

COEUS LITE GUIDE



April 2022

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
Introduction to CoeusLite

Coeus Premium  vs. CoeusLite: 

- **Premium** requires installation of JHU Citrix server.
- **CoeusLite** is browser-based and does not require use of Citrix server.

Some Facts:

- **CoeusLite** is completely suitable for creating and submitting proposals.
- Data entered into CoeusLite or Coeus Premium is stored in exactly the same place – same proposal file – at JHU’s Mt. Washington Central IT Coeus servers.

- JHU Pulse Secure login  is **required when working off-campus** for both CoeusLite and Premium. This is called the VPN (Virtual Provider Network).

ACCESS CoeusLite

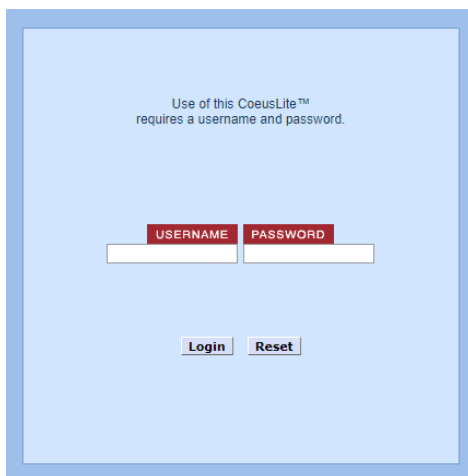
If you have never used Coeus or Coeus Lite, access is initially granted by ORIS who assigns roles based on the job function and department access needed.

To request access, go to the following link and complete the form:

<https://research.jhu.edu/oris/change-account/>

If you have an account and roles assigned to you,

1. Copy and paste the following link in your browser: <https://prcoeus.johnshopkins.edu/coeus>
2. Login with your JHEDID and password



Use of this CoeusLite™
requires a username and password.

USERNAME PASSWORD

Login Reset

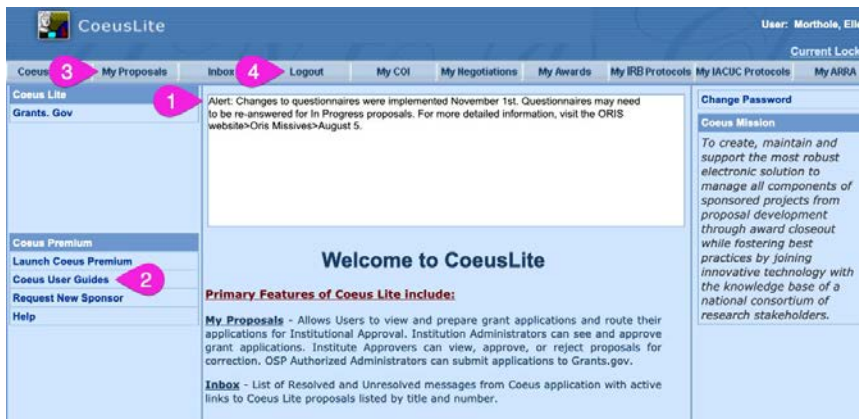
Layout of CoeusLite

Home Screen

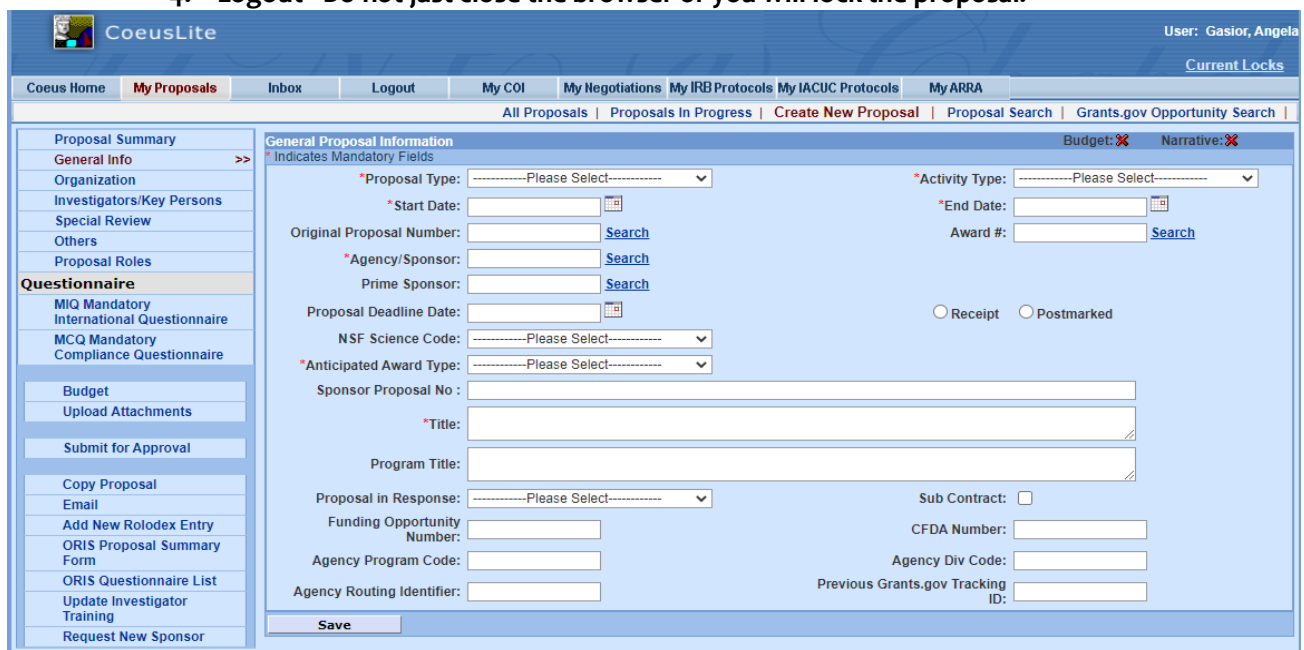
IMPORTANT:

- Always Logout -

Do not just close the browser or you will lock the proposal.



1. Public Message – This contains important updates.
2. Coeus User Guides – This is a link to the ORIS Website and guides.
3. My Proposals – Access your proposals.
4. Logout - Do not just close the browser or you will lock the proposal.



The menu down the left side of the screen shows all the components needed for the record. Click on each one to enter the needed information.

