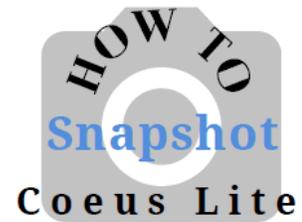


Request a New Sponsor

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

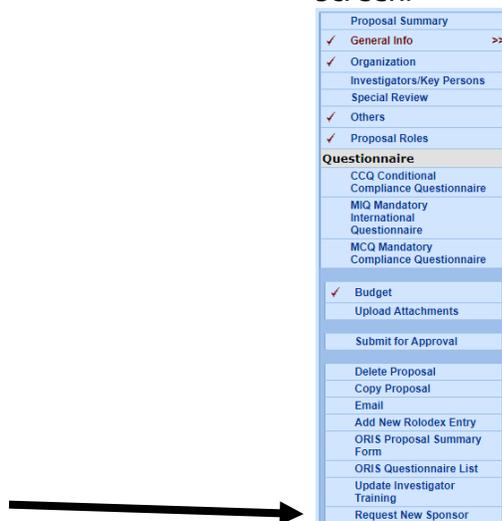


Requesting a new sponsor can take up to 3 business days. These forms are sent to Sponsored Projects Shared Services (SPSS).

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 a web form titled 'Sponsor Request Form' from the 'Shared Services Office' at Johns Hopkins University. The form has a header with the Johns Hopkins logo and a search link 'Search for Existing Sponsor Webforms Home'. Under the 'Sponsor Data' section, there are fields for 'Customer Type', 'Customer Sponsor Number', 'Customer/Sponsor Name', 'Acronym', and 'Country'. A dropdown menu for 'Customer Type' is open, showing options: 'Sponsored' (selected with a checkmark) and 'New Address'. A pink arrow points from the 'Customer Type' label 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>