

Overview:

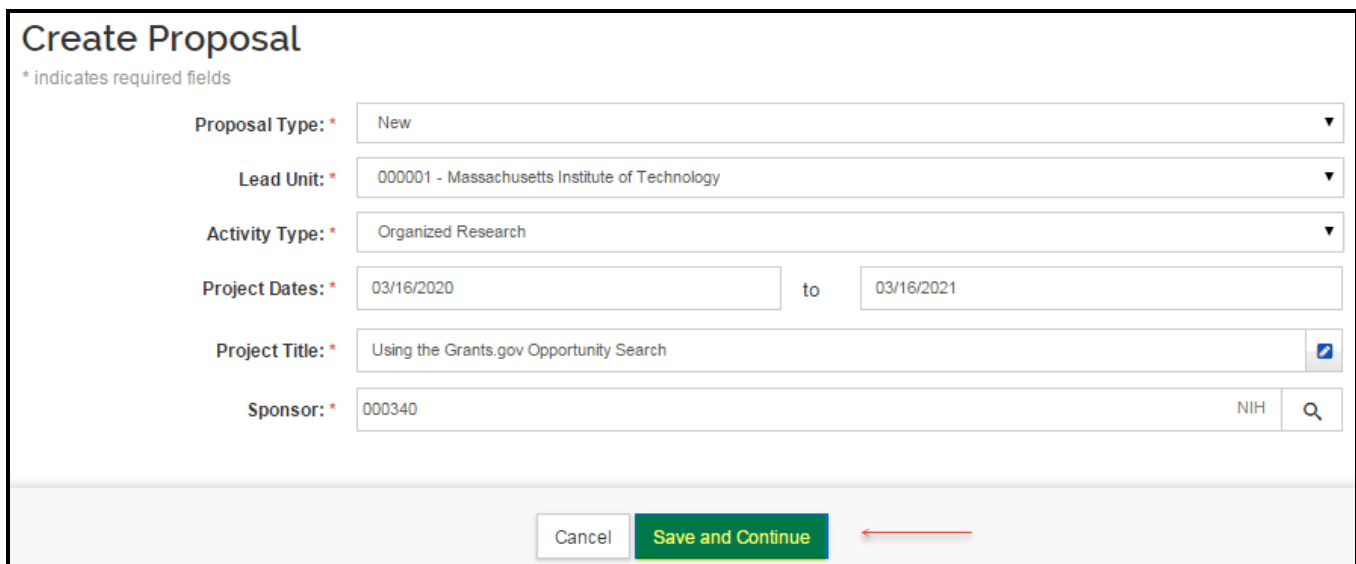
In Kuali Coeus you can access Grants.gov using the **Opportunity Search** to look up basic information about the opportunity as well as access links to more data on Grants.gov.

Notes:

Want to know if **Grants.gov** is offline for updates?
Check their Calendar here:
<http://www.grants.gov/web/grants/outreach/calendar.html>

Procedure:

1. From the home screen, select the **Create Proposal** link.
2. Complete the initial create proposal page and click **Save and Continue**.