The menu also displays actions that can be completed:

Submit for Approval	This sends the record to the next level of JHU personnel for review.
Copy Proposal	This function allows users to copy an existing proposal and make changes as needed.
Email	This sends email notifications to other users.
Add New Rolodex entry	Create a Rolodex entry for a person or organization needed to be named in the proposal.
ORIS Proposal Summary Form	This generates a PD Summary of the proposal.
ORIS Questionnaire List	This link can be used to download the current questionnaires that need to be sent to investigators to be completed and signed.

Update Investigator Training	This refreshes the system to show current information for investigator training that the investigator has taken.
Request New Sponsor	This is a link to the Webform that needs to be completed to have Shared Services add a new sponsor. This can take an average of three days to be completed.

Create a New Proposal

1. Go to **My Proposals** tab.
2. Click on **Create New Proposal**.
3. Select appropriate **Cost Center**. If you only have access to one Cost Center, you will not see these choices, the General Info tab will open automatically.

Unit Number	Unit Name
000001	JOHNS HOPKINS ENTERPRISE
1200000	WHITING SCHOOL OF ENGINEERING
16025000	EPIDEMIOLGY
16030000	HEALTH BEHAVIOUR & SOCIETY
17017000	NEUROSCIENCE
17053111	PEDIATRIC CARDIOLOGY
18500002	Laboratory 2
18500003	Coeus Class Cost Center

- Displayed are the Cost Centers (aka Lead Units in Coeus) in which you have roles.
- Choose the Cost Center corresponding to the SAP Responsible Cost Center in which the Principal Investigator on the proposal will want to expend proposal funds, if awarded. That is, what is the Cost Center in which the SAP Award/Grant will be created by SPSS (Sponsored Projects Shared Services).
- If you select the wrong cost center, you will need to start a new proposal as this cannot be changed once a proposal has been started.

General Info Tab

1. The General Info screen will open. Items required are marked with a **red asterisk (*)**.

2. **Begin entering information needed for the record.** Fields are explained below:

Proposal Type — **REQUIRED** - Select the appropriate entry from the drop-down list or enter the first characters until the type appears. This information might be specified in the sponsor's announcement or guidelines.

The **Proposal Types** below are divided by the types that produce a new Coeus IPN (Institute Proposal Number) and those that do not. A new Coeus IPN is required when new funding is being requested, including additional, unaccounted for funding for an award that has already been established.

A New Coeus IPN is created for the following proposal types:

Proposal Type	Description
New	Application is being submitted for funding for the first time. This also includes multiple submission attempts within the same round.
Renewal	Project for which previous years of funding have elapsed. Renewals request additional funding to continue previously awarded projects through either an announced open competition, or closed competition with no guarantee of funding. Proposals of this type generally receive a new SAP Grant record.
Supplement	Administrative and Competitive supplements are proposals that request additional funding, equipment, time, etc. to expand the scope of work for a current award. NIH calls this a "Revision." Applicants should contact the awarding agency for advice on submitting applications that request additional funding. Science Code Administrative Supplement or Competitive Supplement is required.
Resubmission	The second or third attempt at getting a project funded. The first attempt was submitted as "NEW." All subsequent attempts are resubmissions of the same application perhaps addressing concerns raised by a sponsor during their review.
Task Order	Proposal requesting funds for work or services conducted under an existing Master Agreement (a type of contract that does not procure or specify a firm quantity of services except through the issuance of individual Task Orders).
Negotiation Only	Proposal type allows departments to workflow business documents and address research compliance areas (protocols, COI, etc.) for proposals not including dollar amounts (e.g. MTA, MOU, LOI, etc.) once an Institute Proposal number is created. Institute Proposal records with this type are excluded from Institutional Success Rate calculations.

No IPN is created for the following Proposal Types:

Proposal Type	Description
Administrative Action	This workflows documents requiring additional action or signature approval (e.g. no-cost extensions, changes in PI, re-budgeting requests such as budget or period reductions, etc.) Science Code for No-Cost Extensions is required. This proposal type should only be used for records that have an existing award. Usage varies based on your specific Research Administration Office (JHURA or SOM).
Continuation	Progress report submitted to receive an increment of funding from a previously awarded amount. This proposal type allows departments to workflow business documents and address research compliance areas. This proposal type does not create an Institute Proposal record and are excluded from Institutional Success Rate calculations.
Revision	Sponsor requests a revision to a previously submitted application before moving forward with a funding decision (e.g. change in amount requested, change in statement of work, etc.). These requests are not considered competitive proposal submissions, but merely a sponsor-initiated action on a previously submitted application. Applies to applications prior to award: examples include budget/statement of work/impact statement negotiations on NSF or federal contract applications.
Pre-Application	Application consisting of a brief description of a research plan and estimated budget (white paper) submitted to sponsor for consideration to submit full application.
Internal Application	Proposal for funding by JHU (e.g. SOM: clinician scientist awards) or a proposal for interdivisional, coordinated programs requiring JHU internal peer review (e.g. NIEHS superfund basic research and training program). Proposals of this type do not create an institute proposal number and are excluded from institutional success rate calculations.

Activity Type — **REQUIRED** - Select the appropriate entry from the drop-down list or enter the first characters until the name appears. Use the chart below.

IMPORTANT: Refer to the announcement and Divisional policy to determine the **Activity Type**. The entry in this field determines overhead rates, so selecting the correct value is important. Visit the following link for the Current F&A and Fringe Benefits Rate Agreements: https://finance.jhu.edu/depts/cost/ca_rate_agree.html

