ERRORS/VALIDATIONS
I received an error and can't route my record for approval, what do I do?

Use this chart to troubleshoot errors. If you still can't resolve the issue, contact Coeus-Help@jhu.edu.

Bus Rule Label	Message	How to fix it…
155: Animal Usage	V155a_INCONSISTENT: MCQ Questionnaire Q1008=Yes requires Special Review=Animal Usage. EDIT for consistency.	MCQ Questionnaire, Q1008, indicates Animal Usage, but Special Review does not.
	V155b_INCONSISTENT: Special Review=Animal Usage requires MCQ Questionnaire Q1008=Yes. EDIT for consistency.	Special Review indicates Animal Usage, but MCQ Questionnaire, Q1008, does not.
156: Human Subjects, Stem Cell Use, and HIPPA	V156a_INCONSISTENT_MCQ Questionnaire Q1005=Yes requires Special Review=Human Subject.	Edit MCQ Questionnaire Q1005 and Special Review for consistency.
	V156b_INCONSISTENT_Special Review=Human Subject requires MCQ Questionnaire Q1005=Yes.	Edit Special Review and MCQ Questionnaire Q1005 for consistency.
	V156c_INCONSISTENT_MCQ Questionnaire: Q1006=Yes requires Science Code=HIPPA.	Edit MCQ Questionnaire Q1006 and Science Code for consistency.
	V156d_INCONSISTENT_Science Code=HIPPA requires MCQ Questionnaire Q1006=Yes.	Edit Science Code and MCQ Questionnaire Q1006 for consistency.
	V156e_INCONSISTENT_MCQ Questionnaire: Q1007=Yes requires Special Review= Stem Cell.	Edit MCQ Questionnaire Q1007 and Special Review for consistency.
	V156f_INCONSISTENT_Special Review=Stem Cell requires MCQ Questionnaire Q1007=Yes.	Edit Special Review and MCQ Questionnaire Q1007 for consistency.
158: Complete Questionnaires	V158_MISSING: Compliance Questionnaire[s] must be completed before this proposal can be submitted for approval. GO TO: Edit > Questionnaires and complete all questionnaires.	Edit > Questionnaires and complete all questionnaires.
163: Proposal Type = Continuation	V163_MISSING: Proposal Type = Continuation must include Original [Institute] Proposal number and [current] Award number. GO TO: Proposal Tab.	Enter Original [Institute] Proposal number and [current] Award number on Proposal Tab.
165: Subawards	V165_INCONSISTENT: MCQ Questionnaire Q1017 and Proposal Tab > 'Subcontract' Checkbox. GO TO: edit MCQ Q1017 and 'Subcontract' Checkbox for consistency.	Edit MCQ - Q1017 and 'Subcontract' Checkbox for consistency.
182: Anticipated Award Type	V182_MISSING: Anticipated Award Type. GO TO: Proposal Tab > Anticipated Award Type.	Select Anticipated Award Type on Proposal Tab > Anticipated Award Type.
237: Prime Sponsor	V237_INCONSISTENT: Anticipated Award Type 'Subgrant' or 'Subcontract' requires a Prime Sponsor field. Also, a Prime Sponsor cannot be entered unless Anticipated Award Type is Subgrant or Subcontract. GO TO: edit Proposal Tab > Anticipated Award Type and Prime Sponsor for consistency.	Edit Proposal Tab > Anticipated Award Type and Prime Sponsor for consistency.
238: Proposal Type = Negotiation Only	V238_INCONSISTENT: Proposal Type = Negotiation Only can only have Anticipated Award Type of 'Contract' or 'Subcontract'. GO TO: edit Proposal Tab > Proposal Type and Anticipated Award Type for consistency.	Edit Proposal Tab > Proposal Type and Anticipated Award Type for consistency.