Create Proposal
* indicates required fields

Proposal Type: * New

Lead Unit: * 000001 - Massachusetts Institute of Technology

Activity Type: * Organized Research

Project Dates: * 03/16/2020 to 03/16/2021

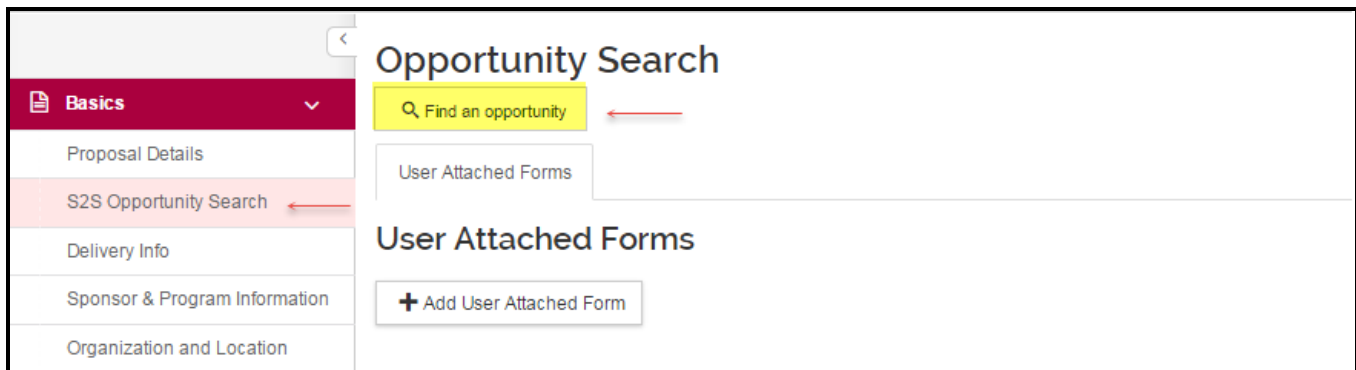
Project Title: * Using the Grants.gov Opportunity Search

Sponsor: * 000340 NIH

Buttons: Cancel, Save and Continue (with red arrow pointing to it)

Figure 1 – Initial Create Proposal Screen

3. Navigate to the **S2S Opportunity Search** panel, located on the left hand navigation, under the **Basics** section.
4. Click the **Find an Opportunity** button to show the **Lookup** screen.



Opportunity Search

Basics

- Proposal Details
- S2S Opportunity Search** (with red arrow pointing to it)
- Delivery Info
- Sponsor & Program Information
- Organization and Location

Find an opportunity (with red arrow pointing to it)

User Attached Forms

+ Add User Attached Form

Figure 2 – S2S Opportunity Search Screen

Lookup

Opportunity Search

Search Domain *	select ▼ <input type="button" value="Q"/>
Opportunity ID	<input type="text"/>
CFDA Number	<input type="text"/>

Figure 3 - Add Search Domain

5. Select **Grants.gov** as the **Search Domain**, and then enter *either* the **Opportunity ID** or the **CFDA Number** search criteria.

Opportunity Search

Search Domain *	Grants.Gov ▼ <input type="button" value="Q"/>	←
Opportunity ID	PA-16-160	←
CFDA Number	<input type="text"/>	

Figure 4 – Opportunity ID entered for search criteria

Alternatively, use the CFDA Number field, if applicable:

Opportunity Search

Search Domain *	Grants.Gov ▼ <input type="button" value="Q"/>	
Opportunity ID	<input type="text"/>	
CFDA Number	93.832	←

Figure 5 – CFDA Number entered for search criteria

6. Click **Search** to display results.

Close	Clear Values	Search	←
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Figure 6 - Searching for Opportunity

7. Click the **select** button to return the Opportunity, or click Refine Search to return to the previous search screen.