Activity Type	Description
Organized Research	<p>Research activities include rigorous inquiry, experimentation or investigation to increase scholarly understanding in the involved discipline. Examples include awards:</p> <ul style="list-style-type: none"> • to support research activities • to maintain facilities, equipment and/or operation of a facility used for research • for the writing of books, when the purpose is to publish research results • for data collection, evaluation, analysis and/or reporting
Instruction	<p>Instruction activities include any project where the purpose is to instruct any student at any location. Recipients of instruction may be JHU students or staff, teachers or students in elementary or secondary schools, or the general public. Examples include:</p> <ul style="list-style-type: none"> • Curriculum development projects, including projects which involve evaluation of curriculum or teaching methods. Note that such evaluation may be considered “research” when the preponderance of activity is data collection, evaluation and reporting • Projects involving JHU students in community service activities for which they are receiving academic credit • Activities funded by awards to departments or schools for the support of students • Fellowship support for pre-doctoral and post-doctoral training activities, including grants funding dissertation work and related travel • Support for writing textbooks or reference books, or creating video or software to be used as instructional materials
Other Sponsored Activity	<p>Other sponsored activities include programs involving work other than instruction and organized research. Most projects in this category do not directly involve students and gain little benefit from libraries, therefore the F&A rate applicable to this category is less than for Research or Instruction. Examples of Other Sponsored Activities include:</p> <ul style="list-style-type: none"> • Travel grants, • Support for conferences, seminars or workshops • Support for University public events such as “lively arts,” • Publications by JHU Press • Support for student participation in community service projects which do not result in academic credit • Support for projects pertaining to library collections, acquisitions, bibliographies or cataloging • Programs to enhance institutional resources, including computer enhancements, etc. • Health services projects
Clinical Research	<p>Clinical Research includes all for profit corporation sponsored research (sponsor or prime sponsor, domestic or foreign) that involves patients or protected health information (PHI), or clinical testing or procedures, or drug/device diagnostic testing in humans or any planning/lab/clinical service in support of such clinical research.</p>

Title — REQUIRED - If you have copied another proposal, you might need to replace the title. See the sponsor's announcement or guidelines for requirements.

Start Date — REQUIRED - Enter the date the project is expected to start in **mm/dd/yy** format. (The format will change to dd-mmm-yyyy when you leave the field.) Refer to the sponsor's announcement or guidelines for acceptable dates.

End Date — REQUIRED - Enter the date the project is expected to end in **mm/dd/yy** format. (The format will change to dd-mmm-yyyy when you leave the field.) Refer to the sponsor's announcement or guidelines for acceptable dates.

Anticipated Award Type – REQUIRED - Select the type from the drop-down list. Check the Funding Opportunity Announcement or confirm with the sponsor to determine.

Sponsor — REQUIRED - The sponsor is the organization providing funds. If your proposal will be a subgrant/subcontract to another organization's submission, enter the submitting organization as the Sponsor. To enter the Sponsor, you may need to use the Search Function – see below.

SEARCH Function

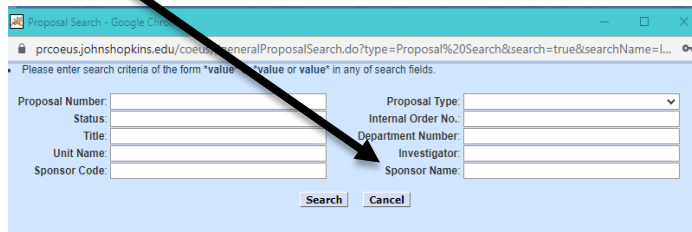
Any time you see the word Search next to a field, you can search.

1. Open Sponsor Search by clicking on **Search** next to **Agency/Sponsor** field.



Original Proposal Number: [Search](#)
*Agency/Sponsor: [Search](#)
Prime Sponsor: [Search](#)

2. Locate **Sponsor Name** Column:



Proposal Number: Proposal Type:
Status: Internal Order No.:
Title: Department Number:
Unit Name: Investigator:
Sponsor Code: Sponsor Name:
[Search](#) [Cancel](#)

3. Enter asterisk, *
4. Enter part of the sponsor's name.
5. Enter asterisk, *
6. Select [Search](#).
7. Click on appropriate sponsor name in the list that opens.

Prime Sponsor — This field is **required** if your proposal will be a subgrant/subcontract to another organization's submission, enter the agency providing funds to that organization. If your institutional proposal is not a subgrant/contract, leave this field blank. If the sponsor you need is not available, you must request that a new sponsor be added to SAP. Use the icon on the second row to request the new sponsor.

Enter the sponsor's six-digit code in this field if you know it or click the [Search](#).

Sponsor Proposal No. — Required if the **Proposal Type** is Renewal or Continuation.
Search the Award module or Institute Proposal module, as appropriate, to find this number.

Original Proposal Number — Required if Proposal type is Continuation, Renewal, Resubmission, Revision (check with your Research Administration office). Click **Search** if you do not know the number.

Award No. — Required if the **Proposal Type** is Continuation, Renewal, or Revision. Leave this field blank for New, Resubmission, or Task Order. This is the SAP# which is six digits followed by a three digit suffix. Ex. 130951-001

Program Title — Enter a program title provided by the sponsor.

Proposal in Response — This field is the same as the **Notice of Opportunity** in Coeus Premium. Select an entry from the drop-down list to identify how this funding opportunity was announced.

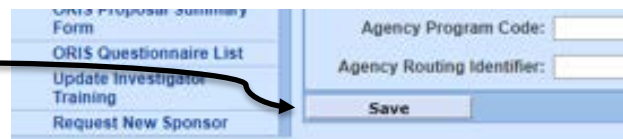
Notice of Opportunity	Description
Federal Solicitation	Published announcement
Unsolicited	Open announcement or no announcement
Verbal Request for Proposal	Communication from sponsor
SBIR Solicitation	Small Business Innovation Research
STTR Solicitation	Small Business Technology Transfer
Non-Federal Solicitation	Foundation, industrial, or any non-federal
Internal	Institutional program, not external sponsor

Subcontract (checkbox) — Select this checkbox if Johns Hopkins will issue one or more subcontracts for this proposal. If there will be no subcontracts, leave it unchecked.

Funding Opportunity Number – This number is needed in the case of federally sponsored awards.

CFDA No. — Catalog of Federal Domestic Assistance number assigned by sponsor for funding opportunity.

3. At the bottom left corner, click on Save.



Organization Tab

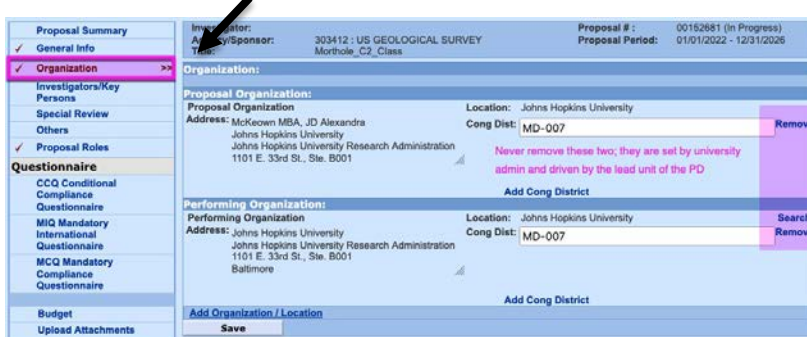
Add to Organization Tab:

- Performance Site – Outgoing subs and special performance site locations


Proposal Subaward:

If JHU will be issuing a subaward to any organization, this information must be included on the Organization tab.