244: Administrative Costs	V244_INCONSISTENT: Budget contains a Cost Element for Administrative Salaries, but MCQ Questionnaire, Q1015, does not. GO TO: edit MCQ Q1015 and Budget Cost Elements for consistency.	Edit MCQ Q1015 and Budget Cost Elements for consistency. See ORIS Website > User Guides > Premium User Guide for definitions.

261: SAP Respon Cost Center must be 10 digits	V261_ERROR: The SAP Responsible Cost Center must be 10 digits in length. GO TO: Proposal Detail > Other Tab > SAP RESP Cost Center field and enter the 10-digit Cost Center in which the SAP Grant will be created if this proposal is funded.	Edit Proposal Detail > Other Tab > SAP RESP Cost Center field and enter the 10-digit Cost Center in which the SAP Grant will be created if this proposal is funded. NOTE: a second validation, V467, will also be run which will further require that the first 8-digits of this 10-digit SAP RESPON Cost Center field be IDENTICAL to the 8-digit Lead Unit number displayed on the Proposal Tab > Lead Unit field. The first 8 digits of these two fields, Lead Unit and SAP RESPON Cost Center, must be identical. Lead Unit number can only be changed by copying the proposal and selecting the correct Lead Unit as part of the initial copying steps. See ORIS Website > User Guides > Tip Sheets > Copying Proposal.
266: Activity Type = Clinical Research	V266_INCONSISTENT: Activity Type=Clinical Research must have Sponsor with Sponsor Type=`Private Profit ' [if Prime Sponsor is required, it too must have Sponsor Type = `Private Profit ']. GO TO: Edit Proposal Tab > Activity Type and Sponsor for consistency.	Activity Type = Clinical Research must have Sponsor with Sponsor Type = `Private Profit ' - either Domestic or Foreign Sponsor. If Prime Sponsor is required, it too must have Sponsor Type = `Private Profit '. GO TO: Proposal Tab to make the changes. Prime Sponsor is required only if Anticipated Award Type = Subcontract or Subgrant.
273: Investigators cannot be from Rolodex	V273_ERROR: One or more of the PI or Co-Investigators was added to Proposal Detail from Rolodex. GO TO: edit Investigator Tab > delete the Rolodex Person[s] and use Find Person Button to add them to proposal.	GO TO: Investigator Tab > Find Person Button to access person detail from the JHU HR system. Rolodex persons can only be Key Persons.
274: Deadline date	V274_CAUTION: Proposal Deadline Date is required for all Proposal Types except Negotiation Only. Deadline Date is defined at JHU as the last date the proposal can be received by the Sponsor and be eligible for consideration for funding. GO TO: edit Mailing Info Tab > Deadline Date.	MISSING: Proposal Deadline Date is required for all Proposal Types except Negotiation Only. Deadline Date is defined at JHU as the last date the proposal can be received by the Sponsor and be eligible for consideration for funding. GO TO: edit Mailing Info Tab > Deadline Date.
275: Proposal Type = Administrative Action	V275_MISSING: Proposal Type = Administrative Action requires completion of the fields Original [Institute] Proposal number and [current] Award number. GO TO: Proposal Tab. See ORIS Website > User Guides > Tip Sheets > "Four Problematic Fields '.	MISSING: Proposal Type = Administrative Action requires completion of the fields Original [Institute] Proposal number and [current] Award number. GO TO: Proposal Tab. See ORIS Website > User Guides > Tip Sheets > "Four Problematic Fields'.
292: International Activities	V292_INCONSISTENT: MCQ Questionnaire Q1055 and Q1056 and Science Code for 'International Program '. GO TO: edit MCQ Q1055 Q1056 and Science Code for consistency.	INCONSISTENT: MCQ Questionnaire Q1055 and Q1056 and Science Code for 'International Program '. GO TO: edit MCQ Q1055 Q1056 and Science Code for consistency.
300: Attachments must have Status Complete to submit	V300_ERROR: one or more Narrative Attachments has the Status = Incomplete. GO TO: Proposal > Narrative and make all Statuses Complete.	ERROR: one or more Narrative Attachments has the Status = Incomplete. GO TO: Proposal > Narrative and make all Statuses Complete.
