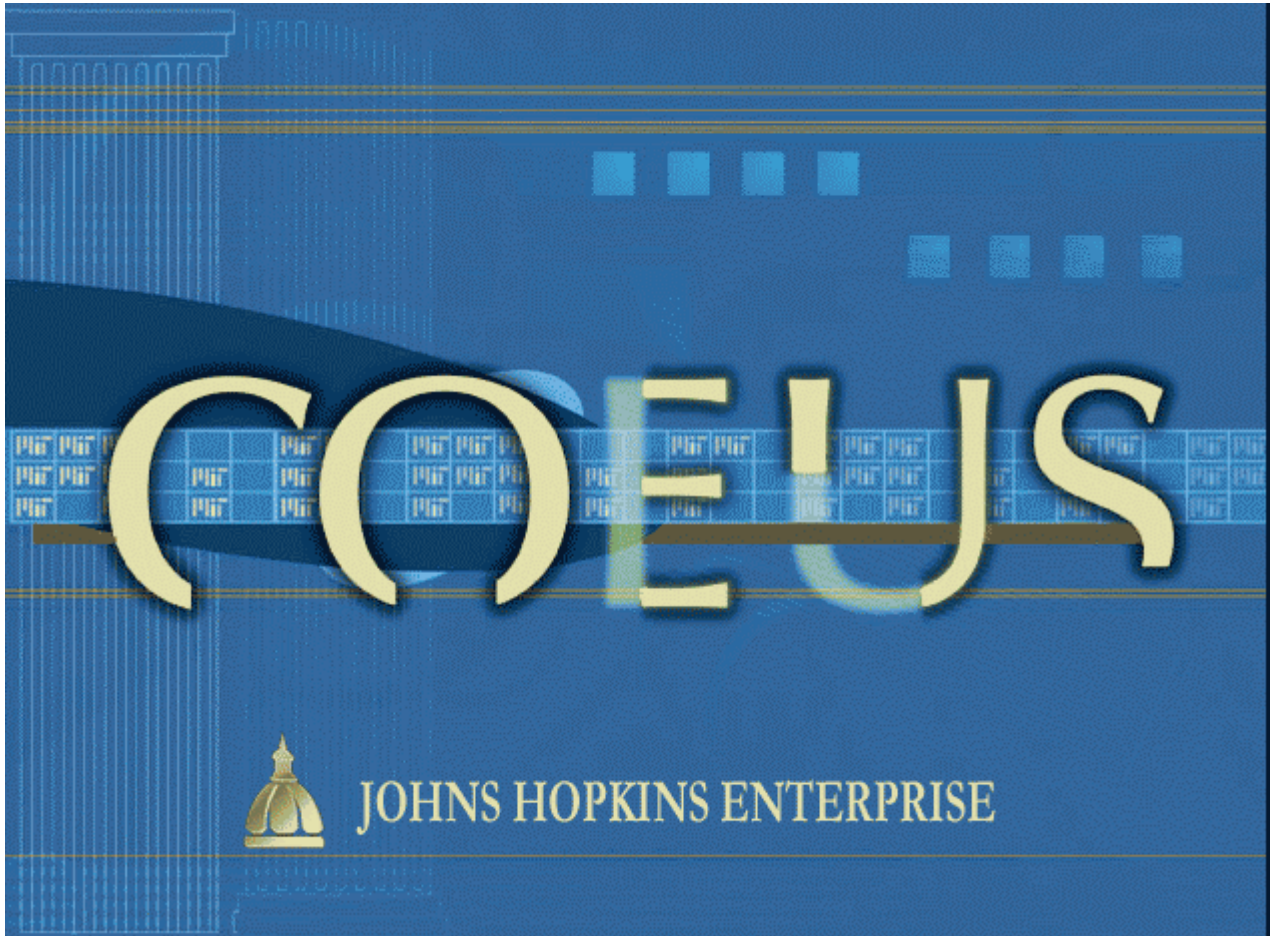


# Coeus Premium 4.4.4

## Award Module Viewing



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## Coeus Award Access

Access Coeus Award requires completion of two actions: 1) assigned Award viewing (yellow) roles and 2) installing Coeus Premium (not CoeusLite) on your computer.

### Award roles you must be assigned

Coeus user accounts are created and maintained by the department, lab, or center (DLC). Necessary award roles, listed in the next section, may be assigned by your Coeus User Maintainer.

### Roles available for viewing Coeus Award records

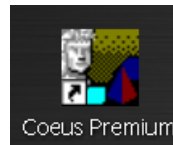
To view Coeus Award records one must be assigned **View Award** (*yellow role*) and either of the associated roles – by their designated departmental Coeus User Maintainer:

**View Awards:** open awards within a Unit;

**View Award Documents:** open attachments on awards for which user has permission to open;

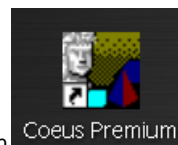
**View Subcontracts:** open related Coeus Subcontract sub-module records.

### Installing Coeus Premium on your computer



If you do not have this Coeus premium icon on your computer desktop, from the ORIS User Guides website [http://jhuresearch.jhu.edu/COEUS/user\\_guides.htm](http://jhuresearch.jhu.edu/COEUS/user_guides.htm), follow instructions in 'Coeus Access Instructions'.

### Logging In to Coeus Premium



To access Coeus premium, you may already have a desktop icon

Simply double-click the icon to launch the log in window.

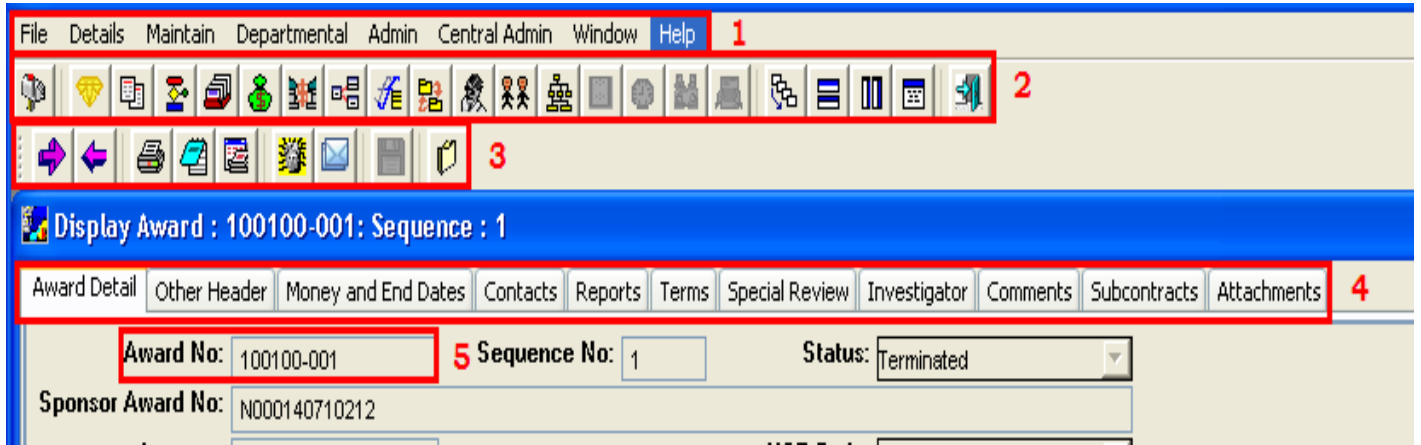
A screenshot of the Coeus login window. The window has a blue title bar with the text "Coeus" and standard window control buttons. The main content area is gray and contains the text "Enter a User ID and Password to log onto Coeus". Below this text, there are two input fields: "User Name" with the value "jhedID" and "Password" with a masked password "\*\*\*\*\*". To the right of the "User Name" field is an "OK" button, and to the right of the "Password" field is a "Cancel" button. A small Coeus Premium icon is visible in the bottom left corner of the window.