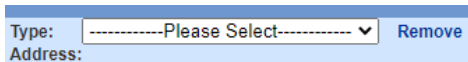
1. Click on **Organization** tab.



2. Select **Add Organization/Location**.



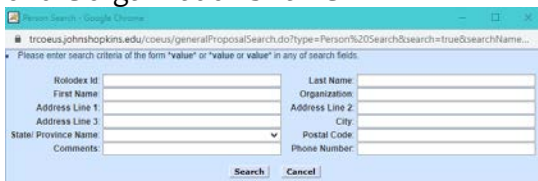
3. Click on -----Please Select-----v dropdown and choose **Performance Site**.



4. Enter Location (this should be the name of the organization for subgrants and subcontracts.)



5. Click on **Find Address** and the Rolodex Search will open. Search for the organization by entering *part of the organization's name*.



6. Choose the appropriate organization and the address will populate in the record.

7. Click on **Add Cong District**.



8. Enter Congressional District (format is important).

Congressional Districts	
MD-007	for district benefit
MD-All	for statewide benefit
US-All	for nationwide benefit
00-000	for international benefit

Investigator/Key Persons Tab

IMPORTANT: You must have at least one Primary Investigator noted or you will get an ERROR which will prevent you from routing to the approver.

Never select both “Co-Investigator” and “Non Employee Search.”

If you have a non-JHU employee who is also a Co-Investigator, Choose Key Person and then enter “Co-investigator” for the Key Person Role.

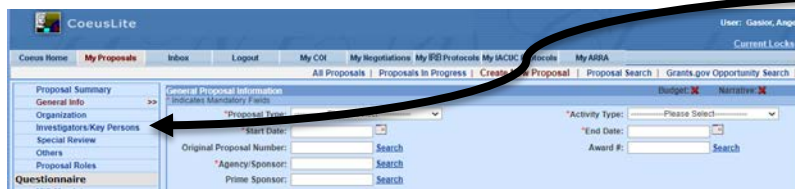
- Principal Investigator (PI)** = must be JHU Employee
- Co-Investigator (Co-I)** = must be JHU Employee
- Key Study Person** = can be JHU employee or Non-JHU employees, applies to everyone else

Employee Search: search for JHU employees. This information is fed to Coeus from SAPHR.

Non-employee Search: search non-JHU persons. Use this for the Person search of Coeus Rolodex.

To enter Investigators and Key Personnel:

1. Click on Investigators/Key Persons in the menu on the left side of the screen.



2. Click on Employee Search or Non Employee Search appropriate and the following box will open:



3. Enter Last Name and * to search. Or you can use another field to search.
4. Click on Search and a list of names will open.
5. Choose and click on the appropriate name.

ROLODEX_ID	SPONSOR_CODE	LAST_NAME	FIRST_NAME	MIDDLE_NAME	SUFFIX	PREFIX	TITLE	ORGANIZ
7882		Bell	Michael	James			Associate Professor	Children's National
9849		Bellantoni	Michele				Associate Professor	Johns Hopkins University

- Choose the **Proposal Role** from the dropdown. If this is a Key Person, also complete the **Key Person Role** field which will open after you choose Key Person.

IMPORTANT NOTE:

Never select both “Co-Investigator” and “Non Employee Search.”

If you have a non-JHU employee who is also a Co-Investigator, Choose Key Person and then enter “Co-investigator” for the Key Person Role. See example below:

Name	Department	LU	MPI	Role	T	A	S	C	Remove
Morthole, Ellen P	• Coeus Class Cost Center	<input checked="" type="checkbox"/>		Principal Investigator	0.0	0.0	0.0	0.0	Remove
Zeger, Scott	• BIostatistics			Co-Investigator	0.0	0.0	0.0	0.0	Remove
Taylor, Russell H	• COMPUTER SCIENCE			Project Collaborator	0.0				Remove

- Input the % Effort.
- Click **SAVE**.

Certification of all Investigators –

- Select **Investigator/Key Persons** Tab.
- Confirm Red X, then this person requires certification and click on **<Certify>**.

- See all Proposal Persons in upper left-hand corner. Click on each name to choose the person to certify.
- Answer Questions corresponding to the name with double carrots “>>”. **This information must be provided by the Investigators and Key Persons.**
- SAVE.**
- Select **<Return to Investigator>**, when finished.

- Confirm Green Checkmarks.

Name	Department	LU	MPI	Role	T	A	S	C	Remove	Certify	Details
Morthole, Ellen P	• Coeus Class Cost Center	<input checked="" type="checkbox"/>		Principal Investigator	0.0	0.0	0.0	0.0	Remove	<input checked="" type="checkbox"/>	View Details
Zeger, Scott	• BIostatistics			Co-Investigator	0.0	0.0	0.0	0.0	Remove	<input checked="" type="checkbox"/>	View Details
Hoffman, Gloria				Co-Investigator	0.0				Remove	<input checked="" type="checkbox"/>	View Details
Taylor, Russell H	• COMPUTER SCIENCE			Project Collaborator	0.0				Remove	<input checked="" type="checkbox"/>	View Details

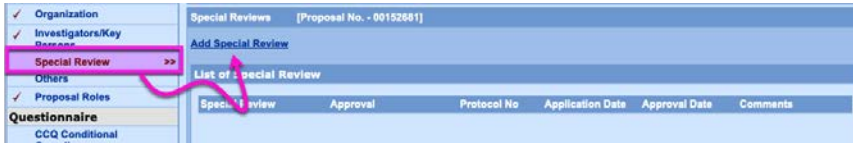
If you need to remove a person from the Proposal:

Select **Remove** next to the name of the individual to remove the person from proposal.

