CoeusLite – My Negotiations

CoeusLite “My Negotiations” allows the Principal Investigator named on a specific Negotiation record the ability to track the status of the negotiation and also review the activities that have occurred throughout the lifecycle of the negotiation process. Investigator Users may also review all historic Negotiation records previously completed where they are named as PI.

Open Record from Email Notification

**NOTE:** Coeus Negotiation email notifications will only be sent to the recipient once the Negotiation has a status updated to Fully Executed. Fully Executed Negotiation records do not indicate that the project is Awarded and additional SPS Post-Award processing may be necessary before funds are available.

1. Open Negotiation Fully Executed email notification
2. Click the embedded link at the bottom of email, this will open CoeusLite login page
3. Log into CoeusLite using Career Account Username and Password
4. Appropriate Negotiation record should display

Open Record from List/Search

**NOTE:** Only the named Principal Investigator may open their corresponding My Negotiation records.

1. Log into CoeusLite with Career Account Username and Password
2. Click “My Negotiations”
3. Click “Active Negotiations” for records currently being processed or “All Negotiations” for both active and historic records, click the desired Negotiation record from the available list to display it.
   -OR-
4. Click “Negotiation Search” and complete the standard search for the desired Negotiation record
5. Click the desired Negotiation record from the available list to display it.

Review Negotiation Details Screen

**NOTE:** My Negotiation records in CoeusLite are for review only, no edits may be made to any displayed fields.

Negotiation Details screen is initially displayed when record first opens. Navigation back to screen can be done by clicking the “Negotiation Details” link in the left navigation.

- Negotiator: Name of SPS Contract Analyst or Post-Award Manager responsible for the record.
- Negotiation Status: Current disposition of the Negotiation
- Start Date: Date record was created and Negotiation was started
- Closed Date: not currently utilized at Purdue
- Doc Folder: not currently utilized at Purdue
- Agreement Type: type of agreement being negotiated
- Anticipated Award Date: not currently utilized at Purdue

Additional assistance: coeushelp@purdue.edu
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