

COEUS TRAINING

All SOM faculty and staff must complete the on-line e-Courses listed below before access will be granted to COEUS:

Introduction to Financial Administration

- The University as a Business Organization
- Basic Accounting Principles
- Federal Cost Principles
- Finance Overview Including Chart of Accounts
- Business Transactions
- SAP R/3 Navigation

Sponsored Projects

- Intro to Sponsored Projects
- Proposal Preparation

To enroll for the instructor lead, hands-on training classes, follow the steps below:

- 1) <http://training.jhu.edu/html/Main/default.asp>
- 2) Select:



- 3) Login at JHU Authentication screen.
- 4) Enter 'coeus' in the box and select 'GO':



- 5) Select the courses.

COEUS TRAINING SCHEDULE MARCH – JUNE 2011

D. CoeusLite Proposal Development

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Target Audience	Delivery Method	Time	Provider
JHU Faculty and Staff	Computer Lab (Instructor Led - Hands on)	3 hrs	Learning Solutions (Talent Management) - JHU
<p>Listed below are all the available class dates and times for this course. If the class is longer than one day only the start date is listed. To enroll or reschedule a class date, select from the list. If needed, the drop-down box can be used to restrict the list to a specific location. To be placed on a wait list for a class that is full, select the class and click Add to My Plan.</p> <p>Restrict To: <input type="text" value="All"/></p> <ul style="list-style-type: none"> ○3/14/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○4/4/2011 at 9:00 AM - 12:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○4/22/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○5/2/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○5/10/2011 at 9:00 AM - 12:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○6/6/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD <p><input type="button" value="Add to My Plan"/></p>			

Description

This course is designed for support staff and Principal Investigators who may use CoeusLite: to prepare proposals, to route proposals for approval, and/or to submit proposals through Grants.gov. The course is comprised of an overview of CoeusLite with hands-on exercises including: creating a proposal, navigating within a proposal, assigning proposal roles, and uploading attachments. Also, it is a useful course for new employees unfamiliar with proposal submission. Though CoeusLite is not as robust as the full-featured Coeus Premium, the user-friendly, intuitive design of CoeusLite makes it a very good introduction to the terminology of sponsored projects and nomenclature of Coeus proposal preparation. For support staff with insufficient time to practice use of Coeus at the office, taking this CoeusLite course, followed by the Coeus Premium course, provides a sound learning experience for actual submissions. Though not required, this half-day course is recommended before students take CoeusLite Proposal Budgeting.

E. CoeusLite Proposal Budgeting

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Target Audience	Delivery Method	Time	Provider
JHU Faculty and Staff	Computer Lab (Instructor Led - Hands on)	3 hrs	Learning Solutions (Talent Management) - JHU
<p>Listed below are all the available class dates and times for this course. If the class is longer than one day only the start date is listed. To enroll or reschedule a class date, select from the list. If needed, the drop-down box can be used to restrict the list to a specific location. To be placed on a wait list for a class that is full, select the class and click Add to My Plan.</p> <p>Restrict To: <input type="text" value="All"/></p> <ul style="list-style-type: none"> ○3/14/2011 at 1:00 PM - 4:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○4/4/2011 at 1:00 PM - 4:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○4/22/2011 at 1:00 PM - 4:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○5/2/2011 at 1:00 PM - 4:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○5/10/2011 at 1:00 PM - 4:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○6/6/2011 at 1:00 PM - 4:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD <p><input type="button" value="Add to My Plan"/></p>			

Description

This course is for support staff and Principal Investigators who will use CoeusLite to build proposal budgets. In the course students will create both a detailed budget and an NIH modular budget. Though CoeusLite budgeting tool is not as robust as the full-featured Coeus Premium, the user-friendly, intuitive design of CoeusLite makes it a very good introduction to proposal budgeting for sponsored projects and terminology of Coeus budgeting. For support staff and new employees with insufficient time to practice at the office, taking this CoeusLite course, followed by the Coeus Premium course, provides a sound learning experience. Though not required, this half-day course is recommended after students take CoeusLite Proposal Development.

F. Coeus Premium Proposal Development

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Target Audience	Delivery Method	Time	Provider
JHU Faculty and Staff	Computer Lab (Instructor Led - Hands on)	3 hrs	Learning Solutions (Talent Management) - JHU
<p>Listed below are all the available class dates and times for this course. If the class is longer than one day only the start date is listed. To enroll or reschedule a class date, select from the list. If needed, the drop-down box can be used to restrict the list to a specific location. To be placed on a wait list for a class that is full, select the class and click Add to My Plan.</p> <p>Restrict To: <input type="text" value="All"/></p> <ul style="list-style-type: none"> ○3/22/2011 at 9:00 AM - 12:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○4/11/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○4/19/2011 at 9:00 AM - 12:00 PM(EST) JHU at Eastern - B105 Baltimore, MD ○5/11/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○6/1/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○6/8/2011 at 9:00 AM - 12:00 PM(EST) JHU at Eastern - B105 Baltimore, MD 			
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Description

This course is designed for support staff and Principal Investigators who prepare proposals, route proposals for approval, and/or submit proposals through Grants.gov. The course is comprised of an overview of Coeus Premium, with hands-on exercises including: creating a proposal, navigating through proposal modules, assigning proposal roles, and uploading attachments. Although students are not required to take Coeus classes in any particular order, it is recommended that new employees or those new to Coeus take the CoeusLite Proposal Development and CoeusLite Budgeting classes, followed by the Coeus Premium courses. Taking the classes in this order provides a sound learning experience for actual submissions, especially for those who may have insufficient time to practice the use of Coeus within the office setting.

