

ACCESS

- [What's the difference between Coeus Premium and CoeusLite?](#)
 - [Does Coeus work on a Mac?](#)
 - [How do I get Coeus on my computer?](#)
 - [I installed Coeus, but can't use it. How do I get access?](#)
 - [I hear there's a new version of Coeus, how do I get it?](#)
 - [I forgot my ID and password.](#)
 - [Can I access Coeus when I am away from the office?](#)
 - [I opened my proposal, but everything's grey and I can't edit.](#)
 - [I cannot access my proposal because it's locked and the message says I'm using it.](#)
 - [I cannot access my proposal because it's locked and the message says someone else is using it.](#)
 - [How do I take a Coeus class?](#)
-

PROPOSAL START-UP

- [Do I need to change the Grants.gov submission type to Change/Corrected if my Coeus Proposal Development record never made it through Grants.gov?](#)
 - [May I use special characters or symbols in my project title?](#)
-

ROLES

- [Are there any roles that are on a division-wide level?](#)
-

PERSONNEL

- [My colleague is external to JHU and a Co-PI, shouldn't they be named on the Investigator Tab?](#)
 - [I have foreign personnel and/or a foreign organization working on my project. How do I indicate that for grants.gov?](#)
 - [The information automatically filled in for some of my personnel is incorrect, how do I fix it?](#)
 - [How can I designate certain project roles for key personnel?](#)
 - [How do I show citizenship for my PI?](#)
-

ERRORS AND ERROR MESSAGES

- [I made an error on a proposal that has been submitted for approvals, how can I make changes?](#)
 - [I keep getting validation errors, why?](#)
 - [I'm having problems with my attachments.](#)
 - [I'm having trouble with my Grants.gov submission, what should I do?](#)
-

FORMS

- [Which version of Adobe should I have installed on my computer?](#)
- [The FOA for my proposal says that this is a mandatory Grants.gov submission, but some of the necessary forms are not available in Coeus.](#)
- [Coeus has my forms listed out of order, how can I put them into the right order for the sponsor?](#)
- [How can I add a new Sponsor to Coeus?](#)
- [I need to replace some forms that are involved in a hierarchy, but the parent won't let me.](#)
- [Where can I get more information on forms?](#)

BUDGET

- [How do I budget for the NIH salary cap?](#)
- [How do I turn off inflation for a faculty member starting in a year after my project start date?](#)
- [How do I create a modular budget?](#)
- [Coeus keeps putting pennies into my modular budget, how do I remove them?](#)
- [I want to reflect the actual salary increases for my personnel, but Coeus uses July 1 and auto-inflates the base salary. How do I enter the actual data?](#)
- [My activity type changes partway through the project period, necessitating a change in F&A rates. How can I reflect this?](#)

My question isn't here, how can I get help?

- [Please contact \[coeus-help@exchange.johnshopkins.edu\]\(mailto:coeus-help@exchange.johnshopkins.edu\).](mailto:coeus-help@exchange.johnshopkins.edu)
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SYSTEM ACCESS

What's the difference between Coeus Premium and CoeusLite?

Coeus has two ways for users to interact with the database. Coeus Lite is a web-based interface and most say it's easy to navigate and intuitive. Since it was designed to be "lite", there are some features that are available only in Premium. Coeus Premium is designed for the everyday/power user of Coeus. A combination of Lite and Premium can be used to create and work on a proposal. Using both Lite and Premium allows up to three colleagues to work concurrently on a proposal. While they work, they must be in separate areas of the proposal: proposal details, proposal budget, and narratives.

Does Coeus work on a Mac?

Yes, but there is a Coeus premium requirement to have Java Runtime Environment 1.5 (Administrator privileges are required to install software updates on a Mac). Since CoeusLite is a web-based application, there is no need for additional software to be installed.

How do I get Coeus on my computer?

Go to Appendix IV in the Coeus Premium User Guide to follow step-by-step instructions on installing both Java and Coeus onto your computer. The User Guides can be found at http://jhuresearch.jhu.edu/COEUS/user_guides.htm.

I installed Coeus, but can't use it. How do I get access?

Coeus User accounts are currently maintained by the Office of Research Information Systems (ORIS). Department administrators can send an email to coeus-help@exchange.johnshopkins.edu to request that ORIS create your Coeus User account and give you access to create proposals in Coeus.

I hear there's a new version of Coeus, how do I get it?

When you access Coeus, you always access the latest version of Coeus. For Coeus Premium users, sometimes the desktop icon doesn't change the name (because of a Java setting on your system), but Coeus will always launch the University's most current version of the application.

I forgot my ID and password.

Coeus uses your JHED and password to authenticate.

Can I access Coeus when I am away from the office?

Coeus is protected behind the Johns Hopkins University and Johns Hopkins Medicine firewalls. To access Coeus when outside of the University's network, you must first create a VPN session using JHConnect. Log into my.johnshopkins.edu and select JHConnect from the left navigation panel.

I opened my proposal, but everything's grey and I can't edit.

You are in display mode. Close the proposal, and either choose Edit>Modify on the Development Proposal List, or click the edit button on the second row of icons.

