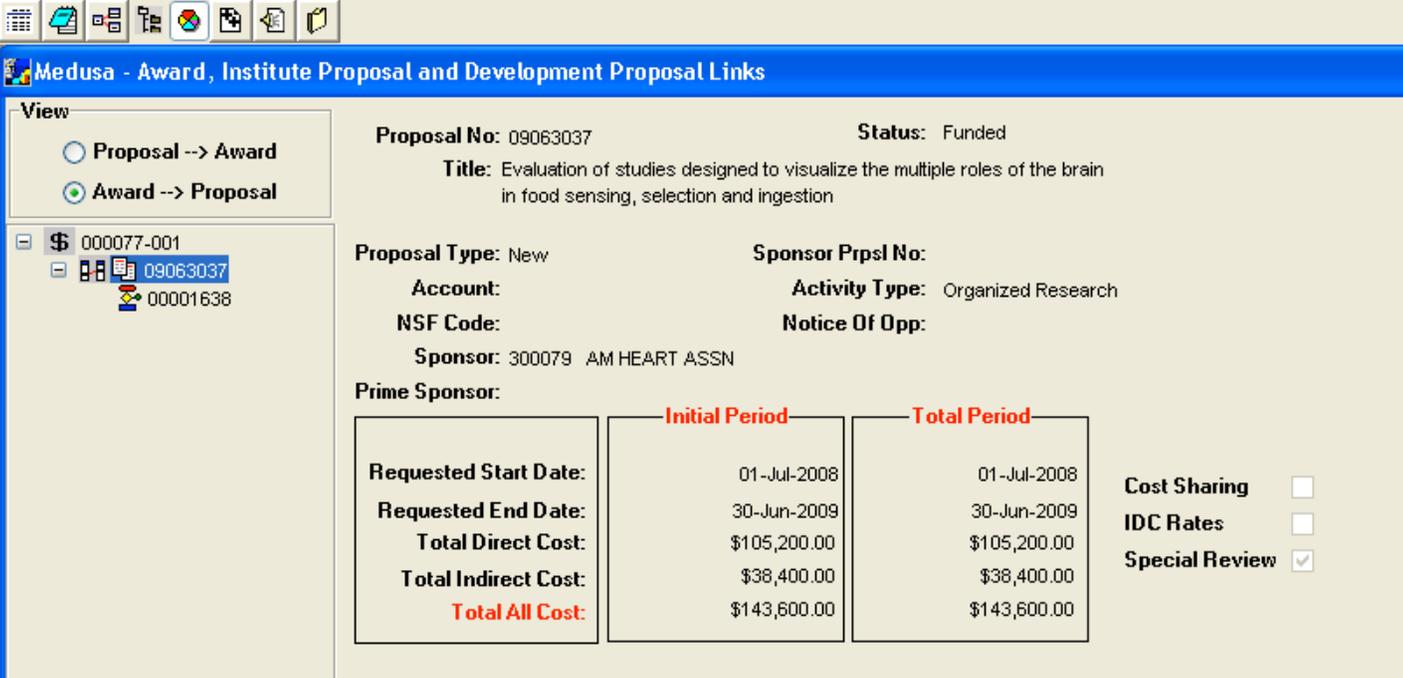


## How can I find the Institute Proposal Number (IPN)?

Medusa links records pertaining to a proposal from all Coeus modules. It is helpful for locating associated records, especially when you know only one piece of information. For example, if you have the approved proposal development number, you can locate the associated Institute Proposal number using Medusa. In Medusa you can view summary data and navigate to records in other Coeus modules.

### Opening Medusa from Proposal Development

1. Click the **Maintain Proposal Development** icon  or select **Maintain > Proposal Development**. In the **SELECT DEVELOPMENT PROPOSAL** window enter search criteria for the proposal.
2. Click to select the proposal you want from the results in the **DEVELOPMENT PROPOSAL LIST** and click the **Medusa** icon  or select **Edit > Medusa**. The MEDUSA screen opens.



**Medusa - Award, Institute Proposal and Development Proposal Links**

**View**

Proposal --> Award  
 Award --> Proposal

\$ 000077-001  
  09063037  
  00001638

**Proposal No:** 09063037      **Status:** Funded  
**Title:** Evaluation of studies designed to visualize the multiple roles of the brain in food sensing, selection and ingestion  
**Proposal Type:** New      **Sponsor Prpsl No:**  
**Account:**      **Activity Type:** Organized Research  
**NSF Code:**      **Notice Of Opp:**  
**Sponsor:** 300079 AM HEART ASSN  
**Prime Sponsor:**

	Initial Period	Total Period
<b>Requested Start Date:</b>	01-Jul-2008	01-Jul-2008
<b>Requested End Date:</b>	30-Jun-2009	30-Jun-2009
<b>Total Direct Cost:</b>	\$105,200.00	\$105,200.00
<b>Total Indirect Cost:</b>	\$38,400.00	\$38,400.00
<b>Total All Cost:</b>	\$143,600.00	\$143,600.00

**Cost Sharing**   
**IDC Rates**   
**Special Review**

3. Select an item in the tree on the left of the screen to view summary information about it in the right pane. The icons on the left are:

-  — Institute Proposal Module – IPN Number
-  — Development Proposal Module – PD Number
-  — Award Module – SAP Number

4. You can use the options in the **View** section (upper left of the screen) to change the orientation of the starting point. When you select the **Proposal > Award** option button, the starting point is the Institute Proposal; choose **Award > Proposal** to change the starting point to the Award.

## Navigating in Medusa

These icons are in the second toolbar in the Medusa screen.

Icon	Name	Function
	Display	Open the selected item in the right pane.
	Notepad	Open Notepad for the selected proposal.
	Maintain Negotiations	Open the Negotiations module.
	Display Award Hierarchy	Open a different screen view of the Award.
	Display Summary	Display a summary of the selected item.
	Expand Medusa Tree	Display all linked records (if there are any) in the tree on the left of the screen.
	Collapse Medusa Tree	Collapse the display in the tree on the left of the screen.
	Close	Close the Medusa screen.