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

- Please contact coeus-help@jhu.edu.
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SYSTEM ACCESS

What's the difference between Coeus Premium and CoeusLite?

Coeus has two methods for entering proposals into the same Coeus database. The CoeusLite method is a 100% web-based interface, and is easy to navigate and intuitive. Investigators and other research staff can use CoeusLite to create a proposal for submission to a sponsor, and allow other individuals to work concurrently on the proposal budget, narratives and the general data within the application. Since it was designed to be "lite", there are some features that can only be done in Coeus Premium. Coeus Premium is a full featured application which utilizes industry standard technology. The Premium user interface is designed for the everyday/power user of Coeus.

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 maintained by your department. Department administrators can 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 the Coeus will always launch the University's most current version of the application.

I forgot my ID and password.

Coeus uses your JHED credentials (i.e. JHED ID 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 you are 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 single click the proposal from the Maintain Proposal window, or click the edit button.

I cannot access my proposal because it's locked.

Users can remove the 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.

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 Kathie Ruth, (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
User Maintainer
Person Maintainer
Rolodex Maintainer
View Institute Proposal

View Negotiation
View Award
View Award Documents
View Subcontracts

However, the Proposal Creator role MUST be given at each specific unit, and the Aggregator role MUST be given at each specific unit. Caution: If you give the proposal development (blue) roles out on the Unit Hierarchy, then you are giving these roles for EVERY proposal created in that unit.

I just added a new faculty member to COEUS, but why do all the roles I added have a red line through them?

The red slash indicates the role will not be descended down the hierarchy. Some roles can be descended, meaning, the role only has to be given once (like at the department level). When you uncheck the red slash, that role descends through the unit hierarchy for all divisions under the department. Some roles cannot be descended and must be explicitly given at various units on the hierarchy.

PERSONNEL

Shouldn't my colleague, who is external to JHU and a significant effort Co-PI, 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. However, if the information is no longer current, or is in error, the information should be permanently fixed in SAP HR using the ISR form.

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. There’s a field for Citizenship. Enter the appropriate letter based on the following:

A: Non-U.S Citizen with Temporary Visa

C: U.S. Citizen or noncitizen national

N: Permanent Resident of the U.S.

P: Permanent Resident of the U.S. - *PENDING*

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 in “Rejected” status may be edited. Users make corrections to the rejected proposal and resubmit it for approvals (there is no need to copy a proposal in rejected status 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@jhu.edu for assistance.

I put the proper letter into the citizenship field, but still get an error.

Use uppercase letters.

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

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.

This is a situation in which Coeus can still be used to assemble and route a proposal, however the actual submission will be a person to system, rather than system to system, submission. Forms that are not currently available through Coeus should be downloaded from the sponsor, filled out and converted to a pdf attachment.

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 want, 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 need to complete the “add new sponsor” web form. This form can be found the same place where you find the eIS, at <https://prcoeus.johnshopkins.edu/rpa/index.jsp>

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_4-3-6.pdf

BUDGET

Calendar year and % effort are not saving properly.

This is a known bug. To save properly, enter the calendar year effort and save immediately. Then enter the percent effort and again save immediately.

How do I turn the 3% inflation off 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.

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

Since this is modular, Coeus uses the data in the Modular Budget module. All of the fields are editable. Simply remove the penny from the period(s) affected. The data from the modular budget module is used when printing, not the data from the detailed line item budget.

I want to reflect the actual salary increases for my personnel, but Coeus uses July 1 and a 3% increase. How do I enter the actual data?

Coeus has a field for Salary Anniversary Date, but it's currently turned off. ORIS is working with HopkinsOne to have this data element included in our SAP HR interface. When the new field is turned on, Coeus will prorate salary increases based on individuals' salary anniversary date. Today, the system is still configured to give everyone a salary increase on July 1st. Until resolved, a workaround for this is to use the budget persons window to enter the effective date of the salary increase.

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@jhu.edu.