

## Request a New Sponsor

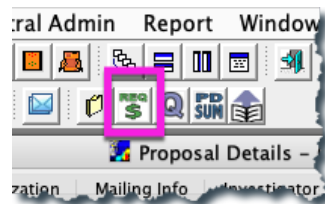
The Sponsor I need isn't in the dropdown, what do I do?



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 the "Request a New Sponsor" icon. This will take you directly to a web form to request the sponsor.



2. This will open up a web form to fill out. Se sure to choose – Sponsored for the Customer Type and complete the form.

A screenshot of the "Shared Services Office Sponsor Request Form". The form has a header with "Shared Services Office" and "Sponsor Request Form". On the right, there is a "JOHNS HOPKINS" logo and a link "Search for Existing Sponsor Webforms Home". The "Sponsor Data" section includes fields for "Customer Type", "Customer Sponsor Number", "Customer/Sponsor Name", "Acronym", and "Country". A dropdown menu for "Customer Type" is open, showing options: "Select Customer Type", "Sponsored", and "New Address". A pink arrow points to the "Sponsored" option.

- OR -

You can go directly to the form by using the following link:

<https://prcoeus.johnshopkins.edu/webforms>