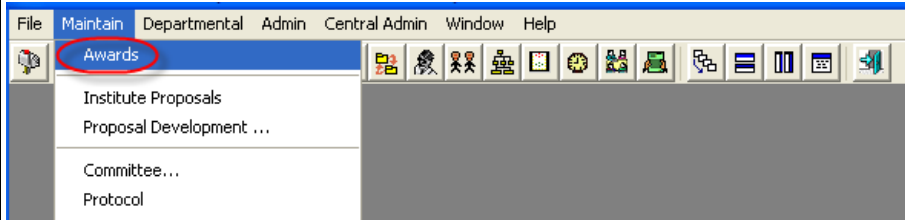


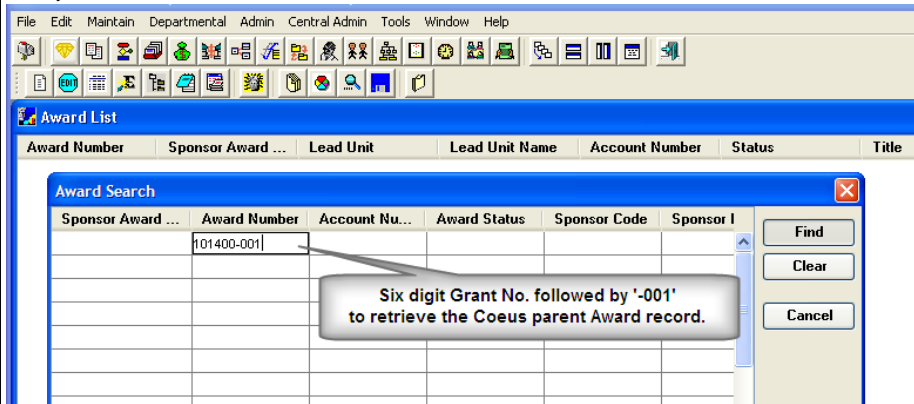
Coeus Award Module
Adding Institute Proposals to Award record -001
Thirteen Steps
Rev.: 3.1.10

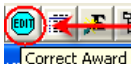
In this example Institute Proposal 09010061 is added to Grant 101400, Coeus Award 101400-001.

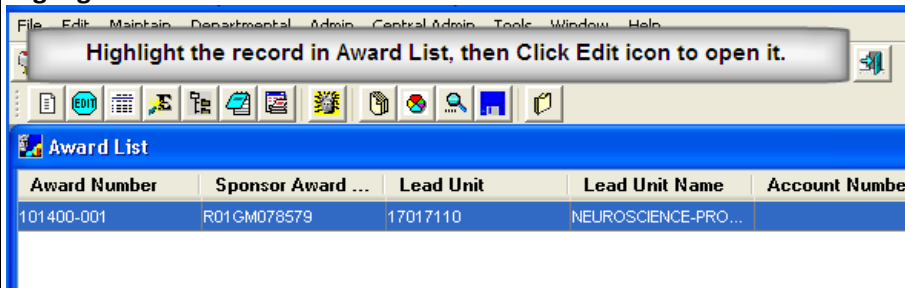
#1
Search for Award:



#2
And,



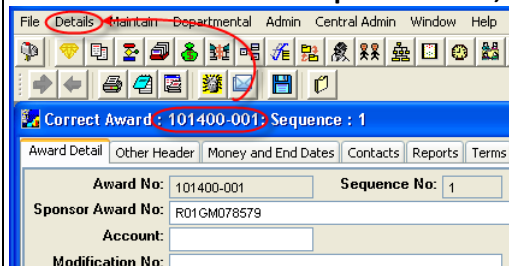
#3
Highlight the award record and select Edit icon  to open in Correct Award mode:



C:\Documents and Settings\rschult7.WIN\Desktop\ORIS1.31.10\Awd Adding IP to 001\Adding IP to Award - Steps.doc