306: Sponsor and Prime Sponsor	V306_ERROR: The Sponsor and Prime Sponsor cannot be identical. GO TO: Proposal Tab. Prime Sponsor should be blank unless Anticipated Award Type = Subcontract or Subgrant.	ERROR: The Sponsor and Prime Sponsor cannot be identical. GO TO: Proposal Tab. Prime Sponsor should be blank unless Anticipated Award Type = Subcontract or Subgrant.
308: Summary Budget only	V308_CAUTION: This proposal budget has been entered on the Summary Budget Tab and not in a Detailed Budget Format. Preparer must change the IDC Rate in the Budget Rates Table to be identical to the IDC rate used in the Budget Spreadsheet uploaded as Narrative Type = Internal Documents. GO TO: Budget > Edit > Rates and edit the appropriate IDC, F&A, Rate.	CAUTION: This proposal budget has been entered on the Summary Budget Tab and not in a Detailed Budget Format. Preparer must change the IDC Rate in the Budget Rates Table to be identical to the IDC rate used in the Budget Spreadsheet uploaded as Narrative Type = Internal Documents. GO TO: Budget > Edit > Rates and edit the appropriate IDC, F&A, Rate.
321: Distribute Total Cost Budget	V321_ERROR: Budget numbers have been entered incorrectly. GO TO: edit Budget > Summary Tab by entering Direct Costs and Indirect Costs in the appropriate columns. Do not enter numbers in the Total Cost Column.	ERROR: Budget numbers have been entered incorrectly. GO TO: edit Budget > Summary Tab by entering Direct Costs and Indirect Costs in the appropriate columns. Do not enter numbers in the Total Cost Column.
323: Congressional District	V323_MISSING: One or more Congressional Districts are missing. GO TO: Organization Tab. Highlight each Performance Site and examine Congressional District field.	MISSING: One or more Congressional Districts are missing. GO TO: Organization Tab. Highlight each Performance Site and examine Congressional District field. Foreign entities should be 00-000.
331: Sponsor Type = Higher Education	V331_CAUTION: Sponsor with a Sponsor Type= 'Institution of Higher Education' must contain a Prime Sponsor - and vice versa. GO TO: Proposal Tab. If Sponsor is correct, add the 'Prime ' Sponsor that will provide the Sponsor with funding.	CAUTION: Sponsor with a Sponsor Type= 'Institution of Higher Education' must contain a Prime Sponsor - and vice versa. GO TO: Proposal Tab. If Sponsor is correct, add the 'Prime ' Sponsor that will provide the Sponsor with funding. Anticipated Award Typo must = Subcontract or Subgrant. To view the Sponsor's Sponsor Type re-search the Sponsor Code. Sponsor Type is the fourth field from left in the 'Sponsor Search Result' window.

354: No Negative Numbers	V354_ERROR: Proposal Budget cannot contain a negative dollar amount. GO TO: Budget > Summary Tab > remove all dollar amounts, then GO TO: Narrative > Narrative Type 'Internal Documents ' upload revised budget spreadsheet or similar document.	ERROR: Proposal Budget cannot contain a negative dollar amount. GO TO: Budget > Summary Tab > remove all dollar amounts, then GO TO: Narrative > Narrative Type 'Internal Documents ' upload revised budget spreadsheet or similar document.
361: Proposal Person Unit Number 000001	V361_ERROR: One or more of the people named as Principal Investigator or Co-Investigator has a lead unit of "000001". GO TO: Investigator Tab > Highlight the individual and delete the 000001 Unit.	ERROR: One or more of the people named as Principal Investigator or Co-Investigator has a lead unit of "000001". GO TO: Investigator Tab > Highlight the individual and delete the 000001 Unit. Then, add the correct Unit Number.