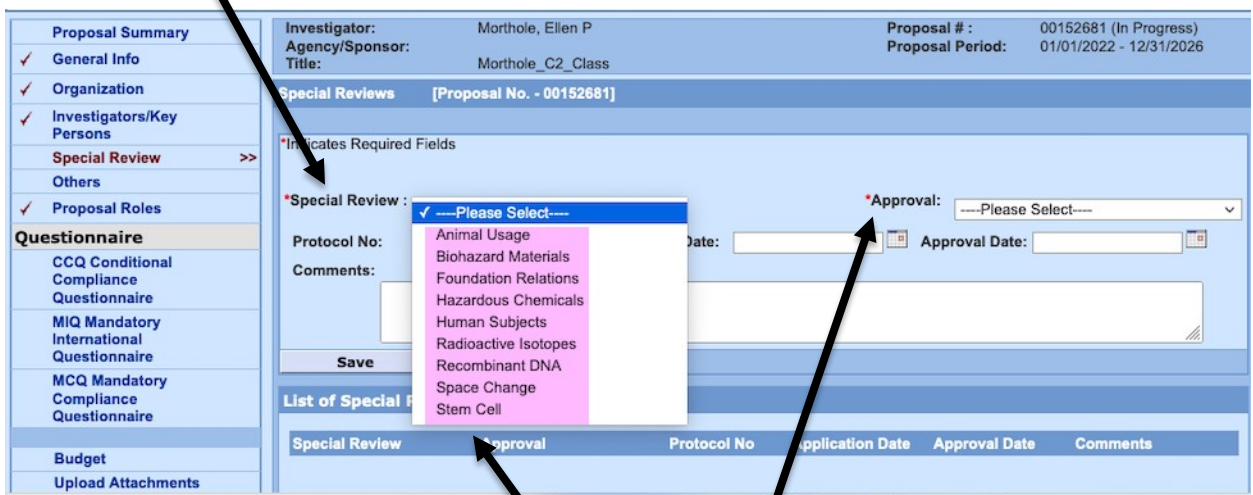
Special Review Tab

Note: Some special review types are validated against Special Review questions in the compliance questionnaires, while others simply apply a key word to the PD to ease certain reporting (foundation relations and space change).

1. Click on **Special Review** tab and click on **Add Special Review**.



2. Click on the **Special review:** field and choose the appropriate review from the dropdown menu.



3. Select the appropriate choice from the dropdown.
4. Select **Approval** and the appropriate dropdown from the menu.
5. Click on **Save**.

Others Tab

1. Enter **Proposal Contact**.

This is most likely you, but it is the person who the Research Office needs to contact in the event of questions regarding this PD record.

2. Enter **Proposal Contact email** and **telephone** as appropriate.
3. Enter **SAP Resp Cost Center**:

IMPORTANT: SAP Responsible Cost Center should be ten digits.

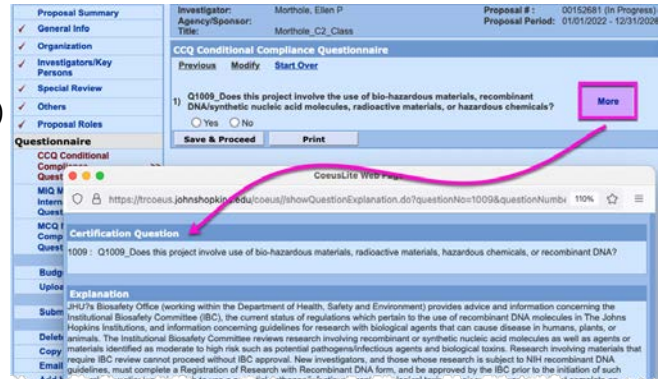
4. Click **SAVE**.

Others	
* Indicates Mandatory Fields	
*SAP RESP COST CENTER	1850000301
Comments	
NASA NSPIRES AOR User Name	
Proposal Contact	ron schultz
Proposal Contact Email	
Proposal Contact Telephone	
Sent to ECO (ORIS Use Only)	

Questionnaire Tab

Questionnaire
CCQ Conditional Compliance Questionnaire
MIQ Mandatory International Questionnaire
MCQ Mandatory Compliance Questionnaire

Select each Questionnaire – CCQ, MIQ, MCQ:
Select “More” (to view full questions and additional information)



Once answered, the questionnaire answers will be displayed.
Repeat for all Questionnaires.

Questionnaire

Questionnaire Name: Conditional Compliance Questionnaire
 Description: These questionnaires are required for every Competing Proposal Development record.
 Module: Development Proposal Sub Module:
 Proposal Number: 00:52661 Principal Investigator: Morthole, Ellen P
 Title: Morthole_C2_Class

Q1009_Does this project involve the use of bio-hazardous materials, recombinant DNA/synthetic nucleic acid molecules, radioactive materials, or hazardous chemicals?
 No

Q1047_Does this project involve the use of biohazardous materials? If yes, be sure to complete the Special Review Tab.

ORIS Questionnaire List

This printable list is available for departments who need to send their investigators a blank form to complete and sign. General Information will automatically fill at the top of the form. There is also an additional Certification Form at the bottom that can be used for Other Key Personnel.

IMPORTANT: All Answers from the printed/signed questionnaire must match the answers entered on the Questionnaire Tab.

