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 **ORIS Questionnaire List** in the menu on the left.

	All Proposal	s i Proposals	in Progress Create New P	roposal Proposal Sear	ch Grants.gov O	pportunity Search
Proposal Summary	Investigator: Gasior, Angela Proposal # :0016020(Cin Progress) Agency/Sponsor; 303412 : US GEOLOGICAL SURVEY Proposal Period: 01/07/2022 - 01/04/2022					
/ Ornanization	Lead Unit: 1100500	SUMMER DAY	CAMP			
Volganization	Last Updated: 2022-01-	07 08 47 28 0 by	Gasior, Angela			
Persons	General Proposal Information				Budget: 🔀	Narrahve: 🗙
Special Review	Indicates Mandatory Fields		22/21			
Others	*Proposal Type:	New	×	"Activity Type:	Organized Researc	n ·
Proposal Roles	*Start Date:	01/07/2022		*End Date:	01/07/2022	
uestionnaire	Original Proposal Number:		Search	Award #:		Search
CCQ Conditional	*Agency/Sponsor:	303412	Search US GEOLOGIC/	AL SURVEY		
Questionnaire	Prime Sponsor:		Search			
MIQ Mandatory	Proposal Deadline Date:			OReceipt	OPostmarked	
Questionnaire	NSF Science Code:	Please Select				
MCQ Mandatory Compliance Questionnaire	"Anticipated Award Type:	Grant	~			
	Spensor Proposal No :					
	аронно гороны но .					
Budget	*Title:	Test for Question	nare			
Upload Attachments		-				10
	Program Title:					
Submit for Approval	Dronosal in Personner	Planca	Colort M	Sub Contract:	0	
Delete Proposal	Funding Opportunity	e neuse	Select	Sub Contract.	U	
Copy Proposal	Number:	2		CFDA Number:		
Email	Agency Program Code:	-		Agency Div Code:		- T
Add New Rolodex Entry				Previous Grants nov	-	
ORIS Proposal Summary	Agency Routing Identifier:			Tracking ID:	L	
ORIS Questionnaire List	Save					
Loden associated						
Training						

□ 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.