

**Coeus®**

Version 4.1.1

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**Quick Steps to  
Determine Grants.gov  
Eligibility**

User Guide

# COEUS 4.1.1 – Proposal Development

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## Introduction

### *Who Should Read This*

The *Quick Steps to Determine Grants.gov Eligibility* user guide for Coeus is intended for users who are authorized to create, modify, or approve proposals. Any Coeus user with Proposal Development access can check to see if a Grants.gov submission is eligible for submission via Coeus.

### *Notation Conventions*

In order to help users familiarize themselves with Coeus, this manual employs certain notation conventions in the text to indicate the following:

Convention	Example	Used For
Menu names separated by “>”	Select <b>Maintain &gt; Proposal Development</b>	Navigation Path
Text in bold, sans serif	<b>Biosketch</b>	Field values that you either select or type.
Text in bold, sans serif between angle brackets	[ <b>Find Addr</b> ]	Labeled buttons; the text in the brackets appears exactly as it does on the button
Text in bold, sans serif between vertical lines	<b>Investigators</b>	Labeled tabs; the text between the lines appears exactly as it does on the tab
Text in italics, sans serif	<i>MM/DD/YY</i>	Text or codes indicating the format of the value you enter in a field.
Text in sans serif	Proposal Persons	Indicates the names of icons, checkbox labels, and radio button labels
Text in italics	<i>Program Title</i>	Field names, hyperlinked text, or document titles
Text between “< >”	<Enter>	Specific keyboard keys; text appears exactly as it will on your keyboard

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## Determining Grants.gov Eligibility


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### ***Abstract***

Coeus uses a system-to-system (S2S) interface with Grants.gov. The systems use CFDA Numbers to reference specific opportunities that are ready for application. In order for Coeus to submit to Grants.gov, Coeus must be able to complete all the mandatory forms that are part and parcel of the application. When developing a proposal in Coeus, it is recommended that you check the CFDA Number in Coeus to be sure that all the mandatory forms are available so that the proposal can be submitted via Coeus. This is a very good use for a template proposal (one you can test items in, like looking up opportunities or testing budget issues) because you can quickly select the CFDA and check eligibility without having to worry about the actual content of the proposal.

### ***How to Determine Eligibility***

#### **➡ Open an in-progress proposal**

1. Open your proposal in the Edit mode by clicking the Modify Proposal button .

You can also create a new proposal to see if the forms are ready for a particular CFDA Number. If you do, you will need to insert into the new proposal the basic data for a proposal:

- Title
- Start/End dates
- Proposal Type
- Activity Type
- Sponsor

## COEUS 4.1.1 – Proposal Development

The screenshot shows the 'Proposal' tab of the COEUS system. The form contains the following information:

- Proposal No: 00001961
- Status: In Progress
- Narrative: X Budget: X
- Lead Unit: 000001:Massachusetts Institute of Technology
- Title: test
- Start Date: 01-Sep-2006
- End Date: 31-Aug-2009
- Proposal Type: New
- Award No: [empty]
- Activity Type: Organized Research
- NSF Code: [empty]
- Sponsor: 000200 DOE - Chicago
- Prime Sponsor: [empty]
- Sponsor Proposal No: [empty]
- Original Proposal: [empty]
- Program Title: [empty]
- Notice Of Opportunity: [empty]
- Subcontract:
- Program No: [empty]
- CFda No: [empty]
- Agency Program Code: [empty]
- Agency Div Code: [empty]

Figure 1 New Proposal highlighting the basic data that was entered.

### ➡ Insert the CFDA Number of the Announcement

1. Enter the CFDA Number in the *CFDA No.* field in the Proposal Details panel under the **Proposal** tab.


This screenshot is identical to Figure 1, but with the 'CFda No' field highlighted in yellow and containing the value '81.049'.

Figure 2 Highlighting the CFDA number

2. Delete any prior Program Number information.



**NOTE:** If you are submitting to NIH, you will only use the Program Number, not the CFDA Number. So, do not enter the CFDA; rather, enter or update the Program Number.

3. Save the proposal by clicking the Save button .

➡ **Determine eligibility with Grants.gov**

1. Go to **Action > Grants.gov** from the menu bar. Coeus will use your internet connection to contact Grants.gov. The Grants.gov Submission Details window will open.