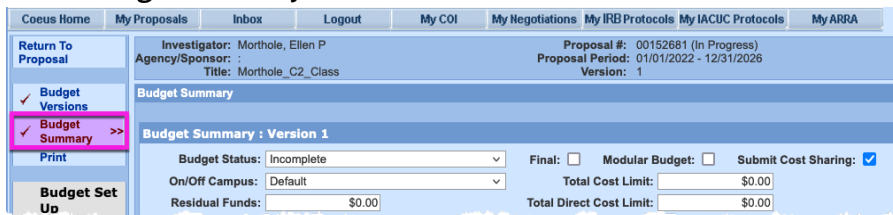
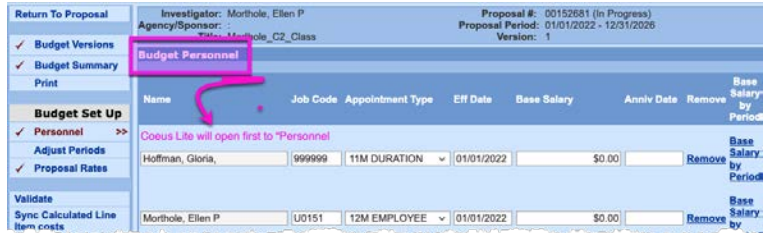
Submit for Approval	<p>Compliance Questions</p> <p>Proposal Number: 00152681 Proposal Title: Morthole_C2_Class Sponsor: US GEOLOGICAL SURVEY (303412) Unit: Coeus Class Cost Center (18500003) Investigator Name: Morthole, Ellen P Investigator Signature: _____ Included Questionnaires: Personnel Certification Questionnaire CCQ Conditional Compliance Questionnaire MIQ Mandatory International Questionnaire MCQ Mandatory Compliance Questionnaire Creation Date: 09/20/2021</p>									
Delete Proposal										
Copy Proposal										
Email										
Add New Rolodex Entry										
ORIS Proposal Summary Form										
ORIS Questionnaire List										
Update Investigator Training	<p>Personnel Certification Questionnaire</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Q1076_Have lobbying activities been conducted on behalf of this proposal?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="font-size: small;">Q1077_Can you certify that the information submitted within this application is true, complete and accurate to the best of your knowledge? Please be aware that any false, fictitious, or fraudulent statements or claims may subject you, as the PI/Co-PI/Co-Investigator to criminal, civil or administrative penalties.</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="font-size: small;">Q1078_Do you (or your spouse, domestic partner, or dependent children) have a financial interest or fiduciary relationship that 1) could be affected by the research or 2) is in an entity that could be affected by the research? This applies to current interests/relationships and those within the past 12 months.</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </table>	Q1076_Have lobbying activities been conducted on behalf of this proposal?	Yes	No	Q1077_Can you certify that the information submitted within this application is true, complete and accurate to the best of your knowledge? Please be aware that any false, fictitious, or fraudulent statements or claims may subject you, as the PI/Co-PI/Co-Investigator to criminal, civil or administrative penalties.	Yes	No	Q1078_Do you (or your spouse, domestic partner, or dependent children) have a financial interest or fiduciary relationship that 1) could be affected by the research or 2) is in an entity that could be affected by the research? This applies to current interests/relationships and those within the past 12 months.	Yes	No
Q1076_Have lobbying activities been conducted on behalf of this proposal?		Yes	No							
Q1077_Can you certify that the information submitted within this application is true, complete and accurate to the best of your knowledge? Please be aware that any false, fictitious, or fraudulent statements or claims may subject you, as the PI/Co-PI/Co-Investigator to criminal, civil or administrative penalties.		Yes	No							
Q1078_Do you (or your spouse, domestic partner, or dependent children) have a financial interest or fiduciary relationship that 1) could be affected by the research or 2) is in an entity that could be affected by the research? This applies to current interests/relationships and those within the past 12 months.	Yes	No								
Request New Sponsor										

Budget Tab –

Much of the functionality of this tab was intended for use during System-to-System submissions which we do not do anymore. The only component still used is the Budget Summary.

Budget Summary

1. Select **Budget Tab**.
2. The Budget Tab may open to one of several windows. You want to get to the **Budget Summary** window. If after you select Budget Tab and some other window appears MERELY PUSH through them – by clicking ‘Ok’, ‘Yes’, ‘SAVE,’ etc.
3. Select **Budget Summary**.



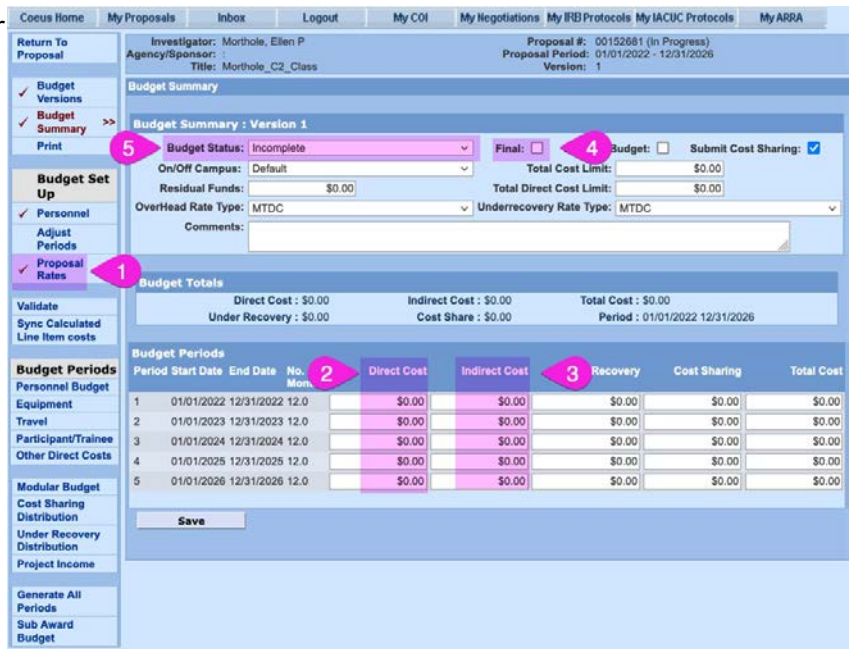
Enter Budget Summary Information – Numbers coordinate with steps below:

Complete budget process by entering your budget spreadsheet summary data into Coeus:

1. **VERIFY/EDIT Indirect Cost RATE (in Proposal Rates window).**
 - Click on **Proposal Rates** and verify rates are current and accurate.
 - Click **<SAVE>**.

ENTER BUDGET INFORMATION

2. Enter **Direct Costs** (in Direct Cost Column).
DC \$\$ = Enter amounts for each period. This should match your budget spreadsheet and budget justification you upload in attachments.
3. Enter **Indirect Costs** (in Indirect Cost Column).
IDC \$\$ = Enter amounts for each period. This should match your budget spreadsheet and budget justification you upload in attachments.
4. Check **Final Box**.
5. Change **Budget Status** to Complete.
6. **<Save>**.
7. Click on **<Return to Proposal>**.
8. Upload Budget Spreadsheet ([Upload Attachments](#)).



