



Overview:

Selecting the correct Proposal Type in your Kuali Coeus proposal ensures that all appropriate information will be included with your proposal once routed for approval. To determine the correct selection, first ask if this proposal is in response to an existing award at MIT:

Is this for an existing award?		
Yes		No
Progress Report		New
Supplement	Renewal	Budget – SOW Update
Task Order		Pre-Proposal
		Resubmission

Once you have made this determination, use the chart below to choose the correct Proposal Type, along with which information is or is not required for this proposal. **As with all proposals, follow Sponsors’ instructions for your specific proposal:**



Procedure:

Kuali Coeus Proposal Type	MIT Definitions and Appropriate Uses	Grants.gov Definition	Sponsor	Original Proposal #	Award #	Previous Grants.gov Tracking ID	Kuali Coeus Certification	Kuali Coeus Routing Map
Budget –SOW Update	Updated proposal documents (e.g. revised budget) requested by Sponsor for a proposal currently undergoing Sponsor review. Example: NSF Proposal File Update Do not use if adding new personnel that need to certify. Use proposal type "New" for this circumstance.	No corresponding definition	Not Applicable	Institute Proposal number (of submission being revised)	Not Applicable	Not Applicable	No - Aggregator does not send certification request.	Changed/Corrected Questionnaire required. Depending on response, it may skip Dean level approval.
New	An application submitted to the sponsor for funding for the first time. An application that has been previously submitted to the Sponsor which adds Investigator and/or Key People who have not previously certified on original proposal. * An application for a portion of work or a task under a fully funded Master Agreement (e.g. RPP, RPO, MIT Alliance)	An Application that is submitted to the Sponsor for the first time.	Not Applicable	Not Applicable * If a Pre-Proposal was submitted, inform your OSP Contract Administrator of its Institute Proposal #	Not Applicable	Not Applicable	Yes	Normal Routing
Pre Proposal	Pre-Application submitted to Sponsor for invitation to submit a full application. Prepare and route in Coeus ONLY IF Pre-application proposal must be submitted through Grants.gov or requires OSP approval/ signature prior to submission to Sponsor.	Pre-Application submitted to Sponsor for invitation to submit a full application.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	No – Aggregator does not send certification request.	Dept Head > OSP CA (skips Dean level approval)



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Progress Report	<p>Progress Reports are used when there is an existing award with a previously approved budget period, and a report is required with OSP signature prior to Sponsor release of incremental funds.</p> <p>Progress Reports are also used to route requests for budget revisions on an existing award (without adding funding) that require Sponsor prior approval</p>	<p>Grants.gov "Continuation" - A non-competing application for an additional funding /budget period within a previously approved project period.</p>	Not Applicable	Not Applicable	Current Award #	Not Applicable	No – Aggregator does not send certification request	Changed/Corrected Questionnaire required – based upon response, may skip Dean level approval
Renewal	<p>Renewal proposals are requests for additional support beyond the period and funding provided by an existing award.</p> <p>This may be a continuation of the original award received, or there may be a gap between the originally funded award and this request for new funding.</p>	<p>An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications and must be developed as fully as though the applicant is applying for the first time.</p>	<p>Confirm with Sponsor requirement. For NIH Sponsor, Proposal No. required (from eRA Commons, not the Grants.gov ID)</p>	Not Applicable	Prior Awarded Segment Award #	Not Applicable	Yes	Normal Routing
Resubmission	<p>An amended, full proposal submitted to sponsor for new consideration following review and non-funding of prior application.</p>	<p>An application that has been previously submitted, but was not funded, and is being resubmitted for new consideration. (Used with grants.gov</p>	<p>Confirm Sponsor requirement . For NIH Sponsor, Proposal No. required</p>	Not Applicable	Not Applicable in most instances. <i>HOWEVER</i> , NIH "Resubmission" of a	Not Applicable	Yes	Normal Routing