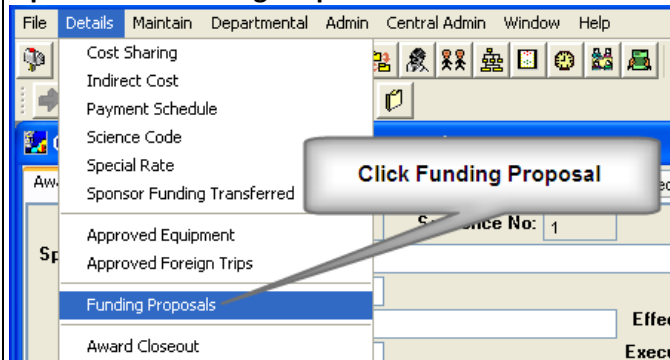
#4

This is the Award Record opened in Edit, 'Correct Award', mode:



#5

Open Detail>Funding Proposal:



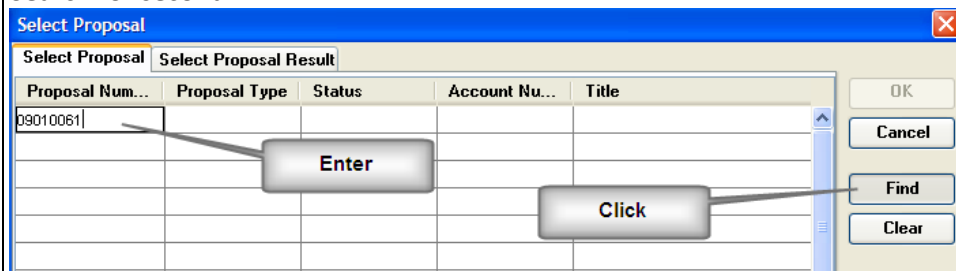
#6

See Current Institute Proposal Info. AND Add another IP:



#7

Search for second IP:



#8

Select second IP:

Select Proposal

Proposal No.	Type	Activity	Status	Lead Unit	Lead Unit Name
09010061	New	Organized Research	Pending	17051117	UROLOGIC ONCOLOGY

Confirm correct IP...

Click

Title: Pilot Integrated Genomic-Epigenomic Atlas of Lethal Metastatic Prostate Cancer

Start Date Initial: 01-Jul-2009 Start Date Total: 01-Jul-2009

End Date Initial: 30-Jun-2010 End Date Total: 30-Jun-2011

Direct Cost Initial: \$110,198.00 Direct Cost Total: \$205,654.00

Indirect Cost Initial: \$70,527.00 Indirect Cost Total: \$131,619.00

Buttons: OK, Cancel, Find, Clear

#9

Confirm additional IP:

Funding Proposals

Sponsor Award Number: R01GM078579
Award Number: 101400-001 Sequence Number: 1

Proposal	Type	Start Date	End Date	Direct cost	Indirect Cost	Total Cost
09010061	New			\$205,654.00	\$131,619.00	\$337,273.00
06124716	Revision	01-Apr-2007	31-Mar-2012	\$1,465,532.00	\$575,750.00	\$2,041,282.00

Note second IP funding source, then...

Buttons: OK, Cancel, Add, Delete

#10

Add second IP, select/add a third IP, or delete incorrect, HIGHLIGHTED IP:

Funding Proposals

Sponsor Award Number: R01GM078579
Award Number: 101400-001 Sequence Number: 1

Proposal	Type	Start Date	End Date	Direct cost	Indirect Cost	Total Cost
09010061	New			\$205,654.00	\$131,619.00	\$337,273.00
06124716	Revision	01-Apr-2007	31-Mar-2012	\$1,465,532.00	\$575,750.00	\$2,041,282.00

Click:

a) 'Ok' to add HIGHLIGHTED IP to Coeus Award record,
b) 'Add' to select a third IP, or
c) 'Delete' to remove HIGHLIGHTED IP.