Coeus is JHED integrated, so once your Coeus user account has been created and the appropriate roles assigned, you will use your JHED credentials to log in to the system. You will always need your Coeus ID and password when you log in to Coeus.

Enter your JHED ID and JHED password. Click **OK**.

## Coeus Interface






Elements of the Coeus interface are called out in the illustration and described in the table that follows.




Element	Description
<b>1</b> Menu bar	Main Menu, changes depending on the screen that has focus.
<b>2</b> Top toolbar	Top Icon Row, always the same.
<b>3</b> Second toolbar	Bottom Icon Row, changes depending on the screen that has focus.
<b>4</b> Award Tabs	Same tabular format for all award records.
<b>5</b> Read field	Read-only fields have a gray background.

## Managing Screens

Top toolbar (**2** above): has five icons that control how open screens are displayed and how to close Coeus.

Icon	Function
 Cascade	Cascade all open screens; title bars are visible.
 Tile Horizontal	Arrange all open screens horizontally.
 Tile Vertical	Arrange all open screens vertically.
 Layer	Maximize all open screens and arrange them one on top of another.
 Exit	Exit Coeus.

Bottom toolbar (**3** above): has one icon to close the Coeus record currently displayed.

Icon	Function
 Close	Close the screen that has focus.

## Source of Data in Coeus Award

### SAP, Resource, and ORA maintained data

Coeus Award was designed to enable research administrators to create award records in Coeus, then 'push' those records into the institution's accounting system. JHU has chosen not to use Coeus Award in this manner. Rather, JHU creates the accounting records in SAP R/3 (Grant Management [GM] and Controlling [CO] modules), then 'pulls' the accounting information into Coeus Award records.

In addition to SAP GM and CO data, Coeus Award also contains Resource legacy data.

These outside data sources, SAP and Resource, comprise about fourteen thousand grants and twenty-six thousand sponsored program in Coeus Award. Coeus Award pulls this diverse database into a standardized award record layout familiar to sponsored projects administrators and staff.

Furthermore, the SAP data is 'pulled' into Coeus every fifteen minutes. These data updates contain all SAP award data either *created or edited* by Sponsored Projects Shared Services since the previous download.

Since approximately sixty percent of Coeus Award fields are populated in this manner, controlled by SAP, the remaining Coeus Award fields are *available to be maintained* by the five offices of Research Administration (collectively referred to as 'ORA').

### Monitoring data accuracy

**ORIS** and **Sponsored Projects Shared Services** test award data daily, flag Award records containing errors, and correct those errors. The 'flagging' mechanism used in Coeus is to change the Status field on Coeus Award record from that imported from SAP to 'Hold'. Coeus then appends an error message to award record on the Comments Tab > Error Comments Type.

Over fourteen thousand awards are in the Coeus Award database, yet fewer than twenty records are found to have these errors on a daily basis.

Presently, these daily tests are applied to the SAP dollar fields and to Pre-award records. ORIS hopes to expand the tests to include date fields in the future.

**Users can help** - users should report any *possible* errors to ORIS for further investigation. Send your concerns or questions about any data in Coeus Award to [coeus-help@exchange.johnshopkins.edu](mailto:coeus-help@exchange.johnshopkins.edu). Please place in Subject line of that email the word 'Award' or the specific grant number of concern.

### Institute Proposal number: linking SAP Grants to Coeus Awards

Each SAP Grant is linked to a Coeus Award record through a unique Coeus Institute Proposal (IP) number. This is the same IP number generated when a proposal (development) is submitted to the sponsor.

Displayed on the next page are the file locations of the identical IP number on both the SAP Grant Master Display and the Coeus Award record.

In SAP, the Coeus IP number is contained on the **GMGrant Display > Reference** Tab:

The screenshot shows the SAP 'Display Grant Master' interface. The 'Reference' tab is active, displaying the following information:

- Grant: 906410
- ENOS-PROTEIN INTERAC
- Deletion Indicator: OO
- Award: Award
- External Reference: RDK075782A
- CFDA Number: 93.849
- Letter of Credit: DHHS
- DEPARTMENT
- Grant Recipient Data: Internal Reference: M4005902415
- Coeus Institute Proposal: Coeus Institute Proposal: 06031075 (highlighted with a red box)

And, in Coeus the Coeus IP number is shown on the Award **Parent record > Details > Funding Source**:

The screenshot shows the Coeus 'Award Parent record > Details > Funding Source' interface. A 'Funding Proposals' dialog box is open, displaying the following information:

- Reference: 1
- Sequence No: 1
- Status: Active
- NSF Code:
- Effective Date: 15-Sep-2006
- Sponsor Award Number: R21DK075782
- Award Number: 906410-001
- Sequence Number: 1

Proposal	Type	Start Date	End Date	Direct cost	Indirect Cost	Total Cost
06031075	1 New	01-Jul-2006	30-Jun-2008	\$275,000.00	\$175,250.00	\$450,250.00

So, the same Institute Proposal (06031075) 'funds' both the SAP Grant **AND** Coeus Award (906410).

**Background on institute Propose - Background**

The Institute Proposal record is created from the Proposal Development record when the ORA grants officer presses the button to submit the proposal to the sponsor.

The 8-digit IP number (ex. 1001xxxx) contains 'internal logic' in which the first four digits (ex. 1001) represent the fiscal year (ex. FY20'10') and fiscal month (ex. '01' or July) in which the proposal was submitted. The last four digits (ex. 'xxxx') are sequentially assigned by Coeus throughout each fiscal year.

# Coeus 'Award Hierarchy'

## Award Record: Two- tier, Parent- Child structure

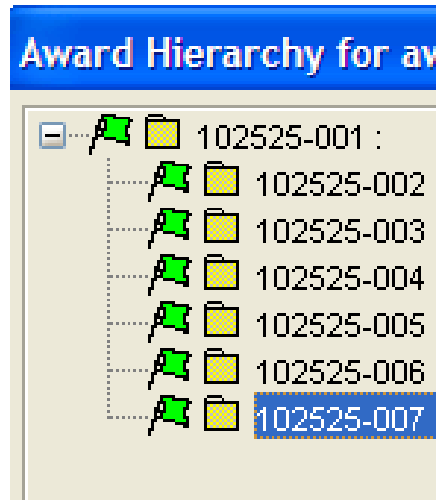
The root of a Coeus Award is the six-digit SAP Grant numbers – call the 'parent' record. Shown below is the 'Award Hierarchy' for Grant 102525.

