored project cause reports by keywords to be incomplete. The examples below display Titles that do not accurately describe the proposed sponsored project.

Proposal Details - 00047256							
Proposal	Organization	Mailing Info	Investigator	Key Person	Special Review	Science Code	Other
<b>Proposal No:</b>	00047256			<b>Status:</b>	Submitted		<b>Proposal Hierarchy:</b> ✘ <b>Narrative:</b> ✔ <b>Budget:</b> ✔
<b>Lead Unit:</b>	12530000:CRRE						
<b>Title:</b>	George W Bush Foundation Project Contracts						

Proposal Details - 00046830							
Proposal	Organization	Mailing Info	Investigator	Key Person	Special Review	Science Code	Other
<b>Proposal No:</b>	00046830			<b>Status:</b>	Submitted		<b>Proposal Hierarchy:</b> ✘ <b>Narrative:</b> ✔ <b>Budget:</b> ✔
<b>Lead Unit:</b>	16070300:CHILD HLTH/DEV SPONS						
<b>Title:</b>	AstraZeneca Amendments						

Proposal Details - 00040264							
Proposal	Organization	Mailing Info	Investigator	Key Person	Special Review	Science Code	Other
<b>Proposal No:</b>	00040264			<b>Status:</b>	Submitted		<b>Proposal Hierarchy:</b> ✘ <b>Narrative:</b> ✔ <b>Budget:</b> ✔
<b>Lead Unit:</b>	17013000:BIOMEDICAL ENGINEERING						
<b>Title:</b>	AMENDMENT #1 MASTER RESEARCH AGREEMENT						

Proposal Details - 00041534							
Proposal	Organization	Mailing Info	Investigator	Key Person	Special Review	Science Code	Other
<b>Proposal No:</b>	00041534			<b>Status:</b>	Submitted		<b>Proposal Hierarchy:</b> ✘ <b>Narrative:</b> ✔ <b>Budget:</b> ✔
<b>Lead Unit:</b>	17066113:RETINAL						
<b>Title:</b>	Third Amendment to Agreement for Institutional Consulting Services to be provided by Dr. Peter Campochiaro						

## Status: Withdrawn

The Institute Proposal status of Withdrawn is used when a proposal is successfully submitted to the sponsor, but the investigator or university removes the proposal from the sponsor’s consideration before a funding decision is rendered. To ensure accurate reporting, if the investigator or university withdraws a proposal, the status in Coeus must be updated to Withdrawn. Failing to update the Coeus status not only results in an inaccurate status, but also leads to inaccurate hit rate and projection reports which are used in aggregate by university leadership. The status of Withdrawn should not be used if a proposal was processed incorrectly or was not funded.

## Updating the Status to Withdrawn

Only the Office of Research Administration has the ability to update the Institute Proposal status. The department should work with the ORA to withdraw proposals and update the status in Coeus.

The screenshot shows a web-based form titled "Display Institute Proposal 13042666 Sequence 1". The form has several tabs: Proposal, Mailing Info, Investigators, Key Person, Cost Sharing, IDC rates, Special Review, Science Codes, IP Review, and Others. The "Proposal" tab is active. Key fields include: Proposal No: 13042666, Seq No: 1, Award Number: (empty), Status: Withdrawn (highlighted in a red box), Title: Validating a urine test for Schistosoma mansoni in Zambia, Proposal Type: New, Account: (empty), NSF Code: (empty), Anticipated Award Type: Grant, Sponsor: 300865 (NATL INST OF HEALTH), and Prime Sponsor: (empty). Other dropdown menus include Activity Type: Organized Research and Notice Of Opportunity: Federal Solicitation.

## Withdrawn in eRA Commons

There are three ‘withdrawn’ statuses in eRA Commons, but only one translates to the Withdrawn status in Coeus.

Action	Status in eRA Commons	Status in Coeus
The proposal is removed from the sponsor’s consideration before a funding decision is rendered.	Withdrawn	Withdrawn
The Institute (for example, NEI) has reviewed the proposal and decided not to fund it.	Withdrawn by IC [...]	Not Funded
The proposal is removed from the sponsor’s consideration when a Resubmission application is submitted. *It appears NIH is no longer using this status and is instead using “Withdrawn by IC [...].”	Application withdrawn for amendment	Not Funded

If a proposal is “Withdrawn” in eRA Commons, ensure that the Coeus status is updated to “Withdrawn.”

## SPSS Creating an Additional SAP Grant Mid-Project

On occasion, it is necessary for Sponsored Projects Shared Services (SPSS) to create a second, an additional, SAP Grant mid-project. If this occurs, there are several steps that must be taken to ensure accurate reporting. Examples of the situations as well as the necessary steps are included below.

### Example Situations

Situation	Example	Result
Sponsor Change	The sponsor for an SAP Grant is changing from Office of the Director NIH to National Cancer Institute.	The existing SAP Grant will report the funding received from Office of the Director NIH and the second SAP Grant will report the funding received from National Cancer Institute.
Funding Mechanism Change	The Funding Mechanism for a NIH SAP Grant changes from R21 to R33.	The existing SAP Grant will report the funding received through the R21 Funding Mechanism and the second SAP Grant will report the funding received through the R33 Funding Mechanism.
Billing Rule Change	The Billing Rule changes from letter of credit to invoicing.	The existing SAP Grant will report the funding received through the letter of credit and the second SAP Grant will report the funding that will be received through invoicing.

Note: This does not apply when SPSS is replacing an SAP Grant. For example, if a SAP Grant was created with an incorrect sponsor, SPSS will abandon the existing SAP Grant and create a SAP Grant with the correct sponsor. Only the SAP Grant with the correct sponsor will be reported.

### Actions in Coeus

An Institute Proposal number can only be used for one SAP Grant. Since SPSS is creating a second, additional SAP Grant, a second, additional Institute Proposal number is required. Follow the steps below.

- 1.) If a Proposal Development record has not yet been created for the second SAP Grant, ask the department to create a PD record with Proposal Type Renewal which includes all of the remaining budget years that will be included in the second SAP Grant.
  - If a PD record is already “In Progress” or “Approval in Progress,” confirm that the Proposal Type is Renewal and all of the remaining budget years are included.
  - If a PD record is already “Submitted,” email Coeus-Help. ORIS can update the Proposal Type and budget years if necessary.
- 2.) Workflow the award documents with the change to SPSS using the Renewal IP.
- 3.) Email Coeus-Help with the original SAP Grant and second SAP Grant numbers. ORIS will assist with editing the original Institute Proposal to delete the budget years that are now included in the Renewal IP.