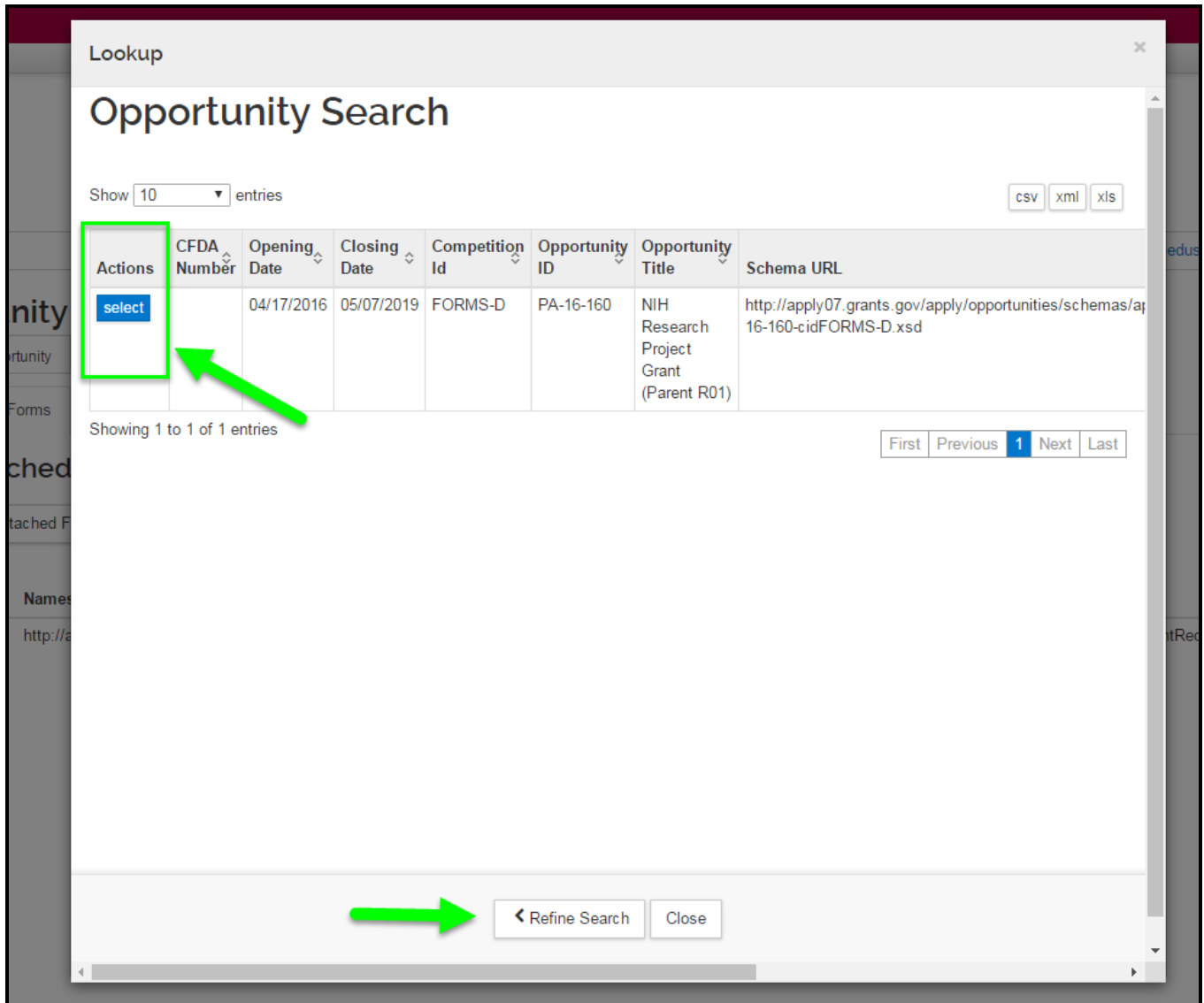


Figure 7 - Select Opportunity

8. Once an opportunity is linked, the **S2S Opportunity Search** panel will populate with information as seen in the next figure.

The screenshot shows the 'Opportunity Search' interface. On the left is a sidebar with a 'Basics' menu. The main area has a title 'Opportunity Search' and two buttons: 'Remove opportunity' and 'Change opportunity'. A green box highlights these buttons, and a green arrow points to the 'Change opportunity' button. Below the buttons are tabs for 'Opportunity', 'Forms', 'Submission Detail', and 'User Attached Forms'. The 'Opportunity' tab is active, showing details for Opportunity ID PA-16-160, including title, submission type, and closing date.

Opportunity ID	PA-16-160
Opportunity Title	NIH Research Project Grant (Parent R01)
Submission Type:	Application
S2S Revision Type:	select
CFDA Number	
Competition Id	FORMS-D
Opening Date	04/17/2016
Closing Date	05/07/2019
Instruction Page:	Download Instructions
Schema URL:	View schema
S2S Provider	Grants.Gov

Figure 8 - Linking an Opportunity

 **Note:** To remove the opportunity, select the **Remove Opportunity** button. To change the opportunity, select the **Change Opportunity** button. Selecting Change Opportunity will delete the current selection and relaunch the search opportunity window.

Related Documentation:

For information about the **User Attached Forms** feature, see:

<https://kc.mit.edu/sites/kc/files/uploads/qc-identify-find-download-user-attached-forms-grants-gov-2017-01-10.pdf>

Getting Help:

For questions or problems using Quali Coeus Proposal Review & Approval Quick Reference Card, email the Support Team at ra-help.edu Include your **Name, Contact Information**, and the **Proposal and/or Opportunity ID Number**.