Coeus appends to the SAP grant number a three-digit record number, -001 through -00n.

The **-001** record *always* represents the **parent** award record.

The **-002** record *always* represents the Primary Sponsored Program.

All other **-00n** records are created by Coeus to *correspond to each additional sponsored program*.



## Coeus Award data: SAP and Resource data

Most Coeus Award records are from SAP. However, SAP does not contain JHU awards that terminated before 1/1/2007, SAP's 'go live' date. Coeus Award also contains this historical data for the "Resource" database.

**Coeus Awards have three Award prefixes:**

**Award No:** 900110-001

SAP grants created in CUFS, active on 12/31/2006, and brought into SAP.

**Award No:** 100110-001

SAP grants created in SAP, after 12/31/2006.

**Award No:** 000110-001

"Resource" awards inactive on 12/31/2006, not in SAP, but brought into Coeus and assigned a number by Coeus.

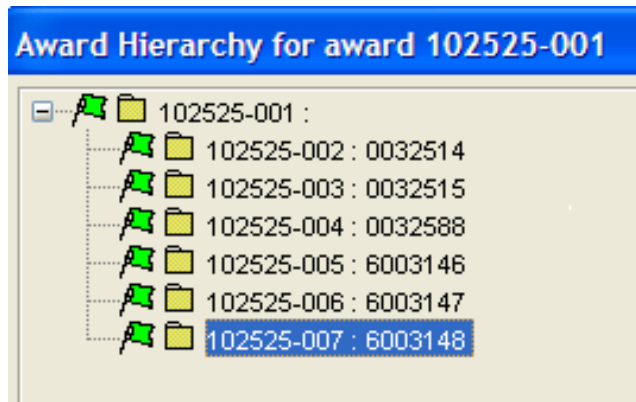
## Award Child records and Sponsored Programs

Shown below is the Award Hierarchy for SAP/Coeus Grant 102525.

The SAP Sponsored Program numbers are displayed to the right of the semicolon.

Presently the initial number '9' is dropped because this Coeus field is seven, not eight, digits long.

This will be corrected in the next Coeus Release.



## Award Status and Flag colors

The Award hierarchy displays the SAP status of the Grant and/or Sponsored Program. Flag colors indicate SAP status, with the exception of the Blue "Hold" Flag/status.

-001 award record flag or box color represents the SAP GM grant Life Cycle Status.


-002 to -00n color represents the sponsored program (IO) status.

Whether appearing as a flag or as a box, in Coeus the colors always signifies:

 102525-001 **Green:** 'Active' status of SAP GM Grant Life Cycle.

 100523-002 **Yellow:** 'Pre-award' status of SAP Sponsored Program (IO).

 100404-003 **Red:** 'Terminated' grant or 'Closed' sponsored program.

 104967-003 **Blue:** 'Hold' (\*) is a Coeus error status applied to the grant record (001) or Sponsored Program record (003, here).

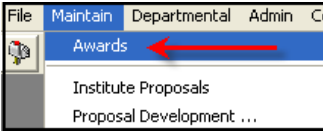
(\*) Coeus applies the 'Hold' status to records in which it finds a validation error as discussed in previous section: 'Monitoring data accuracy'. The Hold Status applied by Coeus does **not** alter the SAP grant or sponsored program, but rather indicates a data error awaiting repair.

**Caution:** A 'Hold' Status will cause the award record to be **excluded** from any search for 'Active' award records.

## Opening Coeus Award Module and Search Screen

Open the Award Search screen in one of three ways:

Select **Maintain > Award:**



Or

Select **Maintain Awards** icon  in top tray:

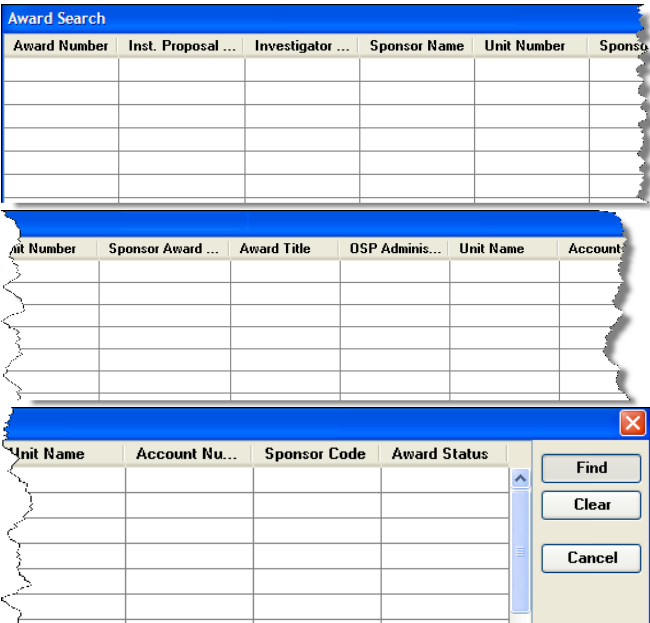


Or, if you wish to execute a new search from and open award search screen:

Select **Search for Awards** icon  in bottom tray:



The following Award Search screen appears:

A screenshot of the 'Award Search' screen. It displays three tables. The first table has columns: Award Number, Inst. Proposal ..., Investigator ..., Sponsor Name, Unit Number, and Sponso. The second table has columns: Unit Number, Sponsor Award ..., Award Title, OSP Adminis..., Unit Name, and Account. The third table has columns: Unit Name, Account Nu..., Sponsor Code, and Award Status. To the right of the third table are three buttons: Find, Clear, and Cancel.

These twelve columns are defined in [Appendix A: Award Search](#).

## Search Techniques

### By Award number (\*):

Award Search	
Award Number	Inst. Proposal ...
102525-001	<b>A</b>
102525*	<b>B</b>
1025*001	<b>C</b>

**A**

To retrieve one record, the Parent award record.

**B**

(\*) To retrieve all Coeus records associated this SAP Grant 102525.

**C**

(\*) To retrieve all 001 Award records in which the first four digits of the SAP Grant are '1025'.

(\*) Enter the wildcard symbol, \*, before, after, or within a text string to indicate that other characters might be present.

### By Institute Proposal number:

Award Search		
Award Number	Inst. Proposal .	Investig
	07080111	<b>D</b>
	0708*	<b>E</b>
*001	07*	<b>F</b>

**D**

To retrieve all Coeus Award records, Parent and Child records, associate with IP 07080111.

**E**

To retrieve all Coeus Award records associated with all IPs **submitted to the sponsors** in Fiscal Year 2007, eighth month (February).

**F**

To retrieve only the 001 Coeus Award Parent record, but for all IPs submitted in Fiscal Year 2007.