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		submission ONLY based on sponsor's instructions.)	(from eRA Commons, not the Grants.gov ID)		prior NIH "Renewal" or "Supplement" proposal, the Award # field is required.			
Supplement	<p>Proposal for Supplemental Funding overlapping the existing period of performance.</p> <p><i>If no overlap, use Renewal.</i></p> <p>***Use only where there is an existing MIT award</p>	<p>Grants.gov "Revision"</p> <p>- An application that proposes a change in:</p> <p>1) the Federal Government's financial obligations or contingent liability from an existing obligation; or,</p> <p>2) any other change in the terms and conditions of the existing award.</p>	<p>Confirm Sponsor requirement. For NIH Sponsor, Proposal No. Required (eRA Commons, not the Grants.gov ID)</p>	Not Applicable	Current Award #	Not Applicable	Yes	Normal Routing
Task Order	<p>Task Order Proposal are new, supplement, or renewal proposals for projects proposed and authorized after the Award funding the project is fully executed (but Award itself is not fully funded).</p>	<p>No corresponding definition. Sponsor instructions should be followed regarding Submission / Application type to be used.</p>	Not Applicable	Not Applicable	Master IDIQ Award number	Not Applicable	Yes	Normal Routing



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NO LONGER IN USE								
New Changed/ Corrected **NO LONGER USED**	A Changed / Corrected proposal to fix a submitted New grants.gov Application. Example: to address NIH eRA validation warnings or errors	A Changed/ Corrected proposal to fix a submitted "New" grants.gov Application	Not Applicable	Institute Proposal # (of proposal that errored)	Not Applicable	Grants.gov ID # (of proposal that errored)	No – Aggregator does not send certification request	Changed/Corrected Questionnaire required – based upon response, may skip Dean level approval
Renewal Changed/ Corrected **NO LONGER USED**	A Changed / Corrected proposal to fix a submitted Renewal Grants.gov Application, e.g. to address NIH eRA Validation warnings or errors. <i>Used only with Grants.gov S2S submissions.</i> <i>***Used only where there is an existing MIT award</i>	A Changed / Corrected proposal to fix a submitted Renewal Grants.gov Application, e.g. to address NIH eRA Validation warnings or errors.	Confirm Sponsor requirement. NIH Sponsor, Proposal No. required (eRA Commons, not Grants.gov ID)	Institute Proposal # (of proposal that errored)	Prior Awarded Segment Award #	Grants.gov ID # (of proposal that errored)	No – Aggregator does not send certification request	Changed/Corrected Questionnaire required – based upon response, may skip Dean level approval
Resubmission Change/ Corrected **NO LONGER USED**	A Changed / Corrected proposal to fix a submitted Resubmission grants.gov Application. <i>Use only with Grants.gov S2S Submissions</i> Example: to address NIH eRA Validation warnings or errors	A Changed/Corrected proposal to fix a submitted Resubmission grants.gov Application.	Confirm with Sponsor requirement. For NIH, Sponsor Proposal No. required (eRA Commons – not the Grants.gov tracking ID)	Institute Proposal # (of the proposal that errored).	Not Applicable	Grants.gov ID # (of the proposal that errored)	No – Aggregator does not send certification requests.	Change/Corrected Questionnaire required – based upon response, may skip Dean level approval.
Supplement Changed/ Corrected **NO LONGER USED**	A Changed / Corrected proposal to fix a submitted Revision Grants.gov Application, e.g. to address NIH eRA Validation warnings or errors. <i>Use only with Grants.gov S2S submissions.</i>	A Changed / Corrected proposal to fix a submitted Revision grants.gov Application, e.g. to address NIH eRA Validation warnings or errors.	Confirm Sponsor requirement. NIH Sponsor Proposal No. Required (eRA Commons, not Grants.gov ID).	Institute Proposal # (of proposal that errored)	Current Award #	Grants.gov ID # (of proposal that errored)	No – Aggregator does not send certification request	Changed/Corrected Questionnaire required – based upon response, may skip Dean level approval