

Institute Proposal Number – IPN



How Do I Find the IPN?

Selecting an Original IPN

1. Click on the **My Proposals** tab.



2. Click on **Proposal Search**.



3. Enter the Proposal Number or other search criteria to locate your record, and choose **Submitted** as your **Status**. Click the **Search** button.

Please enter search criteria of the form "value" or "value or value" in any of search fields.

Proposal Number	<input type="text" value="00000000"/>	Proposal Type	<input type="text"/>
Status	<input type="text" value="Submitted"/>	Deadline Date	<input type="text"/>
Investigator	<input type="text"/>	Unit Number	<input type="text"/>
Unit Name	<input type="text"/>	Title	<input type="text"/>
Sponsor Code	<input type="text"/>	Sponsor Name	<input type="text"/>
Account	<input type="text"/>		

4. The proposal should show up as an option on the next screen. Click on the Proposal Number.

PROPOSAL_NUMBER	TYPE	CREATION_STATUS_CODE
00153143	New	Submitted

5. From the menu on the left, click on **ORIS Proposal Summary Form**.



A PDF will pop up. The IPN is in the upper right corner of the screen.

Proposal Development Number: 00153143	Institute Proposal Number: 21120890
Johns Hopkins University Proposal Summary	

HOW TO LOCATE AN IPN-MODIFICATION

In SAP

1. Open Master Data Index for Grant. Enter the SAP Grant Number in the **Grant** field and click **Execute**.

The screenshot shows the 'Master Data Index for Grant' interface. At the top, there is a menu bar with buttons: 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Get Variant...', 'Program Documentation', and 'Dynamic Selections'. The 'Execute' button is circled in red. Below the menu bar, the 'Object' section contains several input fields: 'Grant' (value: 000000), 'Grant Group', 'Company Code' (value: JHEN), and 'Sponsor'. The 'Grant' field is circled in red.

2. Click on the Grant number:

This screenshot shows a list view of the 'Master Data Index for Grant'. The list has two columns: 'Prime Spon' and 'Grant'. The first row shows '300889' under 'Prime Spon' and '118940' under 'Grant'. The '118940' value is circled in red.

3. Click on the Reference Tab. The Coeus IPN in the fourth field from the top.

The screenshot shows the 'Display Grant Master 118940 - Income' screen. The 'Grant' field is set to '118940'. There are three tabs: 'General Data', 'Award Year Breakdown', and 'Reference'. The 'Reference' tab is selected. Under the 'Reference' section, there are fields for 'External Reference' and 'CFDA Number' (value: 93.866). Below that is the 'Grant Recipient Data' section with an 'Internal Reference' field. At the bottom, the 'Coeus Institute Proposal' section has a field with the value '13086097', which is circled in red.