### By [Principal] Investigator (PI on Grant or Sponsored Program) (\*\*):

Award Search			
Award Number	Inst. P...	Investigator ...	Spon
		taylor, r*	<b>G</b>
*001		*stein*	<b>H</b>

**G**

To retrieve all award records on which "Taylor, R" is the last name, first initial.

**H**

To retrieve only the 001 Coeus Award Parent record, but for all PIs with 'stein' in **any** portion of their Last name or First name.

(\*\*) Coeus Investigator name is formatted as: Last Name, First Name. Search screen *is* space sensitive, but *not* case sensitive.

**By [Lead] Unit number (Responsible Cost Center) (\*):**

Award Search					
Award Number	Inst...	Inv...	Sp...	Unit Number	Sponsor Award
*001				115*	<b>I</b>
*001				120*	<b>J</b>
*001				160253*	<b>K</b>
*001				165122*	<b>L</b>
*001				17036113	<b>M</b>

**I** Ex. To retrieve all 001 award records where Lead Unit is:  
Entire Krieger School of Arts and Sciences.

**J** Ex. To retrieve all 001 award records where Lead Unit is:  
Entire Whiting School of Engineering.

**K** Ex. To retrieve all 001 award records where Lead Unit is:  
Bloomberg School of Public Health, Department Epidemiology,  
Sub-department Infections Disease.

**L** Ex. To retrieve all 001 award records where Lead Unit is:  
School of Nursing, Center for Nursing Research.

**M** Ex. To retrieve all 001 award records where Lead Unit is:  
School of Medicine, Department of Radiology,  
Sub-department of Pediatric Radiology.

(\*) Coeus Unit Hierarchy is *nearly* equivalent to SAP Responsible Cost Center. Unit Hierarchy consists of the first eight digits of the 10-digit RCC and closely represents the RCC down to the sub-department.

# Understanding 'Award List', search results

## 'Award List'

A search request returns an Award List which contains nineteen columns of detailed characteristics of each award and award record. This List may be resorted or exported as described in following sections.

Award Number	Inst. Proposal No.	Principal Investi...	Sponsor Name	Lead Unit Name
907439-001	02020505	Taylor, Russell H	NATL SCIENCE FOUN...	ENGINEERING RESEA...
907439-002	02020505	Taylor, Russell H	NATL SCIENCE FOUN...	ENGINEERING RESEA...
907439-003	02020505	Taylor, Russell H	NATL SCIENCE FOUN...	CENTER FOR EDUCAT...

Lead Unit Name	Sponsor Award Number	Title	Status	OSP Administrator
ENGINEERING RESEA...	EEC9731748	ENGINEERING RESEA...	Active	Rutherford, Eugene R
ENGINEERING RESEA...	EEC9731748	ENGINEERING RESEA...	Active	Rutherford, Eugene R
2 FOR TRAINING	EEC9731748	ENGINEERING RESEA...	Active	Dillon, Margaret E

Administrator	Obligated Amount	Anticipated Total Am...	Obligated Dist. Amount	Anticipated Dist. Amo...
d, Eugene R	26036123	26036123	0	0
d, Eugene R	4453618	0	0	0
	21,908			0

Anticipated Dist. Amo...	Award Eff. Date	Obligation Expiration Date	Final Expiration Date	Account Number	Lead Unit	Sponsor Code
	2001/09/01	2009/05/31	2009/05/31		12079800	300883
	2001/09/01	2009/05/31	2009/05/31	0008140	12079800	300883
	2001/09/01	2009/05/31	2009/05/31	9008140	12073200	300883

These nineteen columns are defined in [Appendix B: Award List](#).

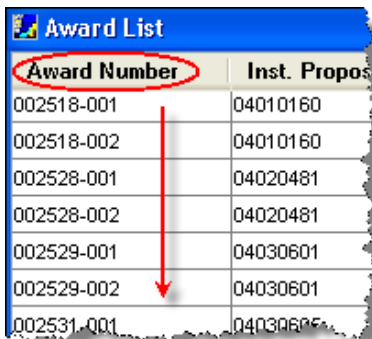
## Resize columns in Award List

Widen or narrow the columns by *sliding the vertical column separator* with your cursor:



## Sort an Award List

### Default order

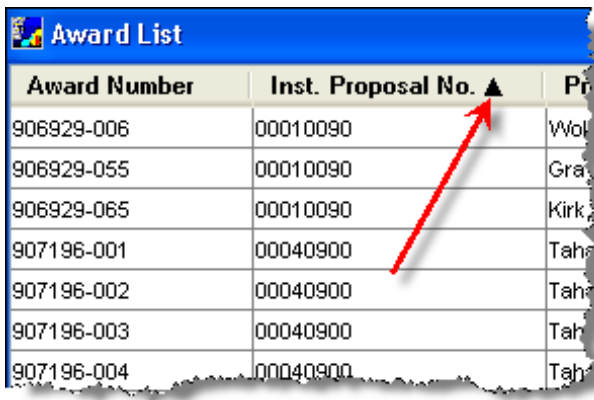


Award Number	Inst. Propos
002518-001	04010160
002518-002	04010160
002528-001	04020481
002528-002	04020481
002529-001	04030601
002529-002	04030601
002531-001	04030601

The default order of the Award List is ascending order by Award Number.

### A Simple resort of Award List

Click once on a column heading to cause the entire Award List to resort based on that column data. Below the Institute Proposal No. column will resort to ascending order.



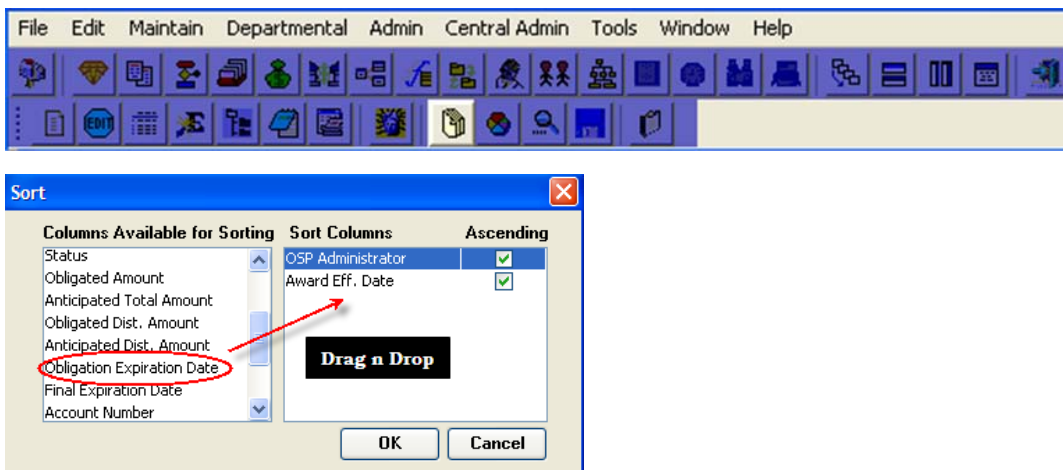
Award Number	Inst. Proposal No. ▲	Pr
906929-006	00010090	Wol
906929-055	00010090	Gra
906929-065	00010090	Kirk
907196-001	00040900	Tah
907196-002	00040900	Tah
907196-003	00040900	Tah
907196-004	00040900	Tah

Click again and the column will resort to descending order.