Buttons: OK, Cancel, Add, Delete

#11

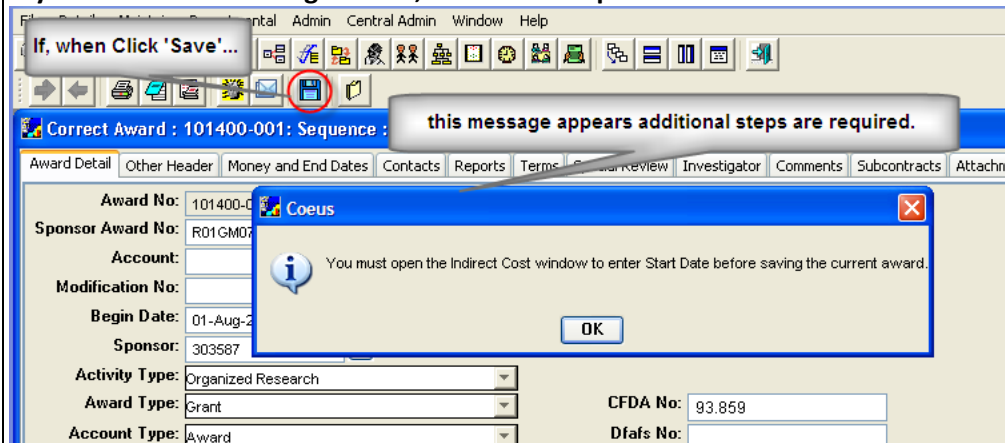
And, Click this Save icon:

Correct Award : 101400-001: Sequence : 1

Proceed to Step #13, or if receive message, see #12.

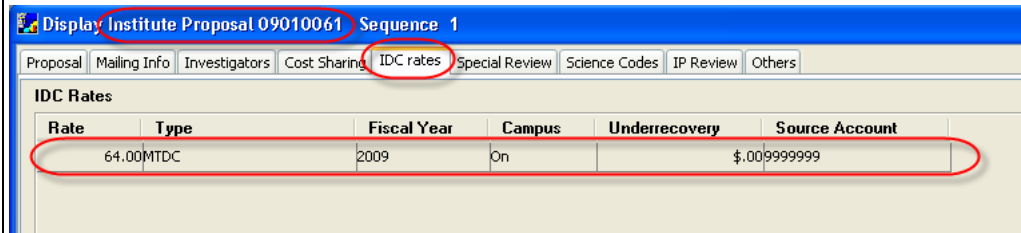
#12

If you receive the message below, additional steps must be taken:



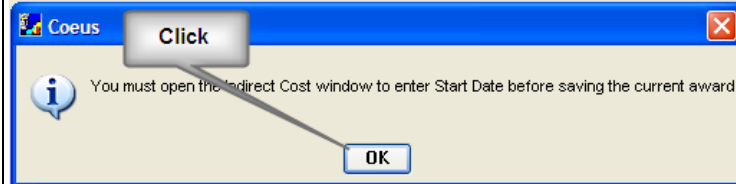
This message appeared because the IP just added contained information/data in its IDC Tab shown here:

#12-a



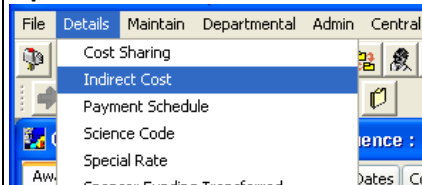
#12-b

Click 'Ok' in the message box that was displayed over the Award record above:



#12-c

Open Detail>Indirect Cost Window:



#12-d

And, see this screen:

Rate	Type	Fiscal Y...	Start Date	End Date	Cam...	Underrecovery	Source ...	Dest A...
64.0MTDC	2009				On	\$.00999999	9999999	9999999

Three pieces of information must be entered into this screen:

First, add the Fiscal Year 'Start Date':

