**Question:** What is an Institute Proposal? How can I find out how many Institute Proposals were submitted in a specific fiscal month or year?

**Answer:**

In Coeus, the Institute Proposal Module contains all of the proposals that have been submitted to a funding agency/sponsor.

The Proposal Status can give you additional information about the proposal. For example:

- **Pending:** submitted but we don’t have any further information
- **Funded:** submitted and an award has been received and set up in the Awards Module of Coeus
- **Expired:** after 18 months of no additional information it is marked as expired
- **Not Funded:** ORA has received notification that the proposal was not funded
- **Withdrawn:** withdrawn from consideration by the PI

Institute Proposals are assigned a **proposal number** by Coeus. This proposal number follows a SPECIFIC format. The first two digits are the **fiscal year** and the second two digits are the **fiscal month** in which the proposal was created. The remaining digits are system generated.

Take proposal 12114675 as an example. The first two digits -12- indicate fiscal year (2012) and the second two digits -11- indicate fiscal month (June).
When searching the Institute Proposal Module, it is useful to remember this Proposal Number convention. For example, if searching for a proposal from August 2010, you would search for a proposal number of 1102* since that is FY2011 and Fiscal Month 2.

If searching for all of the proposals from Fiscal Year 2010, you could type in 10*.