A third click returns the column, and Award List, to original sort order – by Award Number.

### Complex resort of List

Sort Awards Icon will open drag and Drop Resort Box:

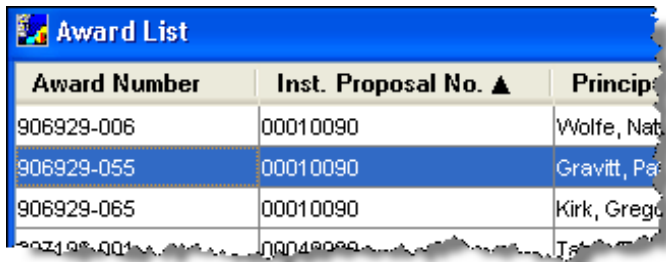


# View Coeus Award Records

## Open a record

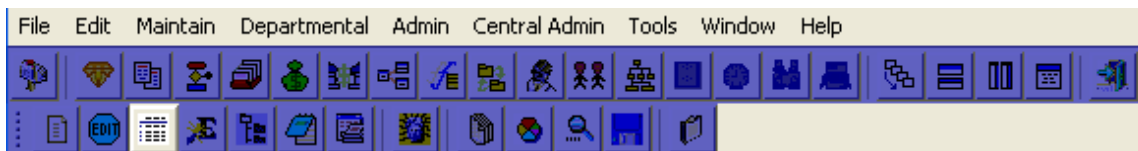
### Create an Award List

Highlight a row (an award record) on that List



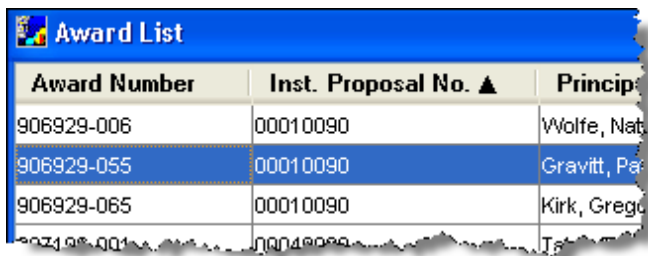
Award Number	Inst. Proposal No. ▲	Principi
906929-006	00010090	Wolfe, Nat
906929-055	00010090	Gravitt, Per
906929-065	00010090	Kirk, Grego
907198-001	00040000	Ts

Select Display Award icon  on



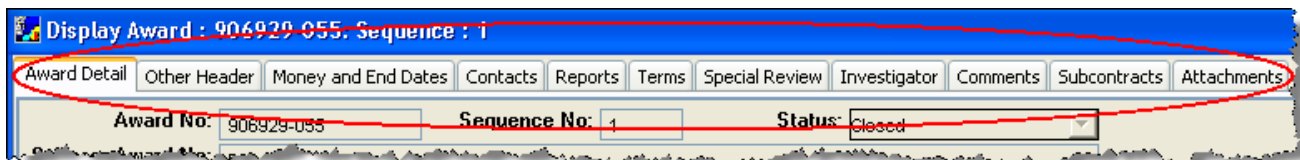
Or

Double click that highlighted row



Award Number	Inst. Proposal No. ▲	Principi
906929-006	00010090	Wolfe, Nat
906929-055	00010090	Gravitt, Per
906929-065	00010090	Kirk, Grego
907198-001	00040000	Ts

All Coeus Award Records have an identical Tab>Field layout



**Award Tabs and Fields are defined in separate Guide: [Definitions: Award Tabs & Data Fields](#).**

# Essential Award Fields

Each Award field is defined in Definitions: Award Tabs and Data Fields.

However, the following Tab > Fields are critical to reading an award record. Each is linked to the pertinent subsection of the Appendix.

## Award Detail Tab

Award Detail		Other Header		Money and End Dates		Con
Award No:	906929-065	Sequence No:	1	Status:	Closed	
Sponsor Award No:	P30A142855					
Account:	0030973	NSF Code:				
Modification No:		Effective Date:	29-Sep-2000			
Begin Date:	29-Sep-2000	Execution Date:				
Sponsor:	302822 NATL INST OF ALLERGY AND INFECTIOUS					
Activity Type:	Organized Research	CFDA No:	93.856			
Award Type:	Grant	Dfafs No:				
Account Type:	Other	Procurement Priority Code:				
Sub Plan:	Unknown					
<b>Pre-Award</b>						
Authorized Amount:	\$ .00	Effective Date:				
Title: JOHNS HOPKINS CENTER FOR AIDS RESEARCH: CFAR Alloc - Kirk (BSPH)						
Last Update:	19-Feb-2009 10:45 AM		Update User:	INTRFACE		

## Investigator Tab

Display Award : 907439-001: Sequence : 1

Award Detail		Other Header		Money and End Dates		
Reports	Terms	Special Review	Investigator	Comments	Subcontracts	
Person Name	PI	Multi PI	Faculty	Effo		
Taylor, Russell H	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Abts, Leigh R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Armand, Mehran	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Atalar, Ergin	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Chirikjian, Gregory S	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cowan, Noah J	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Davatzikos, Christos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Etienne Cummings, Ralph	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fichtinger, Gabor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Lead	Number	Name				
<input checked="" type="checkbox"/>	12079800	ENGINEERING RESEARCH CENTER				
<input type="checkbox"/>	12014600	COMPUTER SCIENCE				

## Money and End Date Tab, main screen

Award Detail		Other Header		Money and End Dates		Contacts
Award Transaction Type:						Notice Date:
Comments:						
		Total Amounts		Dates		
		Obligated	Anticipated	Oblg. eff	Oblg. exp	Final exp
[ 1 ]	907439-001	\$26,036,123.00	\$26,036,123.00	01-Sep-2001	31-May-2009	31-May-2009
[ 2 ]	907439-002: 0008140	\$4,453,618.00	\$0.00	01-Sep-2001	31-May-2009	31-May-2009
[ 2 ]	907439-003: 0008141	\$219,003.00	\$0.00	01-Sep-2001	31-Aug-2008	31-Aug-2008
[ 2 ]	907439-004: 0008142	\$50,195.00	\$0.00	01-Sep-2002	31-Aug-2005	31-Aug-2005
[ 2 ]	907439-005: 0008143	\$26,910.00	\$0.00	01-Sep-2001	31-Aug-2008	31-Aug-2008
[ 2 ]	907439-006: 0008144	\$77,000.00	\$0.00	01-Sep-2001	31-Aug-2008	31-Aug-2008
[ 2 ]	907439-007: 0008145	\$1,546,358.00	\$0.00	01-Sep-2001	31-Aug-2008	31-Aug-2008