I cannot access my proposal because it's locked and the message says I'm using it.

Users can remove this lock. In CoeusLite, select the Current Locks link. Then select the Remove link for the record for which the lock is to be removed. In Coeus Premium, from the menu select File>Current Locks. This opens the Current Lock window. Select the row to be deleted, and then select the Delete button.

I cannot access my proposal because it's locked and the message says someone else is using it.

You should contact the other user. If they are currently working on the proposal, Coeus will not allow you access to the same module. You can either choose to work on a different section of the proposal, or you may call the other person to ask them to exit. If they are already out of the proposal, but the lock remains, they were probably working in Lite and closed their session without using the "Logout" link. In this case the web connection to the proposal remains active, even though they have closed their browser. Instructions on removing your own lock are found in the question above.

How do I take a Coeus class?

Register for classes by selecting myLearning, once you have signed into my.johnshopkins.edu. If you need assistance with registering, please contact Learning Solutions, (443)997-6453 | kruth@jhu.edu.

PROPOSAL START-UP

Do I need to change the Grants.gov submission type to Change/Corrected if my Coeus Proposal Development record never made it through Grants.gov?

No. If the Research Administration office encounters an error during the Grants.gov submission process, you will copy the proposal development record and treat the next attempt as if the first attempt never happened, that is the Grants.gov submission attempt should be "Application", not "Change/Corrected".

May I use "special characters" in my title?

No. Proposals that contain special characters within file names or fields, including the title field, will fail at Grants.gov. If a title contains a scientific symbol, users will note that the symbol is replaced with nonsense symbols upon saving. Special characters that cause problems in file names include characters such as &, - , *, % , / , # , ' , - and spaces. See the Coeus User Guides for more information.

ROLES

Are there any roles that are on a division-wide level?

Certain roles can be assigned at the Department level and then descended down to all divisions, labs, centers of that Department (meaning the role only needs to be given once).

These roles can be descended:

Modify All Dev Proposals
Person Maintainer
Rolodex Maintainer
View Institute Proposal

View Negotiation
View Award
View Award Documents
View Subcontracts

However, the Proposal Creator and Aggregator roles must be given at each specific unit. Caution: If the proposal development (blue) roles are given on the Unit Hierarchy, then the roles are given for EVERY proposal created in that unit. More information on roles and what they mean can be found In the Coeus Roles and Rights guide found at http://jhuresearch.jhu.edu/COEUS/user_guides.htm.

PERSONNEL

My colleague is external to JHU and a Co-PI, shouldn't they be named on the Investigator Tab?

Only JHU Investigators (PI, Co-Investigator, Co-PD/PI, Multi-PI) should appear on the Investigator Tab. Coeus requires certification for all individuals named on this tab; users should never certify investigators who are from external organizations. External investigators should appear on the Key Persons Tab, and use the field for "Role" to identify their project role (e.g. Site Investigator, Co-Investigator, PD/PI).

I have foreign personnel and/or a foreign organization working on my project. How do I indicate that for grants.gov?

Users should answer YNQ question – H1 – (Project involves international cooperative activities) YES and in the Explanation box type the countries involved. The Science Code for International Activities also should be included. Pay close attention to the Export Control questions in the Research Compliance Questionnaire.

The information automatically filled in for some of my personnel is incorrect, how do I fix it?

Coeus allows users to edit personnel information for a proposal in order to facilitate timely submission of proposals. This is accomplished within the proposal personnel module. Directions on editing this information are available at http://jhuresearch.jhu.edu/COEUS/user_guides.htm. Information can be permanently fixed in SAP HR using an ISR form. If you need assistance with ISR forms, please contact HR Shared Services, 443-997-5828.

How can I designate certain project roles for key personnel?

Key Personnel will have their directory title defaulted into the "Role" field. Simply highlight the field, and type in the project role for each person. That role will populate the forms when printed.

How do I show citizenship for my PI?

In the Proposal Personnel module, edit the person details of the PI and select the Other Tab. You can search the different citizenship codes by clicking on the magnifying glass icon next to the citizenship field. Choose a citizenship category and then click on the "OK" button.

ERRORS AND ERROR MESSAGES

I made an error on a proposal that has been submitted for approvals, how can I make changes?

Users cannot edit proposals that have been submitted for approvals. If changes need to be made, the proposal has to be rejected back to the proposal creator. Only proposals that are "In Progress" or

“Rejected” may be edited. Users make corrections to the rejected proposal and resubmit it for approvals (there is no need to copy a rejected proposal to fix errors).

I keep getting validation errors, why?

Validation errors are a safety net to alert users to problems within their proposals prior to submitting them for JHU approval and subsequent submission to sponsors. Errors can have many different causes, and most error messages will give users a description of the problem. Consult the Coeus User Guides at (http://jhuresearch.jhu.edu/COEUS/user_guides.htm) for assistance in fixing problem items in the proposal. If a message is received without an explanation, contact coeus-help@exchange.johnshopkins.edu for assistance.

I'm having problems with my attachments.

