

Preparing a **paper (hard) copy** proposal for submission to a sponsor.

This Business Process will be used to route an application through Coeus when a proposal is being submitted to the Sponsor as a Paper (Hard) Copy. In addition, this process will be used for routing agreements such as Data Usage Agreements, Institutional Consulting Agreements, etc.

- ORA Deadline: Five full business days prior to the sponsor due date.
- Paper documents are only accepted for proposals that require an original copy with ORA signature to be sent to the sponsor.
- For paper documents that require signatures of both the PD/PI and ORA, that document should already be signed by the PD/PI before coming to ORA.
- All signature pages requiring an original signed hard copy must have a COEUS Proposal Development completed.
- The COEUS Proposal Development number and the name of person to contact for pick-up must be noted on the paper copy or the proposal will not be accepted for review by ORA.

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). (Examples: R01CA123456 or other sponsor identifier).
- Original Proposal

➤ Institute Proposal Number (Example: 10014321)
➤ Due Date of Proposal
➤ Performance Site <ul style="list-style-type: none"> ○ Add specific performance site ○ Add additional subsites or JHU locations (if applicable)
➤ Investigators <ul style="list-style-type: none"> ○ List all JHU faculty proposed in this proposal who are contributing measurable effort. ○ Enter Investigator effort charged on this proposal in percent effort field. ○ Certify all investigators.
➤ 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.
➤ 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).
➤ Other <ul style="list-style-type: none"> ○ Enter 10-digit SAP Responsible Cost Center number
➤ Questionnaire (Research Compliance Questions) <ul style="list-style-type: none"> ○ If cost sharing question is marked “YES”, provide the cost sharing I/O in the comment section.
➤ Yes/No Questions
➤ Narrative Uploads (All labeled as “OTHER”) <ul style="list-style-type: none"> ○ Detailed Budget ○ Budget Justification ○ Sponsor Guidelines ○ Proposal <ul style="list-style-type: none"> ▪ Scope of work/Abstract ▪ Additional documents as required by Sponsor Guidelines ▪ Sponsor Signature Page ○ Signed PI Certification Page (REQUIRED) ○ Clinical Research Supplemental Info Sheet (if applicable)
➤ Budgetary Information <ul style="list-style-type: none"> ○ Yearly direct and indirect costs ○ F&A Rate ○ On/Off Campus (If both on and off campus state so in comment section)
➤ 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