Quick Steps to Determine Grants.gov Eligibility
User Guide
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:

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

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

1. 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
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.

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](image)

2. Click **[Select Opportunity]**.

![Figure 4 Clicking the [Select Opportunity] button.](image)

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