Quick Search Guide- Institute Proposal Module

When opening the Institute Proposal Module, a search window is automatically opened. You can use one or more of the Search fields listed in the window.

The most commonly used Search fields are:

**Proposal Number**: This is the Coeus assigned number for the proposal. (ex. 11091234)

**Status**: Drop-down selection includes “Funded” and “Pending”.

**Title**: Search using part of the title. (ex. *detecting cosmic rays*)

**Unit Name**: Name of Unit (department) as listed in the Coeus Unit Hierarchy. (ex. *biology*)

**Investigator**: Name of Investigator as listed in PHR. (ex. *fox*)

**Sponsor Name**: Name of Sponsor as it is listed in the Coeus Sponsor Table (ex. *nih*).

It is recommended that you use the Searching Wildcard when searching in Coeus. For all fields and search windows, this is the asterisk (*). It is useful to note that Coeus is NOT case-sensitive.
Sample Searches:

Finding a specific proposal using the Title. (ex. “Fatigue Analysis Based on Strain Energy”)

Double-click on the desired result to open the proposal.

Finding proposals by fiscal year/month and Status. (ex. Funded proposals from Nov. 2010)

The Proposal Number is a Coeus assigned number and has the format FYFM####. Thus, you can search for proposal from a certain fiscal year (ex. 10* would provide proposals from FY2010) or a certain fiscal year and month (example shown below).
Finding proposals for a particular department. (ex. Psychology)

Note: If more than one department contains the word “Psychology”, it is recommended that you use the Unit Number in your search. In this example, the Psychology Department has unit number 1282501.

Finding proposals for a particular investigator from a particular sponsor. (ex. Dr. Fox & NIH)

You can sort results by clicking on the column heading.

Be aware that the search results list PI, but also may contain investigators with the same name as the investigator you are searching for. It is suggested that you use additional search fields to make sure your results are valid (such as department/unit name).