369: Proposal Type = Administrative Action	V369_CAUTION: IF Proposal Type = Administrative Action was selected because this record is seeking a No Cost Extension, the Science code 'No-Cost Extension' must also be selected.	INCONSISTENT_IF Proposal Type = Administrative Action was selected because this record is seeking a No Cost Extension, the Science code 'No-Cost Extension' must also be selected. Ignore this Warning if reason for proposal does not include a request for NCE.
370: Proposal Type = Supplement	V370_INCONSISTENT: Proposal Type = Supplement requires one of these Science Codes 'Administrative Supplement ', 'Competitive Supplement ', or 'Change of Grantee Institution '. GO TO: edit Proposal Type and Science Code for consistency.	INCONSISTENT: Proposal Type = Supplement requires one of these Science Codes 'Administrative Supplement ', 'Competitive Supplement ', or 'Change of Grantee Institution '.
375: Proposal Type = Supplement	V375_MISSING: Proposal Type = Supplement must include Original [Institute] Proposal number and [current] Award number – unless it has Science Code = 'Change of Grantee Institution '. GO TO: Proposal Tab. See ORIS Website > User Guides > Tip Sheets > "Four Problematic Fields '.	MISSING: Proposal Type = Supplement must include Original [Institute] Proposal number and [current] Award number – unless it has Science Code = 'Change of Grantee Institution '. GO TO: Proposal Tab. See ORIS Website > User Guides > Tip Sheets > "Four Problematic Fields'.
380: Cost Sharing	V380_INCONSISTENT: CCQ Compliance Q1026 = Yes for Cost Sharing required by the Sponsor, but no Cost Sharing is included in the Budget. GO TO: Edit Q1026 and the Budget for consistency.	INCONSISTENT: CCQ Compliance Q1026 = Yes for Cost Sharing required by the Sponsor, but no Cost Sharing is included in the Budget. GO TO: Edit Q1026 and the Budget for consistency.
381: Cost Sharing	V381_INCONSISTENT: The Budget contains Cost Sharing, but the CCA Questionnaire Q1026=No. GO TO: Edit Q1026 and the Budget for consistency.	INCONSISTENT: The Budget contains Cost Sharing, but the CCA Questionnaire Q1026=No. GO TO: Edit Q1026 and the Budget for consistency.
383: Proposal Type = Revision	V383_MISSING: Proposal Type = Revision requires entering the Original [Institute] Proposal Number, but leave blank Award Number field. GO TO: Proposal Tab > Original Proposal Number field.	V383_MISSING: Proposal Type = Revision requires entering the Original [Institute] Proposal Number, but leave blank Award Number field. GO TO: Proposal Tab > Original Proposal Number field. See ORIS Website > User Guides > Tip Sheets, 'Four Problematic Fields'.
384: Proposal Type = Revision	V384_ERROR: Proposal Type = Revision must leave blank the field 'Award Number '. GO TO: Proposal Tab > Award Number field.	ERROR: Proposal Type = Revision must leave blank the field 'Award Number '. GO TO: Proposal Tab > Award Number field. See ORIS Website > User Guides > Tip Sheets, 'Four Problematic Fields'.
403: Proposal Type = Continuation	V403_ERROR: Proposal Type = Continuation cannot be used when originally submitted proposal contained just one budget year. GO TO: Proposal Tab > and select another Proposal Type.	ERROR: Proposal Type = Continuation cannot be used when originally submitted proposal contained just one budget year. GO TO: Proposal Tab > and select another Proposal Type. Consult ORA Grants Associate and ORIS Website > User Guides > Proposal Type Decision Guide for assistance.
425: Certify Investigators and Key Persons	V425_MISSING: Investigator Certification Form has not been completed for one or more Proposal Persons. GO TO: Investigator Tab and Key Person Tab and complete all Certification Forms for every Investigator and Key Person.	MISSING: Investigator Certification Form has not been completed for one or more Proposal Persons. GO TO: Investigator Tab and Key Person Tab and complete all Certification Forms for every Investigator and Key Person.
