COEUS_Lite_

Proposal Quick Review and Approval

PREREQUISITES: Approver Access, Named Approver on the Sequential Stop, Proposal Submitted for Approval

➤ **Opening a Proposal: Option 1 - Email**

✎NOTE: Only applicable if you have your personal setting set to receive the Coeus auto-generated email notifications.

1. Open the email stating that a proposal is waiting for your approval
2. Click on the link embedded in the email
3. Log into CoeusLite using your Career Account
4. Specified Proposal should open in Display

➤ **Opening a Proposal: Option 2 – Proposal Search**

1. Go to: https://coeus.itap.purdue.edu/coeus/userAuthAction.do
2. Log into CoeusLite using your Career Account
3. Click the "My Proposals" link in the top navigation menu
4. Click on "Proposal Search"
5. Complete a standard search for the specified proposal
6. Click on the Proposal Number from the search results list
7. Specified Proposal should open in Display

Proposal Summary
Proposal Details
Approve
Reject
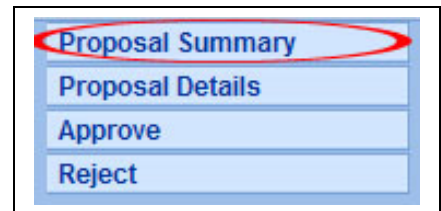
➤ **Open the Proposal Summary**

1. Proposal must be open in Display
2. Click on the "Approval Routing" link found in the left navigation pane
3. With the Approval screen open, click the "Proposal Summary" link in the left navigation pane.
4. Proposal Summary should open

➤ **Review Proposal Summary**

Proposal Summary

⊟ Proposal Summary			Hide
Investigator: Agency/Sponsor: Title:	TOMPKINS, CHRISTOPHER M 402700 : NATIONAL INSTITUTES OF HEALTH CoeusLite Approver Test	Proposal # : Proposal Period:	00000753 (Approval In Progress) 01/01/2010 - 12/31/2012

- **Investigator**: Listed Principal Investigator for the project
- **Agency/Sponsor**: Sponsor that the proposal is being submitted to
- **Title**: Entered title for the project
- **Proposal #**: Coeus assigned proposal record number
- **Proposal Period**: Total project period

COEUSLite

Budget Summary

Budget Summary						Hide
Budget Total						Hide
Direct Cost: $369,131.67		Indirect Cost: $193,794.15		Total Cost: $562,925.82		
Under Recovery: $0.00		Cost Share: $0.00		Period: 01/01/2010 - 12/31/2012		

Budget Period						Hide
Period	Start Date	End Date	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
1	01/01/2010	12/31/2010	$120,386.95	$63,203.16	$0.00	$0.00	$183,590.11
2	01/01/2011	12/31/2011	$123,010.63	$64,580.59	$0.00	$0.00	$187,591.22
3	01/01/2012	12/31/2012	$125,734.09	$66,010.40	$0.00	$0.00	$191,744.49

Budget Report	Hide
Budget Summary by Period	
Cost Sharing Summary by Period	
Cumulative Budget	
Industrial Budget by Period	

- **Budget Total**: Contains basic information on proposal total dollar amounts
- **Budget Period**: Provides a budget overview broken out by individual project period
- **Budget Report**: The Approver may generate any of the standard Coeus budget reports by clicking on any of these links to assist with proposal review.

Attachments

Attachments			Hide
Type	Description		
Narrative - test	Complete	View	
ProjectSummary - test	Complete	View	

- To open a Narrative Attachment for review, simply click on the "View" link next to the targeted file. A new window will open with a PDF version of the file that may be printed or saved.

Approve or Reject

Investigator:	TOMPKINS, CHRISTOPHER M	Proposal #:	00000772 (Approval In Progress)
Agency/Sponsor:	402700 : NATIONAL INSTITUTES OF HEALTH	Proposal Period:	01/01/2010 - 12/31/2012
Title:	CoeusLite Approver Test		

Add Comments:

Comments:

Add

Add Attachments

Description:

Attachment: [Browse...]

Add

Approve   Back

1. Click the "Approve" or "Reject" link in the left navigation pane.
2. Enter any comments into the "Add Comments" window, click "Add"
3. Upload any attachments by clicking "Browse..." and completing the standard upload function.
4. Enter an Attachment Description, free text box for internal purposes only.
5. Click "Add" to complete attachment upload to record.
6. Click "Approve" or "Reject" in the bottom left of the screen to complete process

Additional Assistance: coeushelp@purdue.edu