Question: How do I find out who the Contract Administrator (CA) for a particular department? How can I find their contact information?

Answer:

1. Open Coeus and Login using your university ID and password. If you do not have an account, email coeus-help@umd.edu.
2. Select the Unit Hierarchy. Note: This button looks like an Org Chart.
3. Find and highlight your department within the Unit Hierarchy. Note: You can use the + and – buttons see the departments within each college.
4. Click on the Unit Detail button. A window should pop up.
5. The Unit Details tab lists the CA for the selected department where it says Osp administrator.
6. Double click on the name to get their contact information including email address, office phone number, and office location.