Rate	Type	Fiscal Y...	Start Date	End Date	Cam...	Underrecovery	Source ...	Dest A...
64.0MTDC	2009		7/1/08		On	\$.00999999	9999999	9999999

Second, add the Fiscal Year 'End Date':

Rate	Type	Fiscal Y...	Start Date	End Date	Cam...	Underrecovery	Source ...	Dest A...
64.0MTDC	2009		01-Jul-2008	6/30/09	On	\$.00999999	9999999	9999999

Third, change the 'Dest A...' (Destination Account Number) from '9999999' to '8':

Rate	Type	Fiscal Y...	Start Date	End Date	Cam...	Underrecovery	Source ...	Dest A...
64.0MTDC	2009		01-Jul-2008	30-Jun-2009	On	\$.00999999		8

Fourth, Click Ok:

Rate	Type	Fiscal Y...	Start Date	End Date	Cam...	Underrecovery	Source ...	Dest A...
64.0MTDC	2009		01-Jul-2008	30-Jun-2009	On	\$.00999999		

Finally, Click Save, above the opened Award record:

Correct Award : 101400-001; Sequence : 1

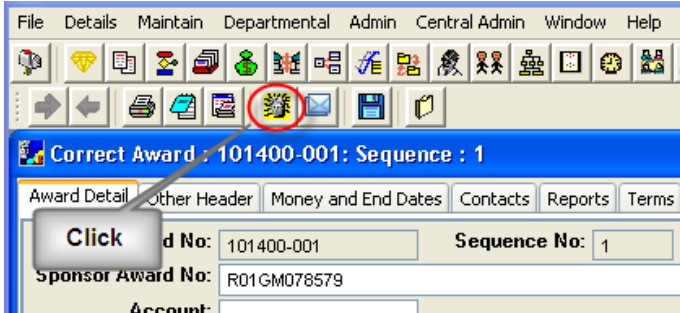
Click Save, and...

Status: Active

Status field becomes Blue - indicating Award record was Save.

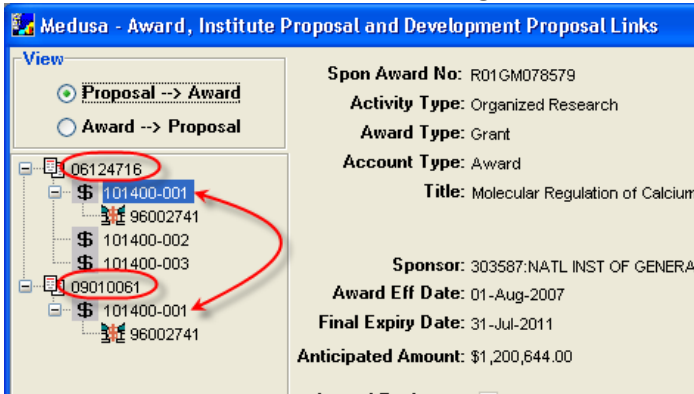
#13

Before closing the Award record, see *Medusa* Icon and linkage of Coeus IPs and Award record -001:



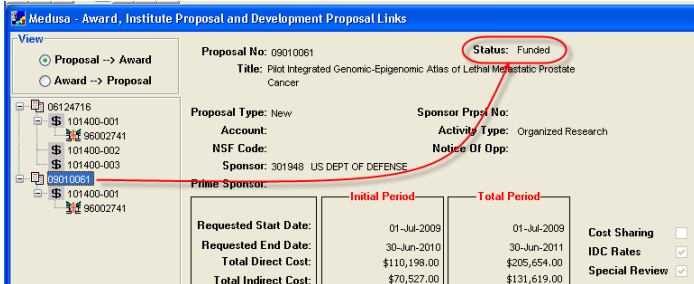
#13-a

Note that both IPs are linked to the single -001 Award record:



#13-b

And, note that in the newly added IP, the Status has changed from 'Pending' to 'Funded':



#14 - Finished!