Check to be sure that there are no special characters in the file names. In addition, if you have “Other” Narrative Types, make sure that the titles for each document are different and free of special characters.

I'm having trouble with my Grants.gov submission, what should I do?

Although infrequent, on occasion a technical problem may arise at Grants.gov that precludes timely submission of grant applications. In this case, users should contact grants.gov directly and obtain a help-desk ticket number. Then, they should contact the sponsor to report the problem, give them the grants.gov ticket number and ask for further instruction.

FORMS

Which version of Adobe should I have installed on my computer?

Coeus doesn't require a particular version of Adobe, however Grants.gov does. If you are going to submit a proposal through Grants.gov, you can run a test to see if your version of Adobe is compatible at this site: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.


The FOA for my proposal says that this is a mandatory Grants.gov submission, but some of the necessary forms are not available in Coeus.

Coeus can still be used to assemble and route a proposal, however the actual submission will be person to system, rather than system to system. Forms that are not currently available through Coeus should be downloaded from the sponsor, filled out and converted to a pdf attachment and then uploaded into the Narrative module.

Coeus has my forms listed out of order, how can I put them into the right order for the sponsor?

Coeus prints the Grants.gov forms in alphabetical order by form name. NIH will put the data-stream sent in the order they require, as well as insert a table of contents, number each page and put headers and footers on each page. In Coeus Premium, the Up/Down arrows can be used to put Proposal Personnel in the order required by the Sponsor; however the Up/Down arrows in the Narrative module do not affect the way the system transmits or prints the uploaded files.

How can I add a new Sponsor to Coeus?

You can use the request sponsor icon on the second row in Premium (), select the “Request New Sponsor Link” in Lite, or you can complete the “add new sponsor” web form. The form is available at

<https://prcoeus.johnshopkins.edu/rpa/index.jsp> , where you will authenticate your access, go to webforms and then choose “Request a New Sponsor/Customer.”

I need to replace some forms that are involved in a hierarchy, but the parent won't let me.

Once a proposal hierarchy is created, some data elements are maintained at the Parent proposals, while others may be maintained at the child proposal(s). Replace the narratives in the child proposal, and use the SYNC button to update the parent proposal.

Where can I get more information on forms?

Users can access the System to System Forms user guide at http://jhuresearch.jhu.edu/COEUS/Coeus_S2S_Forms_User_Guide.pdf

BUDGET

How do I budget for the NIH salary cap?

Check with your research administration office to verify their policy on using the cap and whether they wish to reflect salary over the cap as cost sharing.

Enter the cap without cost sharing: enter the amount of the salary cap in the “Calc Base” field on the Budget Persons window for the investigator. Next, create the salary line item. Use the line item details to remove the “apply inflation” check box. Then, name the faculty member(s) to the line item.

Enter the cap with cost sharing: use the percent effort and percent charged fields to manipulate the salary such that the percent effort reflects full salary while the percent charged reflects the cap. In this way, the sponsor will be charged only that amount up to the cap, while the excess is reflected as cost sharing.

How do I create a modular budget?

You can see different methods for creating modular budgets by viewing the tutorials at the Coeus user guide page: http://jhuresearch.jhu.edu/COEUS/user_guides.htm. Each tutorial is about five minutes long or less. Or you can read the instructions for creating modular budgets in the user guide, also found at the help site.

How do I turn off inflation for a faculty member starting in a year after my project start date?

Users must do this in Coeus Premium. Navigate to the first year the change takes place and add a line item for the faculty member. Before naming the person to the line item, double click on it to open the Line Item Details window. Uncheck the box for apply inflation. Then name the faculty member to the line item. Then use Items>Apply to Later Periods. Last, manually delete the faculty member from the original line item that took inflation. See budgeting tutorials for further guidance here:

http://jhuresearch.jhu.edu/COEUS/user_guides.htm

Coeus keeps putting pennies into my modular budget, how do I remove them?

Coeus uses the data in the Modular Budget module to print modular Grants.gov forms. All of the fields in the modular budget are editable. Simply remove the penny(ies) from the period(s) affected.

I want to reflect the actual salary increases for my personnel, but Coeus uses July 1 and auto-inflates the base salary. How do I enter the actual data?

Coeus prorates salary increases based on individuals' salary anniversary date. If the anniversary date field in the Budget Persons window is blank, the system is configured to calculate a salary increase on July 1st. See budgeting tutorials for further guidance here: http://jhuresearch.jhu.edu/COEUS/user_guides.htm

My activity type changes partway through the project period, necessitating a change in F&A rates. How can I reflect this?

A proposal hierarchy is the only way to apply different rates to different project periods within a program. Refer to the Coeus User Guides for guidance on setting up hierarchies.

My question isn't here, how can I get help?

Please contact coeus-help@exchange.johnshopkins.edu. When you email ORIS, please send your proposal number and a description of your problem. **ALWAYS use Coeus-help and REPLY ALL:** there are five people who monitor coeus-help and can respond collaboratively to questions. If you email or respond to a team member directly you risk a delayed response (teaching, meetings, etc.)