## Subcontract Tab

Display Award : 906400-001: Sequence : 1

Award Detail Other Header Money and End Dates Contacts Reports Terms Special Review Investigator Comments Subcontracts Attachments

Approved Subcontracts for this Award

Subcontractor Name	Amount

---

Subcontracts where this award is a Funding source

Subcontractor Name	Subcontract Code	Amount	Status
AMERICAN CANCER SOCIETY INC	96002307	\$40,000.00	Active
BOSTON UNIV	96002543	\$35,338.00	Active
CENTER FOR PUBLIC INTEGRITY	96003340	\$800,206.00	Active
CENTRAL UNIV OF FINANCE AND ECONOMI	96003162	\$75,000.00	Active
CHINA NATL CENTER FOR	96001969	\$940,800.00	Active

## Attachments Tab

Award New Entry : 102525-001: Sequence : 2

Award Detail Other Header Money and End Dates Contacts Reports Terms Special Review Investigator Comments Subcontracts Attachments

Attachments

Type	Description	Last Updated	Updated By
Notice of Award	This NOA supercedes initial one dated Jan. 1, 2007.	2009-02-23 08:59:47.0	Coeus Super User
Award Modification	NCE.	2009-02-23 09:00:35.0	Coeus Super User

## Reports Tab

Award New Entry : 103505-001: Sequence : 2

Award Detail Other Header Money and End Dates Contacts Reports Terms Special Review Investigator Comments Subcontracts Attachments

Class:

- Fiscal ( 1 )
- Intellectual Property ( 3 )
- Procurement ( 5 )
- Property ( 2 )
- Proposal Due ( 6 )
- Technical/Management ( 4 )

Type:

- Final

Detail:

Frequency	Frequency Base	Disp Distribution	Due Date
4 months prior to expiratio...	Expiration date of obligation	Letter Only	28-Feb-2009
No Recipients			

Report Class is evolving as ORAs develop business practices using Coeus.

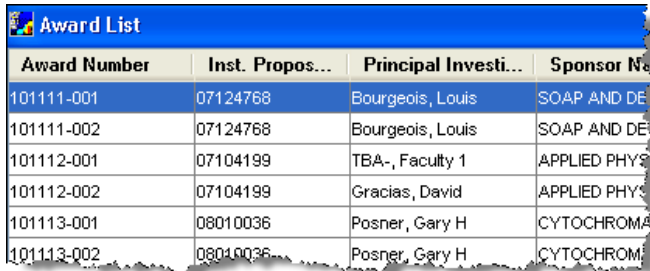
## Report Tracking

Reports entered into award records may be summarized both within an award and across all awards. This functionality is described in this Guide in the following section: [Other Coeus Functions, Report Tracking](#).

# Export Award List to Excel

The Award List may be exported in several file formats: csv, txt, htm, and xls. Described here are the steps necessary to save as an Excel file (xls) and, then to reformat that Excel spreadsheet.

## Generate an Award List:



Award Number	Inst. Propos...	Principal Investi...	Sponsor Na
101111-001	07124768	Bourgeois, Louis	SOAP AND DE
101111-002	07124768	Bourgeois, Louis	SOAP AND DE
101112-001	07104199	TBA-, Faculty 1	APPLIED PHYS
101112-002	07104199	Gracias, David	APPLIED PHYS
101113-001	08010036	Posner, Gary H	CYTOCHROMA
101113-002	08010036	Posner, Gary H	CYTOCHROMA

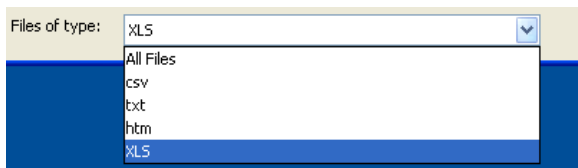
## Initiate Save As command:



Select the icon from bottom tray



## Select a File Type:

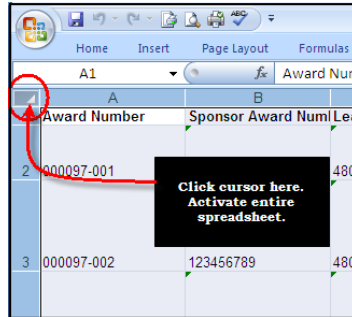


## Open the saved file:



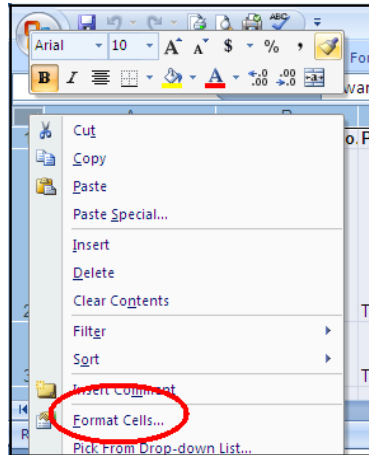
If saved as Type 'xls', open file:

## Remove Excel default formats:

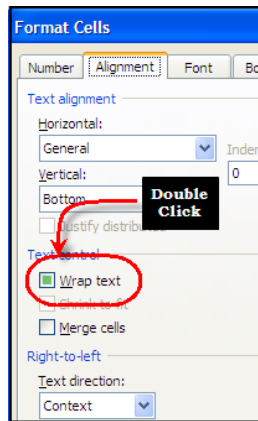


Select All Cells in spreadsheet:

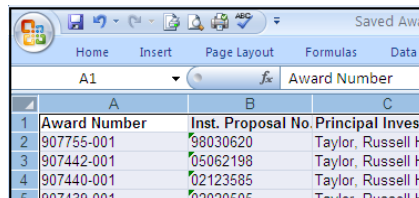
Click Right Mouse Button to see this menu and



Select 'Format Cells...':



Remove "Wrap text":



File reverts to unwrapped text:

## Convert Dollar columns from text to number format:

Highlight, select, columns:

	J	K
	Obligated Amount	Anticipated Total Amount
	7033799	7033799
	350000	350000
	150000	150000

Open Excel Information Box:

	J	K
	Obligated	Anticipated T
	7033799	7033799
	350000	350000
	150000	150000

Select 'Convert to number':

	J	K
	Obligated Amount	Anticipated Total Amount
	7033799	7033799
	350000	350000
	150000	150000

Format the numbers:

	J	K
	Obligated Amount	Anticipated Total Amount
	7033799	7033799
	350000	350000
	150000	150000

Result:

	J	K
	Obligated Amount	Anticipated Total Amount
	7,033,799.00	7,033,799.00
	350,000.00	350,000.00
	150,000.00	150,000.00

# Other Coeus Functions


## Medusa

Medusa links records pertaining to an award to all other related Coeus records in other modules. From those links within Medusa, you can open any of the related Coeus records. The display feature of this powerful tool is dependent upon the user's Coeus permissions.

Medusa is helpful for locating associated records, especially when you know only one piece of information. For example, if you have a portion of the Purchase Order number you can open the Coeus Subcontract record, open Medusa, and from there access the award record, institute proposal records, and the proposal development records.

