













# Section 1

## Coeus Icons



## Coeus Main Screen Icons

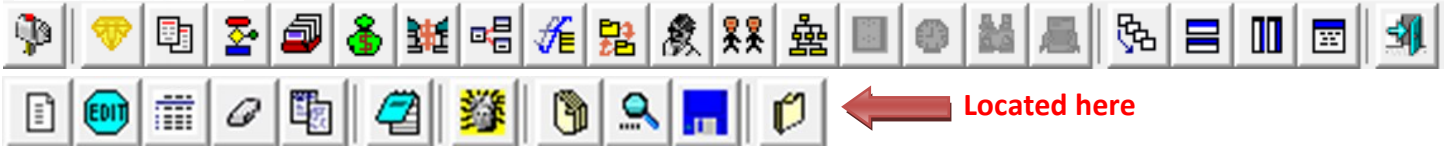


	In Box	Contains notifications sent to your user account. These are typically used for electronic routing and approval of proposals as of summer of 2011.
	Award Module	Contains award information – sponsor award number, accounts, mods, investigators, credit split information, invoicing information(OCGA), terms, reports, special review items, award notices, delta reports (ATs).
	Institute Proposal Module	Contains information about proposals that have been submitted to sponsors – status, investigators, indirect costs, cost sharing, special review, current and pending reports, etc.
	Proposal Development Module	Proposals are created in this module – includes budgets, proposals, investigators, special review, etc. Proposals are electronically routed, approved and can be electronically submitted to sponsors via Grants.gov.
	Rolodex	Contains specific contact information about organizations (Subawardees), sponsors and investigators who are not affiliated with UM.
	Sponsors	Contains information about the sponsors that have been entered in Coeus. Some of these came with the MIT install, RAA sponsors and new sponsors added since fall 2007.
	Subcontracts	Contains subcontract information, subaward type, start/end dates, title of project, subawardee audit information, KFS account numbers, etc.
	Person	Contains information about faculty and staff at UM. Populated from a feed from PHR.
	Unit Hierarchy	Shows the structure of UM at College Park as it relates to colleges/schools and the departments in them. Contains business administrator information about each department.
	Exit	Allows the user to exit the Coeus eRA System.



# Proposal Development Main Menu

## Icon Guide



## Button Functionality

Image	Button	Function
	Add a New Proposal	Creates a new proposal.
	Modify Selected Proposal	Allows you to enter the proposal to make changes. To make any changes you must have editing rights. Be sure to save any changes before exiting.
	Display selected proposal	Opens the proposal in display mode. Doesn't allow for any changes.
	Delete proposal	Deletes proposal. Will rarely be used, can only be used if proposal is in status of rejected or in progress.
	Copy proposal	Creates a copy of the original proposal. Carries over all information into new proposal EXCEPT investigator certifications and questionnaire answers.
	Notepad	Used to record sponsor / investigator information that does not yet appear in the Sponsor table or Person table.
	Medusa	Opens the Medusa window-Award, Institute Proposal, Subcontract and Development Proposal links to show the relationships among them. Allows one to move from one module to the next without opening each separate module.
	Sort Proposals	Opens the sort window and allows for sorting multiple columnar contents-ascending and descending.
	Search for Proposals	Opens the search window so users can search for Proposal Developments.
	Save As	Exports data into a MS Excel format.
	Close	Closes the current Development Proposal module.



# Proposal Development Proposal Details

## Icon Guide

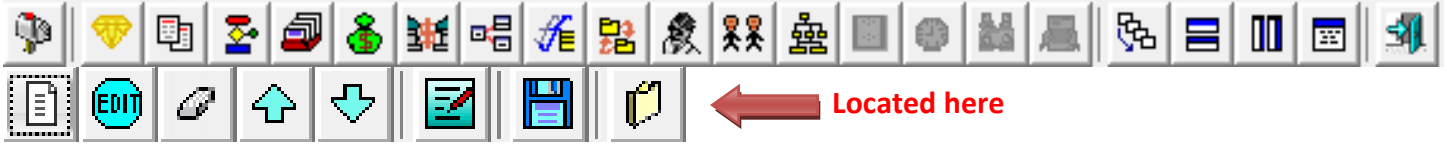


## Button Functionality

Image	Button	Function
	Next Proposal	Navigates to the next proposal from search window. If only one proposal was found, the button will be grayed out.
	Previous Proposal	Navigates to the previous proposal. If you are on the first proposal, the button will be grayed out (as seen on left).
	Approve Proposal	Approves proposal. Brings up the proposal routing window.
	Submit Proposal for approval	Submits current proposal for approval along selected approval map.
	Select approval Map	Allows you to select an appropriate approval map. For example, if there is cost sharing, you would need to select the cost sharing approval map.
	Proposal Narrative	Opens the proposal narrative window, which houses all the attachments for the proposal.
	Proposal Budget	Opens the proposal budget window.
	Yes / No Questions	Brings up the yes/no questions window.
	Proposal Roles Maintenance	Opens the proposal role window. To assign any additional roles, the user must be an aggregator.
	Proposal Abstracts	Opens the proposal's abstracts. Not used at this time.
	Proposal Persons	Opens the proposal's personnel table. You can double click on an investigator to display person details information.
	Notepad	Opens the Notepad window and allows the user to add a comment and restrict viewing of the note.
	Medusa	Opens the Medusa window-Award, Institute Proposal, Subcontract and Development Proposal links to show the relationships among them. Allows one to move from one module to the next without opening each separate module.
	Print	Opens a print menu with different forms available for printing. Once a document has been selected, it opens as a PDF.
	Save	Saves the current proposal. Can only be saved when in edit mode.
	Send Mail Notification	Opens the send mail pop-up window. Allows you to select email recipients from the person table and rolodex, and send an email directly from Coeus.
	Close	Closes the current Development Proposal module.



# Proposal Development Narrative Window Icon Guide



## Button Functionality

Image	Button	Function
	Add Module	Adds a new module line to the current narrative.
	Modify Module	Allows you to enter the narrative module to make changes. Be sure to save any changes before exiting.
	Delete Module	Deletes the selected narrative module.
	Move module up one row	Moves module up a line in the narrative. Can move multiple times.
	Move module down one row	Moves module down a line in the narrative. Can move multiple times.
	Upload Attachment	Available when a particular module is selected, allows user to upload attachment to that module line.
	Save	Saves the changes made in the narrative module.
	Close	Closes the Narrative screen, returning the user to the proposal screen.