G. Coeus Premium Proposal Budgeting

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Target Audience	Delivery Method	Time	Provider
JHU Faculty and Staff	Computer Lab (Instructor Led - Hands on)	3 hrs	Learning Solutions (Talent Management) - JHU
<p>Listed below are all the available class dates and times for this course. If the class is longer than one day only the start date is listed. To enroll or reschedule a class date, select from the list. If needed, the drop-down box can be used to restrict the list to a specific location. To be placed on a wait list for a class that is full, select the class and click Add to My Plan.</p> <p>Restrict To: <input type="text" value="All"/></p> <ul style="list-style-type: none"> ○3/22/2011 at 1:00 PM - 4:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○4/11/2011 at 1:00 PM - 4:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○4/19/2011 at 1:00 PM - 4:00 PM(EST) JHU at Eastern - B105 Baltimore, MD ○5/11/2011 at 1:00 PM - 4:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○5/16/2011 at 1:00 PM - 4:00 PM(EST) JHU at Eastern - B105 Baltimore, MD ○6/1/2011 at 1:00 PM - 4:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD ○6/8/2011 at 1:00 PM - 4:00 PM(EST) JHU at Eastern - B105 Baltimore, MD 			
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Description

This course is for support staff and Principal Investigators who will use Coeus Premium to build line item budgets. In the course students will create both a detailed budget and an NIH modular budget. Although students are not required to take Coeus classes in any particular order, it is recommended that new employees or those new to Coeus take the CoeusLite Proposal Development and CoeusLite Budgeting classes followed by the Coeus Premium courses. Taking the classes in this order provides a sound learning experience for actual submissions, especially for those who may have insufficient time to practice the use of Coeus within the office setting.

H. Coeus Award

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Target Audience	Delivery Method	Time	Provider
JHU Faculty and Staff	Instructor Led	3 hrs	Learning Solutions (Talent Management) - JHU
Listed below are all the available class dates and times for this course. If the class is longer than one day only the start date is listed. To enroll or reschedule a class date, select from the list. If needed, the drop-down box can be used to restrict the list to a specific location. To be placed on a wait list for a class that is full, select the class and click Add to My Plan. Restrict To: <input type="text" value="All"/>			
○4/18/2011 at 9:00 AM - 12:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○5/16/2011 at 9:00 AM - 12:00 PM(EST) JHU at Eastern - B104 Baltimore, MD ○6/13/2011 at 9:00 AM - 12:00 PM(EST) 2024 E. Monument St Suite 2-1007 Baltimore, MD			
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Description

Coeus Award Module is an easy-to-use data source populated with ten years of JHU and JHMI awards. It contains award data imported, hourly, from SAP Grants Management Module (GMGrant and GMProgram), plus historical data from the University's legacy award-tracking system, 'Resource'.

Coeus Award enables users to easily generate custom reports, exportable to Excel, which display awards by many characteristics, including: PI, Cost Center, SAP grant status, sponsor, project dates, awarded amounts, and sponsored program (IO) numbers. Coeus Award also provides users a quick-linking tool, 'Medusa', which in seconds displays all Coeus-related records (proposal details, narratives, budgets, and institute proposals, awards, and subcontracts).

This is an intermediate level course intended for employees with some familiarity of BW Reports, SAP Grants Management Module, or proposal submissions through Coeus, and who are ready for another useful reporting tool.

Q. Coeus Proposal Hierarchy

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Target Audience	Delivery Method	Time	Provider
JHU Faculty and Staff	Instructor Led		Learning Solutions (Talent Management) - JHU
Prior to enrolling in this course, you must first successfully complete courses listed at the bottom of the page.			

Description

Coeus Proposal Hierarchy is an advance course for those users who have already completed Coeus Premium Proposal Development and Coeus Premium Budget Development. Proposal hierarchy enables department users to create sub-budgets and subprojects (child proposals) and link them to a parent proposal so they can be tracked together.

Users may want to create proposal hierarchies for several reasons. For example, proposal hierarchy can be useful for proposals that involve several principal investigators. If each PI only wants to see his/her part of the budget, users can create a child for each PI. Sometimes the PIs are in different departments so a user from each dept can create their own child proposal and then link it later. Proposal hierarchy will also help in the cases of grants that change overhead rates and the budget years cross fiscal years.

Unlike other hierarchies in Coeus where root entity is created first and then the children, in proposal hierarchy, child proposals are created first and then linked together to form a hierarchy. The proposal hierarchy will only be two levels – the top level parent proposal and second level children. For routing and master data, the system will always reference the root (parent) proposal. Lead unit and owned by unit of the hierarchy will be the lead unit of the parent proposal. PI of the hierarchy will be the PI of the parent proposal.

Proposal hierarchy functionality is supported ONLY in Coeus Premium. CoeusLite does not provide any proposal hierarchy functions. Through CoeusLite, users will be able to view proposals that are part of a hierarchy but cannot modify them.

Objectives

In the course, the student will achieve the following learning outcomes:

- Creating a Proposal Hierarchy
- Rights Required for Creating and Maintaining Hierarchy
- Linking Proposals
- Removing a Proposal from a Hierarchy
- Icons Used in Proposal Hierarchy
- Entering and Synchronizing Data in Proposal Hierarchies
- Proposal Hierarchy Data Rules