In Medusa you can view summary data, or navigate to other related records.

## Opening Medusa from Award List

Click the **Maintain Award** icon  or select **Maintain > Awards**. In the AWARD SEARCH window enter search criteria for the award.

Click to highlight the award record and click the **Medusa** icon  or select **Edit > Medusa**. The MEDUSA screen opens.



The screenshot displays the Medusa interface with the following details:

- View:** Proposal -> Award (selected), Award -> Proposal
- Medusa Hierarchy (Left):** 09031129, 00002403, 104321-001 (selected), 96004241, 96004242, 96004243, 96004240, 104321-002, 104321-003, 104321-004, 104321-005, 104321-006, 104321-007
- Summary Information:**
  - Spon Award No: 62100080002300
  - Award No: 104321-001
  - Activity Type: Other Sponsored Activity
  - Account No:
  - Award Type: Cooperative Agreement
  - Account Type: Award
  - Title: MAISHA ACC/Tanzania-Mothers & Infants, Safe Healthy Alive
- Financials:**
  - Sponsor: 303786:US AGENCY FOR INTL DEVELOPMENT INFO
  - Award Eff Date: 24-Sep-2008
  - Final Expiry Date: 23-Sep-2013
  - Obligation Eff Date: 24-Sep-2008
  - Obligation Exp Date: 23-Sep-2009
  - Anticipated Amount: \$40,000,000.00
  - Obligated Amount: \$4,850,000.00
- Options:**
  - Apprvd Equipment
  - Apprvd SubContract
  - Apprvd Foreign Trip
  - Payment Schedule
  - Transfer Sponsor
  - Cost Sharing
  - Indirect Cost
  - Status: Active
- Investigators:** Lacoste, Maryjane M
- Units:**
  - 23511000 : FEDERAL/MCH
  - 23511100 : FEDERAL/MCH/ACCESS

Select an item in the Medusa Hierarchy tree on the left of the screen to view summary information about it in the right pane. The icons on the left are:

 — Institute Proposal Module

 — Development Proposal Module









 — Award Module

 — Subcontract sub module

You can use the options in the **View** section (upper left of the screen) to change the orientation of the starting point. When you select the **Proposal > Award** option button, the starting point is the Institute Proposal; choose **Award > Proposal** to change the starting point to the Award.

## Navigating in Medusa

These icons are in the second toolbar in the Medusa screen.

Icon	Name	Function
	Display	Open the selected item in the right pane.
	Notepad	Open Notepad for the selected proposal.
	Maintain Negotiations	Open the Negotiations module.
	Display Award Hierarchy	Open a different screen view of the Award.
	Display Summary	Display a summary of the selected item.
	Expand Medusa Tree	Display all linked records (if there are any) in the tree on the left of the screen.
	Collapse Medusa Tree	Collapse the display in the tree on the left of the screen.
	Close	Close the Medusa screen.

## Report Tracking

[{return}](#)

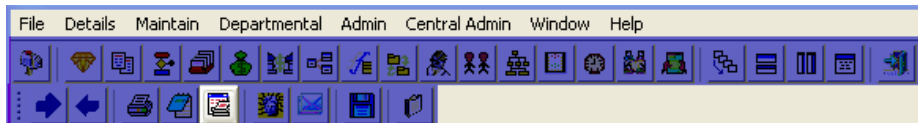
Reports entered into award records may be summarized both within an award and across all awards. The Report Tab is described in an Appendix Award Tabs and Fields.

### Searching within an opened Award

To generate a summary of Reports within an award:



Select the icon from bottom tray

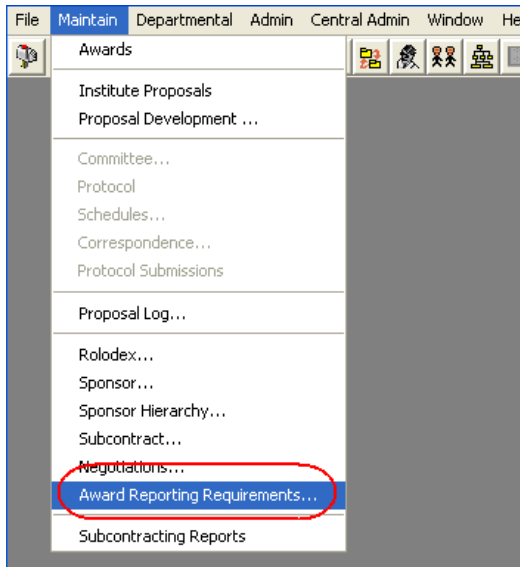


This generates the following view of reporting requirements recorded in the award record:

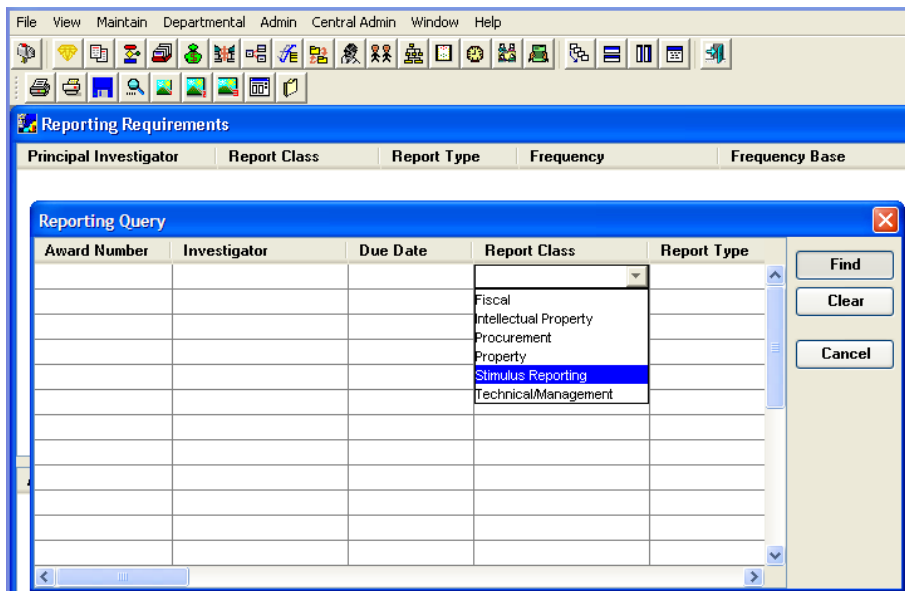
Reporting Requirements for Award - 000097-001 Modify						
Fiscal	Property	Intellectual Property	Technical/Management	Procurement	Proposal Due	
Rep Type	Frequency	Frequency Base	Base Date	Distribution		
Final	4 months prior to expiration date	Expiration date of obligation	31-Oct-2009	Report		
Status	Due Date	Overdue #	Activity Date	Comments	Person	Last Update
Pending	30-Jun-2009	0				11-Dec-2008 08:59 AM Coeus Super U...

