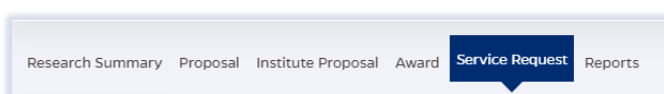# Create a Service Request

Progress Report/Continuation/Modification of a Grant or Subgrant

How do I create a Service Request for a Progress Report/ Continuation/Modification of a Grant or Subgrant?

❖ Progress Report/Continuation/Modification of a Grant or Subgrant (previously known as Continuation in Coeus)

☐ From the Dashboard, click on **Service Request** in the top row.

Research Summary   Proposal   Institute Proposal   Award   **Service Request**   Reports

☐ Click on the green **Create New Service Request** button in the upper right corner.

Create New Service Request

The following screen will open:

The **Priority** dropdown menu can be changed if needed to *low* or *high*.

☐ The **Department** field is the lead unit or first 8-digits of the cost center. Begin typing the unit name and a dropdown menu with options will open.

☐ Choose the **Category** – **Award** from the dropdown menu; in order to link to the award.

☐ Choose the **Type: Progress Report/Continuation/Modification of a Grant or Subgrant** from the dropdown menu.

*Category	*Type
Award ✖	Progress Report/Continuation/Modification to Grant or Subgrant ✖

☐ Complete the **Link Award** field as appropriate. This field is an elastic search.

To search the Link Award field, the user can input the sponsor, SAP award #, PI, or title.

Once the appropriate award appears, click on the award in the dropdown menu.

Link Award

bell, muy

132028-00001 | | A Medical Physics Approach to Defining Safety Limits for Photoacoustic... | ALFRED P SLOAN RESEARCH FOUNDATION | ELECT & COMP ENG - **BELL** | **Bell, Muyinatu** |

126571-00001 | | Coherence-Based Photoacoustic Image Guidance of Transsphenoidal Surgeries | NATIONAL INSTITUTE OF BIOMEDICAL IMAGING | ELECT & COMP ENG - **BELL** | **Bell, Muyinatu** |

☐ Complete the Subject line in the **Subject** field. The first section of the Subject is the type of Service Request followed by other identifying information that the user will need to input.

＊Subject

Progress Report/Continuation/Modification of a Grant or Subgrant/ Due date - /Dept. - /PI -

    ☐ Keep the type of Service Request in the Subject line that is appropriate and delete the types that do not apply. So, if this is a Progress Report, delete Continuation/Modification of a grant or Subgrant.

    ☐ Enter the **due date, departmen**t, and **PI.**

/Duedate - 1/24/23   /Dept. - ORIS   /PI Last Name - Bell

☐ Click on the **Save** button in the bottom right corner.   **Save**   The Service Request has now been started and assigned a system number.

☐ Click on the **Questionnaire** tab and complete all questions on all questionnaires. Each questionnaire will begin as a <mark>yellow</mark> tab. There may be multiple questionnaires.

Questionnaire

＊ No Cost Extension - NCE ⓘ

ⓘ *No Cost Extensions*

How much time is being requested for the extension?

After the questionnaire is completed the tab will change to green.

☐ Click on the **More Actions** button in the upper right corner.   ⋮

☐ Click on **Print Service Request.**
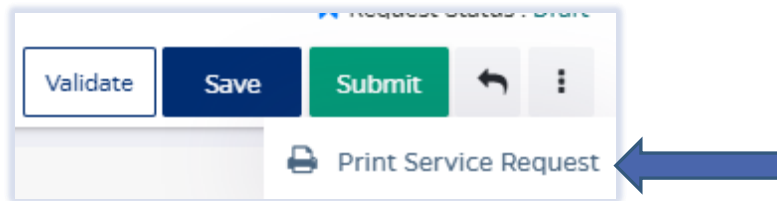
- ☐ Choose **Fillable_ProgressReport_Continuation_Mod…** from the list in the dropdown and then click on **Print**.
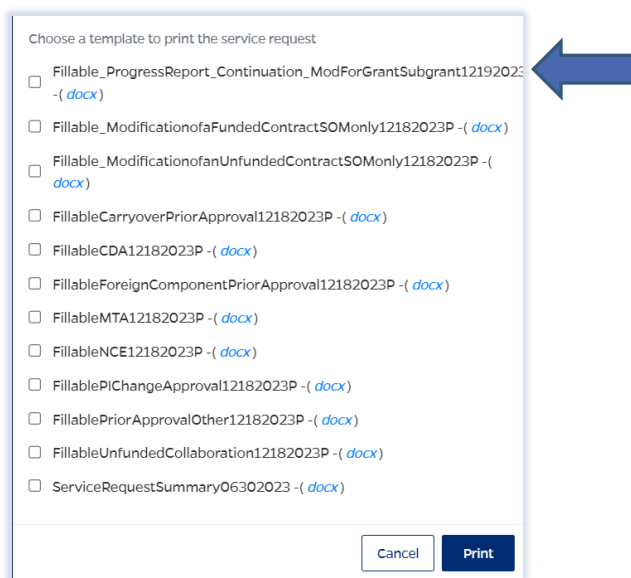

- ☐ Send the fillable form to the PI to be completed and signed.
- ☐ Complete all Questionnaire tabs according to the PIs provided answers.
- ☐ Upload the signed fillable form to the Service Request where the PI Certification is requested.

If additional information or attachments need to be added:

- ☐ Click on the **Comments** tab.

    The following files under 50 MB are supported: pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsm, jpg, msg.
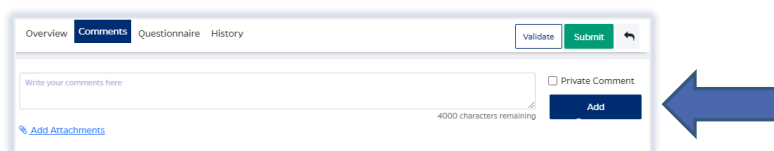
☐ Click on the **Validate** button in the upper right corner to determine if further action is required. Fix any errors and evaluate if any warnings require changes. A Service Request can be submitted with warnings, but all errors that display must be fixed before Fibi will be able to route the Service Request for approval.

☐ Click on the **Submit** button when ready to submit.

Request Status : Draft

Validate | Save | Submit