451: Internal Sponsor, Internal Application	V451_CAUTION: Proposal Type = Internal Application should have a Sponsor Name that begins with "Johns Hopkins…". They do not in this proposal. GO TO: Proposal Tab and change either Proposal Type or Proposal Sponsor. Consider consulting ORA Grants Associate for guidance.	INCONSISTENT: Proposal Type = Internal Application should have a Sponsor Name that begins with "Johns Hopkins…". They do not in this proposal. GO TO: Proposal Tab and change either Proposal Type or Proposal Sponsor. Consider consulting ORA Grants Associate for guidance.
461: Sponsor is Foreign	V461_INCONSISTENT: Proposal Sponsor is a foreign entity [Sponsor Type = Foreign], but CCQ Questionnaire Q1055 indicates no foreign involvement in the project. GO TO: edit CCQ Q1055 or Sponsor for consistency.	INCONSISTENT: Proposal Sponsor is a foreign entity [Sponsor Type = Foreign], but CCQ Questionnaire Q1055 indicates no foreign involvement in the project. GO TO: edit CCQ Q1055 or Sponsor for consistency.
463: Proposal Type = Resubmission	V463_MISSING: Proposal Type = Resubmission requires entering the Original [Institute] Proposal Number. GO TO: Proposal Tab > Original Proposal Number field. See ORIS Website > User Guides > Tip Sheets, 'Four Problematic Fields'.	MISSING: Proposal Type = Resubmission requires entering the Original [Institute] Proposal Number. GO TO: Proposal Tab > Original Proposal Number field. See ORIS Website > User Guides > Tip Sheets, 'Four Problematic Fields'.

465: Proposal Type = Renewal	V465_MISSING: Proposal Type = Renewal requires both Original [Institute] Proposal Number and [current] Award Number. GO TO: Proposal Tab and complete blank field[s].	MISSING: Proposal Type = Renewal requires both Original [Institute] Proposal Number and [current] Award Number. GO TO: Proposal Tab and complete blank field[s]. See ORIS Website > User Guides > Tip Sheets, 'Four Problematic Fields'.
467: Lead Unit = 8 digits of SAP Respon Cost Center	V467_INCONSISTENT: The 8-digit Lead Unit Number in which the proposal was created is not the same as the first 8-digits entered for the 'SAP Resp Cost Center'. GO TO: edit the Other Tab > SAP RESP Cost Center field, or copy this proposal into the correct Lead Unit number. Lead Unit field cannot be edited.	INCONSISTENT: The 8-digit Lead Unit Number in which the proposal was created is not the same as the first 8-digits entered for the 'SAP Resp Cost Center'. GO TO: edit the Other Tab > SAP RESP Cost Center field, or copy this proposal into the correct Lead Unit number. Lead Unit field cannot be edited. NOTE a second validation, V261, will also run to confirm that there are ten digits in the field SAP RESPON Cost Center.
470: Proposal Type = Supplement	V470_ERROR: Proposal Type = Supplement requires that the Proposal Start and End Dates are the EXACT dates for which ADDITIONAL funding is being requested. GO TO: 1] Proposal Detail > Proposal Tab correct Proposal Start and End Dates to only cover the additional periods; 2] create a NEW budget version, so Coeus will use adjusted Project dates in new Budget.	ERROR: Proposal Type = Supplement requires that the Proposal Start and End Dates are the EXACT dates for which ADDITIONAL funding is being requested. GO TO: 1] Proposal Detail > Proposal Tab correct Proposal Start and End Dates to only cover the additional periods; 2] create a NEW budget version. NOTE A: Coeus will automatically adjust budget Period Boundaries and Budget Rates when the New Budget Version is created. NOTE B: If it is essential to retain the existing Budget Version, answer 'Yes' or 'Ok' when Coeus asked if the Budget Period Boundaries should be Adjusted and if the Budget Rates should be Adjusted.
