

Proposal Attachments

PREREQUISITES: Editable Proposal Record

The screenshot shows the COEUS Lite web interface for uploading proposal attachments. The top navigation bar includes links for Coeus Home, My IRB Protocols, My Proposals, COI Disclosure, Inbox, and Logout. Below this, there are tabs for All Proposals, Proposals In Progress, Create New Proposal, Proposal Search, and Grants.gov Opportunity Search. The main content area is divided into a left navigation pane and a main form area. The left pane has a tree view with categories like General Info, Organization, Investigators/Key Persons, Credit Split, Special Review, Abstract, Others, YNQ, Proposal Roles, Grants.Gov, Budget, Upload Attachments, and Validate. The main form area has a header with investigator and proposal information. Below this are tabs for Upload Proposal Attachments, Upload Personnel Attachments, and Upload Institutional Attachments. The 'Upload Proposal Attachments' tab is active, showing a form with fields for Attachment Type (ProjectSummary), Description, and File Name (C:\Documents and Settings\tompkinc\Desktop\TestAtt). A 'Browse...' button is circled in red. Below the form is a 'Save' button, also circled in red. At the bottom, there is a 'List of Proposal Attachments' table with columns for Attachment Type, File Name, Uploaded Date, User, and Description. A row is shown for 'Narrative' with file name 'Narrative_Test.pdf' and description 'Description goes here'. A 'Remove View' link is next to the row.

➤ Add Attachments

NOTE: Attachments may be added at any time during the development of the proposal. However, once the proposal has started the Electronic Routing and Approval process or has been placed in “Submitted” Status all attachments are locked and new attachments cannot be added.


1. Click on the “Upload Attachments” link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Select the appropriate Attachment Type from the available drop down options
4. Enter a description for the attachment
5. Click the “Browse...” button and complete the standard upload function
6. Click “Save”
7. Repeat steps 1-6 for all additional attachments

➤ Revise Attachments

NOTE: Attachments may be revised at any time during the development of the proposal or during the Electronic Routing for Academic Approvals. However, once the proposal has been placed in “Submitted” Status all attachments are locked and cannot be revised.


1. Click on the “Upload Attachments” link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Click on the attachment from the List of Proposal Attachments to be revised
4. Click on the “Upload New File” button and complete the standard upload function
5. Click “Save” to overwrite the existing file with the new one

 **Delete Attachments**

 NOTE: Attachments may be deleted at any time during the development of the proposal. However, once the proposal has started the Electronic Routing and Approval process or has been placed in “Submitted” Status all attachments are locked and cannot be deleted.

1. Click on the “Upload Attachments” link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Click the “Remove” link next to the listed file to be deleted.
4. A confirmation window will open, click “OK”.
5. File will now be deleted
6. Click “Save”

 **View Attachments**

 NOTE: Attachments may be viewed at any time during the development of the proposal, during the Electronic Routing for Academic Approvals and even after the proposal has been submitted to sponsor.

1. Click on the “Upload Attachments” link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Identify the specific file you wish to view from the attachment list and click the “View” link next to the file name.
4. The attached file will open in new browser window that can either be saved to your computer or printed for hardcopy review.