



# Approver's Checklist

1. Receive email with Proposal number.

2. Open Coeus.

3. Navigate to Proposal:

**Inbox**,  double click on proposal waiting for approval **OR**

Open Proposal Development  (Maintain >Proposal Development); search for proposal number; Double Click Proposal.

4. Review proposal:


Generate Routing form – File->Print->ORAA Routing Form

Narratives – Edit->Narratives – select file to view.

Budget – Edit->Budget – Cost Sharing listed in Comments section.

Departmental Budget is attached in Narrative section.

5. Approve Proposal:

Red Flag  or **Action> Approve**

Click **Approve**. At the next window click **Approve** again.

If you choose **Reject**, then Coeus requires a reason for rejection before it will let you out of the proposal.

Click **Close**.