## Tracking Reports across all awards

To generate a similar report, but across all award records, activate the Report Tracking function as follows:



This command will open an award search screen, as follows:



Executing the Reporting Query will generate this report:

Award No.	Principal Investigator	Sponsor Name	Sponsor Award Number	Title
101005-001	Dobs, Adrian S	MERCK AND CO	112-00	A Multicenter, Randomized, Double-Blind, Paral...
102005-001	Smith, Katherine P	CENTERS FOR DISEASE CONT...	KO1DP001129	Roles of the News Media in Knowledge Dissemi...
103005-001	Zaiman, Ari	ACTELION PHARMACEUTICAL...	90033398	Abrogation of TGF beta signaling in the vascul...
103391-001	Thornton, Katherine	ARIAD Pharmaceuticals, Inc.	90033984	A Pivotal Trial to Determine Efficacy and Safet...

**Example only**

Report Type	Frequency	Base Date	Due Date	Copy DSP	Activity ...	Comments	Person N
Stimulus rpt bec 15...	As required	2009/07/10		Report			

# Coeus Communication tools: Notepad, Notifications, and Email


## Notepad

Notepad is used for communication among users who have roles in a proposal. Messages are stored with the proposal, and they can be transmitted via email.

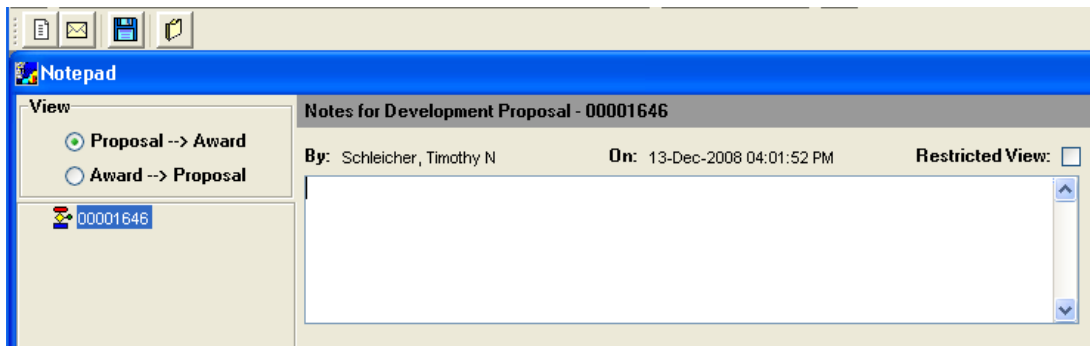
## Creating a Notepad Item

From the PROPOSAL DETAILS screen click the **Notepad** icon  or select **Edit > Notepad...**


In the Notepad window click the **Add New Row** icon  or select **Edit > Add**. A blank text box opens.

Enter your message in the text box. When you are finished, click the **Save** icon  or select **File > Save**.

The background of the text box becomes grey and your name is added to the header above the text box.



## Sending Notification, from Notepad

From the NOTEPAD window, select **Edit > Notify...** or click the **Send Proposal Notification** icon . A window opens with your latest message in the text box at the bottom.



Click and drag names of the people you want to receive the message from the **Players** pane to the **Send to** pane.

“Players” are Coeus Users that currently hold a role. You may wish to cancel this Notification and add users to your proposal, then return to this window. To remove a name from the **Send to** list, highlight the name and click **Remove**. Click **OK**. The window closes, and email is sent. Or, click **Cancel**, the window closes and the email is not sent.

# Appendix A: Award Search Screen

[{return}](#)

## Searching for an Award

**Award Search**

### Search criterion:

<b>Award Number</b>	Coeus Award Record number. Ex. 101887-001, where: '101887' = SAP grant number, -001 = award record, -002 = primary sponsored program record, and -003+n = all other sponsored program records.
<b>Institute Proposal Number</b>	Coeus Proposal Submission number, linking Coeus records. Ex. '07101234', where: 07 = FY 2007, year submitted (created), 10 = April, 10 <sup>th</sup> month of FY, 1234 = 1,234 <sup>th</sup> IP created in FY 2007.
<b>Investigator Name</b>	Investigator of record on Grant & Sponsored Programs: Ex. 'Brody, William R'
<b>Sponsor Name</b>	Award sponsor: Ex. 'NATL INST OF HEALTH'
<b>Unit Number</b>	Investigator's Home Unit Ex. '16020300'
<b>Award Title</b>	Record ending in '-001' is GM Grant title. All other record titles are both GM Grant title and Sponsored Program title.
<b>Sponsor Award Number</b>	Award number as it appears in sponsors Notice of Award.
<b>OSP Administrator</b>	JHU ORA sponsored projects officer assigned to the organization shown as Fund Center on the Sponsored Program.
<b>Unit Name</b>	JHU organization name for SAP Fund Center on sponsored program.
<b>Account Number</b>	SAP sponsored program number...without the left most '9'.
<b>Sponsor Code</b>	Award Sponsor SAP 'customer' account number.
<b>Award Status</b>	Award records: -001 = GM Grant lifecycle status and SAP Billing rule of 'Pre-Award', and >-001 = GM Program 'Status' on Additional Data tab.

# Appendix B: Award List (search results screen)

[{return}](#)

**Award List (left to right)**



**Search results:**

<b>Award Number</b>	Coeus Award Record number. Ex. 101887-001, where: 101887 = SAP grant number, -001 = award record, -002 = primary sponsored program record, and -003+n = all other sponsored program records.
<b>Institute Proposal Number</b>	Coeus Proposal Submission number, linking Coeus records. Ex. 07101234, where: 07 = FY 2007, year submitted, created, 10 = April, 10 <sup>th</sup> month of FY, 1234 = 1,234 <sup>th</sup> IP created in FY 2007.
<b>Principal Investigator</b>	PI, where: -001 = PI on Award, grant, -002 = PI on sponsored program.
<b>Sponsor Name</b>	Award sponsor.
<b>Lead Unit Number</b>	Award records: -001 = same as Primary sponsored program, -002, -002+n = Fund Center number SAP sponsored program.
<b>Award Title</b>	Award records: -001 = title from GM Grant. -002+n = GM Grant title + GM Sponsored Program title.
<b>Sponsor Award Number</b>	Number as it appears on the Notice of Award.
<b>DSP Administrator</b>	JHU sponsored projects officer assigned to the Lead Unit.
<b>Lead Unit Name</b>	JHU organization name for SAP Fund Center on sponsored program.
<b>Account Number</b>	SAP sponsored program number...without the left most '9'.
<b>Sponsor Code</b>	SAP customer account number.
<b>Status</b>	Award records: -001 = GM Grant lifecycle status and SAP Billing rule of 'Pre-Award', and -002+n = GM Program Additional Data Status.
<b>Obligated Amount</b>	Total amount awarded by sponsor since inception of award.
<b>Anticipated Total Amount</b>	Amount sponsor estimated <b>may be</b> awarded over life of award, as stated in Notice of Award.
<b>Award Eff. Date</b>	Project Start Date, beginning of award.
<b>Obligation Expiration Date</b>	End of currently funded period.