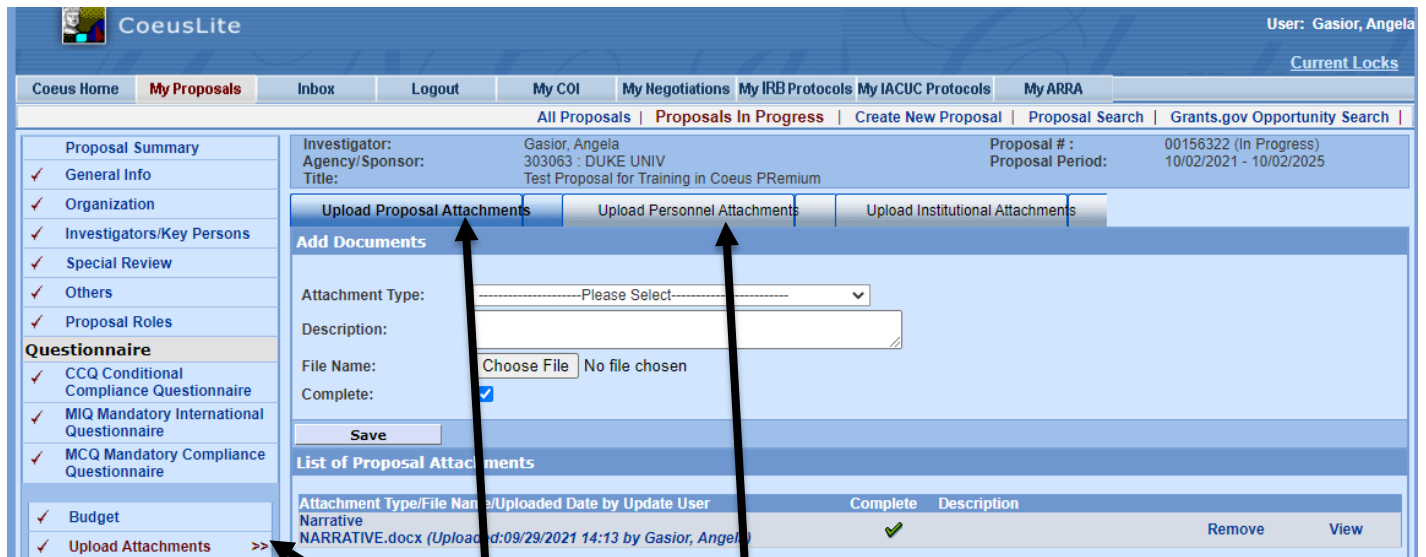
Current IDC Rate Information can be found here:
https://finance.jhu.edu/depts/cost/ca_rate_agree.html

Returning to The Budget to Make Changes
 If you have marked your budget final and you try to return to the PD and make changes, you will need to:

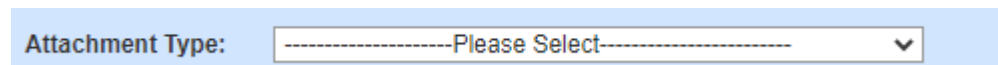
1. Click on **Budget Versions**.
2. Mark Budget Status: **Incomplete**.
3. Click on **Return to Proposal**.
4. Click on **Budget**.
5. Click on **Budget Summary** and make changes as needed.

Upload Attachments Tab

To upload an attachment:



1. Click on **Upload Attachments**.
2. Choose **Upload Proposal Attachments** or **Personnel Attachments** as appropriate.
3. Choose the **Attachment Type** from the dropdown.



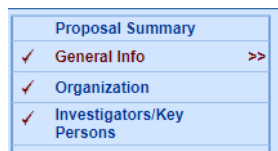
Attachment Type dropdown menu varies based on the Proposal, Personnel, or Institutional Attachment tab chosen.

4. Click on **Choose File** for **File Name:** and locate document to be uploaded.
5. Once document is found, click on the document name and then click on **OPEN**.
6. Click on **SAVE**.

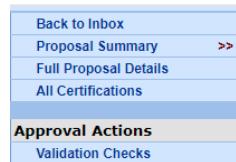
Run Validations

If you want to run the validations before you submit the proposal for review:

1. Click on **<Proposal Summary>**.



2. Click on **<Validation Checks>**.



Submit for Approval

Select **Submit for Approval** to start routing.

- Validations will run on PD prior to submitting.
- All errors must be cleared to Submit. See [Appendix A](#) for a full list of Errors and how to correct each.

OTHER FUNCTIONS

Add New Rolodex Person Entry

The Rolodex is used to maintain Coeus-ready data on collaborators from other universities or research organizations, consultants, etc., for people you want to include in your proposals. Once a Coeus rolodex entry has been created, it stays in the database and is available for quick and easy entry in any proposal.

Note: Rolodex entries cannot be edited once they are used in, linked to, a Coeus proposal development record.

1. Enter the required fields:

The screenshot shows a web form titled "Add New Rolodex Person". At the top, it says "* Indicates Mandatory Fields". Below that, it says "Please enter new rolodex information." The form contains several input fields: First Name, Last Name, Middle Name, Suffix, Prefix, Title, Sponsor, Organization, Address (multiple lines), City, County, State (dropdown menu), Postal Code, Country (dropdown menu), Phone, Email, and Fax. There is a "Search" button next to the Sponsor field. At the bottom of the form, there is a "Save" button.

2. Select **Save**.

After saving, you'll be provided with the new Rolodex ID:

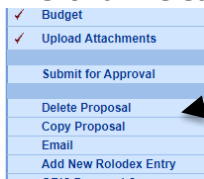
The screenshot shows a confirmation message box with a blue header "Add New Rolodex Person" and a sub-header "* Indicates Mandatory Fields". The message contains two bullet points: "Your previous entry has been added to the rolodex. (Rolodex ID was 23102)" and "Please enter rolodex information for your next entry." A red arrow points to the first bullet point.

Delete Proposal

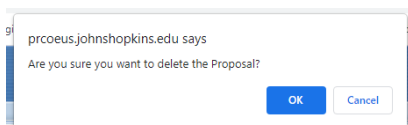
- You can only delete a proposal when PD Status is 'In Progress'.
- ORIS can do this if PD has been routed for Approval.
- It cannot be done at all if the PD has been approved by the Research Office and the status shows as 'Submitted.'