471: Proposal Types requiring a budget	V471_MISSING: Proposal Types = [New, Resubmission, Renewal, Supplement, Continuation, and Task Order] must have a Budget. GO TO: Proposal Tab and change the Proposal Type if a budget is not required for this proposal.	MISSING: Proposal Types = [New, Resubmission, Renewal, Supplement, Continuation, and Task Order] must have a Budget. GO TO: Proposal Tab and change the Proposal Type if a budget is not required for this proposal. Consult ORA Grants Associate and ORIS Website > User Guides > Proposal Type Decision Guide for assistance.
476: Proposal Type = Negotiation Only	V476_INCONSISTENT: Proposal Type = Negotiation Only should not include a Budget. GO TO: Proposal Tab > Proposal Type and consider another proposal type, if a budget is essential to this Coeus Record. Consult the ORA Grants Associate and the ORIS Website > User Guides > Proposal Type Decision Guide.	INCONSISTENT: Proposal Type = Negotiation Only does not include a Budget. GO TO: Proposal Tab > Proposal Type and consider another proposal type, if a budget is essential to this Coeus Record. Consult the ORA Grants Associate and the ORIS Website > User Guides > Proposal Type Decision Guide.
522: Biohazardous materials	V522a_INCONSISTENT: Special Review includes 'Biohazardous Materials', but CCQ Q1009 and/or Q1047 are answered 'No'. GO TO: edit Special Review and CCQ for consistency.	INCONSISTENT: Special Review includes 'Biohazardous Materials', but one or both CCQ Q1009, Q1047 are answered 'No'. GO TO: Special Review and/or CCQ to remove this inconsistency.
	V522b_INCONSISTENT: CCQ Questionnaire, Q1009 and/or Q1047, are answered 'Yes', but Special Review does not include 'Biohazard Materials '. GO TO: edit Special Review and CCQ for consistency.	INCONSISTENT: CCQ Questionnaire, Q1009 and/or Q1047, are answered 'Yes', but Special Review does not include 'Biohazard Materials '. GO TO: Special Review and/or CCQ to remove this inconsistency.
523: Hazardous Chemicals	V523a_INCONSISTENT: Special Review includes 'Hazardous Chemicals', but CCQ Q1009 and/or Q1011 are answered 'No'. GO TO: edit Special Review and CCQ for consistency.	INCONSISTENT: Special Review includes 'Hazardous Chemicals', but one or both CCQ Q1009, Q1011 are answered 'No'. GO TO: Special Review and/or CCQ to remove this inconsistency.
	V523b_INCONSISTENT: CCQ Questionnaire, Q1009 and/or Q1011, are answered 'Yes', but Special Review does not include 'Hazardous Chemicals'. GO TO: edit Special Review and CCQ for consistency.	INCONSISTENT: CCQ Questionnaire, Q1009 and/or Q1011, are answered 'Yes', but Special Review does not include 'Hazardous Chemicals'. GO TO: Special Review and/or CCQ to remove this inconsistency.
524: Recombinant DNA	V524a_INCONSISTENT: Special Review includes 'Recombinant DNA', but CCQ Q1009 and/or Q1012 are answered 'No'. GO TO: edit Special Review and CCQ for consistency.	INCONSISTENT: Special Review includes 'Recombinant DNA', but one or both CCQ Q1009, Q1012 are answered 'No'. GO TO: Special Review and/or CCQ to remove this inconsistency.
	V524b_INCONSISTENT: CCQ Questionnaire, Q1009 and/or Q1012, are answered 'Yes', but Special Review does not include 'Recombinant DNA '. GO TO: edit Special Review and CCQ for consistency.	INCONSISTENT: CCQ Questionnaire, Q1009 and/or Q1012, are answered 'Yes', but Special Review does not include 'Recombinant DNA '. GO TO: Special Review and/or CCQ to remove this inconsistency.