

Overview

Electronic Document Storage (EDS) in KC is MIT's digital solution to streamline collaboration and provide improved access to proposal and award documents. It enables **24/7 access** to Institute Proposal (IP), Award, and Subaward attachments for all research stakeholders, including PIs.

How to Get Access

Access Permissions

- Access is based on **Roles + Unit Authorization** via the **Roles DB**.
- **Required EDS Roles:**
 - View shared award documents KC
 - View shared institutional proposal doc KC
 - View shared subaward docs KC
 - View dev proposal attachment KC
 - View all shared documents KC (grants all of the above)
- Module roles (e.g., "View Award KC") do **not** include attachment access. Document roles must be added separately.

Role Setup:

- Contact your **DLCI Financial Authorizer** to be assigned a role in Roles DB

Navigating EDS

For PIs & Researchers:

- Go to **KC Dashboard** → **My Research Activity** → **Project Documents** tab
- Click **View** next to an award to access linked proposal/award documents
- No KC role required — **MIT Certificates** must be up to date

My Research Activity

Proposals Awards **Project Documents**

Project Documents

Actions	Award Title	Sponsor Name	Status	Account Number	Start Date	End Date
View	Membership Agreement for the Molecular Foundation	Multi-Sponsored Consortium	Active	2735555	09/01/2002	03/30/2026
View	Membership Agreement for the Molecular Foundation - Expenditures	Multi-Sponsored Consortium	Active	2735555	09/01/2002	03/30/2026
View	Molecular Entropy Standards Initiative	U.S. Department of Commerce-NIST (Nat Inst of Stand & Tech)	Active	6950555	06/01/2023	05/31/2026

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

For Admins & Support Staff:

- Use the **"EDS" link in Award Search Results**
- Or view attachments directly within:
 - **Institute Proposal**
 - **Award**
 - **Subaward**

Use the **Medusa** tab to view cross-linked documents across modules.

Related Documentation

[List of Kuali Coeus Roles](#)

Getting Help

For questions regarding Kuali Coeus Quick Reference Cards, email the Support Team at ra-help@mit.edu.