To Delete Proposal that is In Progress:

1. Click on **Delete Proposal** in the menu on left side of screen.



2. Click on **Ok**.



ORIS PROPOSAL SUMMARY FORM (report) – PD Summary

1. Click on ORIS Proposal Summary Form, the form should open but if you have pop-up blockers enabled it may not open.

Johns Hopkins University Proposal Summary

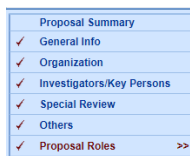
Personnel								
PI	Name	Person ID	Home Unit	Phone	% Effort	% Salary	COI Trng.	Effort Trng.
✓	XXXXXXXXXXXXXXXXXXXX		16065300		2		10/14/2020	03/24/2021
	XXXXXXXXXXXXXXXXXXXX		16065000		3		08/18/2020	07/27/2015
General Information								
Sponsor (Application to): NATIONAL INSTITUTE OF HEALTH (300865)								
Sponsor Type: Federal						Due Date at Sponsor's Office: 06/16/2021		
Prime Sponsor (if subaward):								

- If the COI or Effort Trng. fields are highlighted, personnel may need to take the training to comply with JHU Policies. Training expires and needs to be taken again after so many years.
- COI Policy - https://policies.jhu.edu/?event=render&mid=769&pid=32471&fid=policy_32471.pdf&_=0.592678917232
- Effort Reporting Policy - https://policies.jhu.edu/?event=render&categoryId=779&policyId=32074&fileId=policy_32074.pdf
- Other highlighted fields may indicate an action that is needed or a question that your Research Administration Office may need to verify.
- When the due date is highlighted yellow, the minimum amount of time requested by the Research Administration Office for review has not been met.

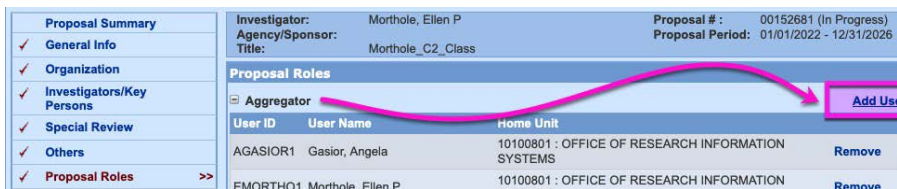
Proposal Roles Tab

To add a User:

1. Click on <Proposal Roles> in menu.



2. Click on <Add User> next to the role you would like to add to the 'co-owner' to this Proposal.



Roles include:

- **Aggregator** = list of person who 'co-own' proposal. An aggregator can submit a PD.
- **Budget Creator Role** = The individual can only edit the budget.
- **Viewer Role** = The individual can only view and not edit.

3. Search for User and choose appropriate name from the list.

To remove Users:

1. Click on <Remove>. This will withdraw a user's access from this Proposal only.

Request New Sponsor

If a Sponsor does not exist in the Search, you will need to request a new sponsor. This can take up to 3 days for SPSS to fulfill the request.

The screenshot shows a web browser window with the URL <https://prcoeus.johnshopkins.edu/webforms/welcome.do>. The page title is "Shared Services Office" and the main heading is "Sponsor Request Form". On the left, there is a navigation menu with options: "Submit for Approval", "Delete Proposal", "Copy Proposal", "Email", "Add New Rolodex Entry", "ORIS Proposal Summary Form", "ORIS Questionnaire List", "Update Investigator Training", and "Request New Sponsor". The "Request New Sponsor" option is highlighted. The main form area is titled "Sponsor Data" and includes fields for "Customer Type" (with a dropdown menu showing "Sponsored" selected), "Customer/Sponsor Number", "Customer/Sponsor Name", "Acronym", "Country", "Street Number", "Street Name", "Building", "Room", and "Floor". A pink arrow points from the "Request New Sponsor" menu item to the "Sponsor Data" form.

1. Click on **Request New Sponsor**.
2. Once the Webform opens, choose **Sponsored** as the Customer Type and complete the rest of the information.

Unlock a Proposal Development Record

1. Click on **Current Locks**

The screenshot shows the top navigation bar of the CoeusLite system. The user is identified as "User: Gasior, Angela". The navigation menu includes: "Coeus Home", "My Proposals", "Inbox", "Logout", "My COI", "My Negotiations", "My Awards", "My IRB Protocols", "My IACUC Protocols", and "My ARRA". The "Current Locks" option is highlighted.

2. Click on **Unlock**.

The screenshot shows a table titled "Current Locks for Gasior, Angela". The table has the following columns: "Module", "Item", "User", "Create Timestamp", "Update Timestamp", and "Action". The "Action" column contains the word "Unlock".

Module	Item	User	Create Timestamp	Update Timestamp	Action
Development Proposal	00156322	Gasior, Angela	2021-09-30 14:43:33.0	2021-09-30 14:43:33.0	Unlock

3. Click **ok** and close window.

The screenshot shows a confirmation dialog box with the text: "prcoeus.johnshopkins.edu says Are you sure you want to unlock Development Proposal 00156322 ?". There are two buttons: "OK" and "Cancel".

Update Investigator Training

Investigators are required to take Conflict of Interest Training and Effort Training as part of JHU Policies.

1. If you notice that on the ORIS Proposal Summary that any of the Training fields are highlighted, you may want to update the Investigator Training.

The screenshot shows a web browser window with the URL <https://prcoeus.johnshopkins.edu/webforms/updateTraining.do?devPropNum=00152681>. The page title is "Webforms" and the main heading is "Submission Success Page". The text "Successfully Submitted" is displayed in a pink box. At the bottom, there is a "Support" link and the text "Office of Research Information Systems". On the left, there is a navigation menu with options: "Submit for Approval", "Delete Proposal", "Copy Proposal", "Email", "Add New Rolodex Entry", "ORIS Proposal Summary Form", "ORIS Questionnaire List", "Update Investigator Training", and "Request New Sponsor". The "Update Investigator Training" option is highlighted.

2. Click on Update Investigator Training.
3. Click on ORIS Proposal Summary Form to see if the highlighted fields have cleared. If not, the Investigator will need to take or re-take the training indicated.

Appendix A

ERRORS and WARNINGS/VALIDATIONS

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

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

Errors result in

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 CCQ 1086 Science Code for consistency.
	V156d_INCONSISTENT_Science Code=HIPPA requires MCQ Questionnaire Q1006=Yes.	Edit CCQ 1086 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. See ORIS Website > User Guides > Tip Sheets > 'Four Problematic Fields '.	Enter Original [Institute] Proposal number and [current] Award number on Proposal Tab. See ORIS Website > User Guides > Tip Sheets > 'Problematic Fields '
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. See ORIS Website > User Guides > Premium User Guide for definitions.	Select Anticipated Award Type on Proposal Tab > Anticipated Award Type. See ORIS Website > User Guides > Premium User Guide for definitions.
237: Prime Sponsor	V237_INCONSISTENT: Anticipated Award Type 'Subgrant' or 'Subcontract' require 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.

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 <u>first</u> 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.
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.
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.