

Preparing an **electronic proposal** for submission to a sponsor **other than Grants.gov**.

This Business Process will be used to route an application through Coeus when the proposal is being submitted through an Electronic System other than Grants.gov (examples include but are not limited to: Proposal Central, American Heart Association, NSF, etc).

- ORA Deadline: Five full business days prior to the sponsor due date.

COEUS Proposal Development Items to be Completed

- Title of Project
- Start Date of Project and End Date of Project
 - Proposal Type (Continuation, Internal Application, Negotiation Only, New, No-Cost Extension, Pre-Application, Renewal, Resubmission, Revision, Task Order.)
 - Activity Type (Organized Research, Instruction, Other Sponsored Activity, Clinical Research)
 - Award Type (Grant, Contract, Cooperative Agreement, Clinical Trial, Fixed Fee, Subgrant, Subcontract)
- Sponsor
 - Organization that is funding JHU activity directly
- Prime Sponsor (If applicable)
 - Required field for subgrants or subcontracts.
- Sponsor Proposal No
 - Used for Proposal Type (Continuation, No-Cost Extension, Renewal, Resubmission, Revision, Task Order.)
Example: R01 CA123456 or other sponsor identifier
- Original Proposal
 - Institute Proposal Number. Example: 10014321
- Due Date of Proposal
- Performance Site
 - Add specific performance site
 - Add additional subsites or JHU locations (if applicable).
- Investigators
 - List all JHU faculty on this proposal who are contributing measurable effort.
 - Enter Investigator effort charged on this proposal in percent effort field.

<ul style="list-style-type: none"> ○ Certify all investigators.
<ul style="list-style-type: none"> ➤ Special Reviews (if applicable) <ul style="list-style-type: none"> ○ Animal Usage, Biohazard Materials, Foundation Relations, Hazardous Chemicals, Human Subjects, International Programs, Radioactive Isotopes, Recombinant DNA, Space Change, Stem Cell, TLO Review (Potential Conflict). ○ Enter protocol number, status, and approval date.
<ul style="list-style-type: none"> ➤ Science Codes (if applicable) <ul style="list-style-type: none"> ○ AIDS/HIV, Cancer, Vaccine, Women’s Health, International Proposal, Hopkins, Maryland, Baltimore, Career Award, International Programs, Foundation Relations, HIPAA, Confidentiality Agreement, ARRA. (NOTE: ARRA is listed at the bottom of the scrolled box.)
<ul style="list-style-type: none"> ➤ Questionnaire (Research Compliance Questions) <ul style="list-style-type: none"> ○ If Cost Sharing question is answered “YES” provide the cost sharing I/O in the comment section.
<ul style="list-style-type: none"> ➤ Yes/No Questions
<ul style="list-style-type: none"> ➤ Narrative Uploads – All labeled “OTHER” <ul style="list-style-type: none"> ○ Detailed Budget ○ Budget Justification ○ Sponsor Guidelines ○ Proposal <ul style="list-style-type: none"> ▪ Scope of work/Abstract ▪ Sponsor Signature Page ○ Additional documents as required by Sponsor guidelines ○ Signed PI Certification (REQUIRED) ○ Clinical Research Supplemental Info Sheet (if applicable)
<ul style="list-style-type: none"> ➤ Budgetary Information <ul style="list-style-type: none"> ○ Yearly direct and indirect costs ○ F&A Rate ○ On/Off Campus (if both, state so in Comment Section)
<ul style="list-style-type: none"> ➤ Route your proposal for review

NOTE: All SOM staff and faculty with significant research involvement must complete the required on-line e-Courses before access will be granted to the Coeus system.

- To complete the required e-Courses, log in to: <http://training.jhu.edu/html/Main/default.asp>
- Select Financial Administrative Training
- Select Financial and Administrative Training Program Sequence

➤ **Complete 1 – 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

➤ **Complete 2 - Sponsored Projects**

- Intro to Sponsored Projects
- Proposal Preparation

Instructor lead, hands on, training classes are also offered. To register for an ORIS Proposal Development course, please go to mylearning.johnshopkins.edu portal. Once you are logged in, select myLearning, search the Course Catalog for the University, under the Financial and Business Systems menu, under the Sponsored Project menu, ORIS offers six classes in the Coeus system. Pre-requisites are required prior to registering for Coeus training.

Upcoming Instructor Led Hands-On Training (February, March, April 2010):

February 18 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

February 19 – Coeus Premium Proposal Development and Proposal Budgeting, JHU @ Eastern

February 22 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

February 24 – Coeus Premium Proposal Development and Proposal Budgeting, 2024 E. Monument Street

February 26 – Coeus Premium Proposal Development and Proposal Budgeting, JHU @ Eastern

March 1 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

March 2 – Coeus Premium Proposal Development and Proposal Budgeting, JHU @ Eastern

March 5 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 8 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

March 9 – Coeus Premium Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 11 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 15 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

March 18 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

March 29 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

April 1 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

April 5 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

April 8 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street

April 12 – CoeusLite Proposal Development and Proposal Budgeting, JHU @ Eastern

April 15 – CoeusLite Proposal Development and Proposal Budgeting, 2024 E. Monument Street