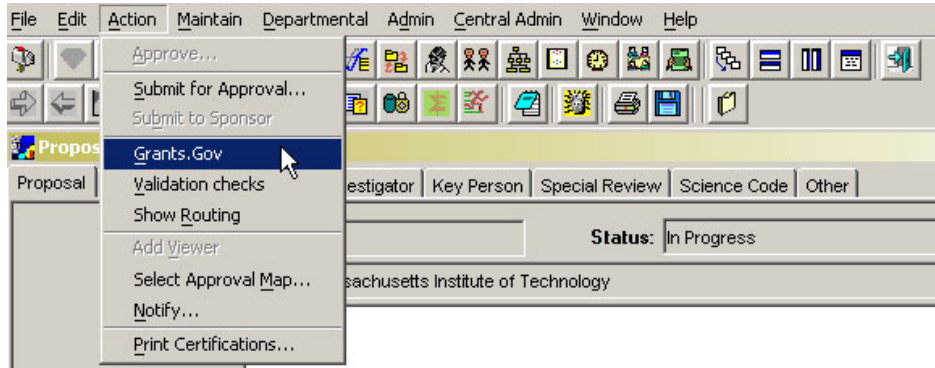


Figure 3 Selecting Action > Grants.gov

2. Click [Select Opportunity].

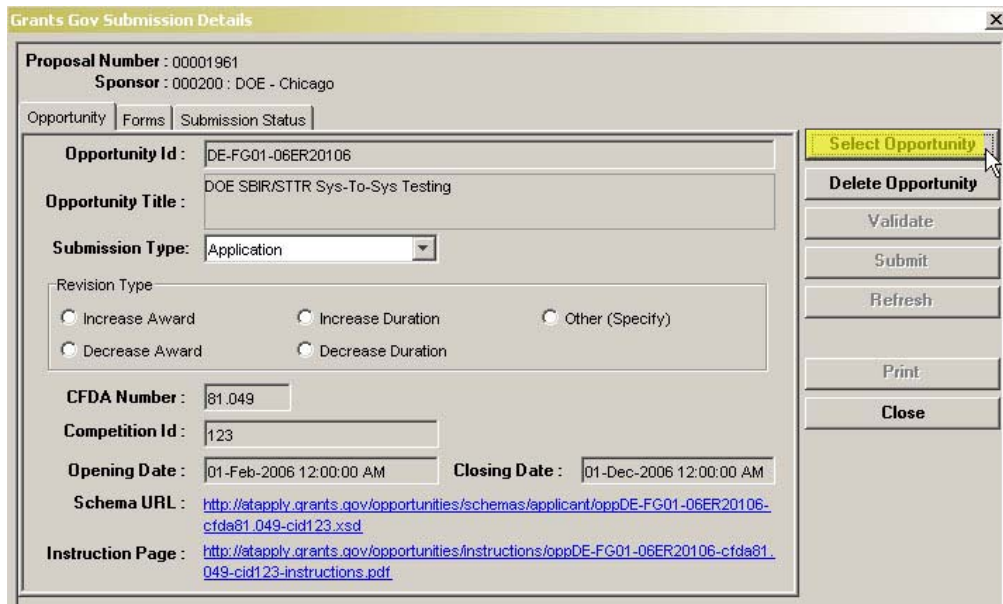


Figure 4 Clicking the [Select Opportunity] button.

3. Search the list and select the appropriate Sponsor Program Number. Click [OK].

## COEUS 4.1.1 – Proposal Development

**Select an Opportunity**

**Proposal Number:** 00001961      **CFDA Number:** 81.049  
**Sponsor:** 000200 : DOE - Chicago      **Opportunity Id:** DE-FG01-06ER201...

Select one the programs which you wish to submit the Proposal

Opportunity Id	Opportunity Title	CFDA Number	Compe
DE-FG01-06ER06-01	Continuation of Solicitation for the Offic...	81.049	NONE
DE-FG01-06ER20106	DOE SBIR/STTR Sys-To-Sys Testing	81.049	123

**Schema URL:** [http://atapply.grants.gov/opportunities/schemas/applicant/oppDE-FG01-06ER20106-cfda81\\_049-cid123.xsd](http://atapply.grants.gov/opportunities/schemas/applicant/oppDE-FG01-06ER20106-cfda81_049-cid123.xsd)  
**Instruction URL:** [http://atapply.grants.gov/opportunities/instructions/oppDE-FG01-06ER20106-cfda81\\_049-cid123-instructions.pdf](http://atapply.grants.gov/opportunities/instructions/oppDE-FG01-06ER20106-cfda81_049-cid123-instructions.pdf)

**Figure 5** Selecting an Opportunity from the list.

4. Select the **Forms** tab and review the list of forms. Note that there are four columns. The Form Name column lists the technical name of the Grants.gov forms that are part of the submission process. The Mandatory column will checkmark if the form is mandatory for Grants.gov submission. The Include column will checkmark that Coeus will include that form in a submission to Grants.gov. The fourth column is unlabeled, but shows the status of the form, whether or not it is available.

If all of the forms that are checked Mandatory are also **Available**, then the application can be submitted to Grants.gov via Coeus.

If any Mandatory forms are **Not Available**, then the form cannot, at present, be submitted to Grants.gov via Coeus. You should contact [Coeus-help@mit.edu](mailto:Coeus-help@mit.edu). If you notify Coeus-Help with sufficient notice before the deadline, the Development Team might be able to get the form ready and available for submission. If not, the application will have to be submitted via PureEdge.

<b>Proposal Number :</b> 00001961			
<b>Sponsor :</b> 000200 : DOE - Chicago			
Opportunity   <b>Forms</b>   Submission Status			
Form Name	Mandatory	Include	
RR SubAward Budget V1.1	<input type="checkbox"/>	<input type="checkbox"/>	Available
SBIR_STTR_Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Available
RR Key Person	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
SFLLL	<input type="checkbox"/>	<input type="checkbox"/>	Not Available
RR SF 424	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Other Projects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available

**Figure 6** List of Forms showing mandatory forms and availability.