

Overview:

An initial proposal created in Kuali Coeus is called a Development Proposal (a Development Proposal will become an Institutional Proposal (the official record of the proposal at MIT) when the Office of Sponsored Programs has approved the proposal in Coeus.

Procedure:

Searching for a Development Proposal

1. From the home screen, select the [Search Proposals](#) link.

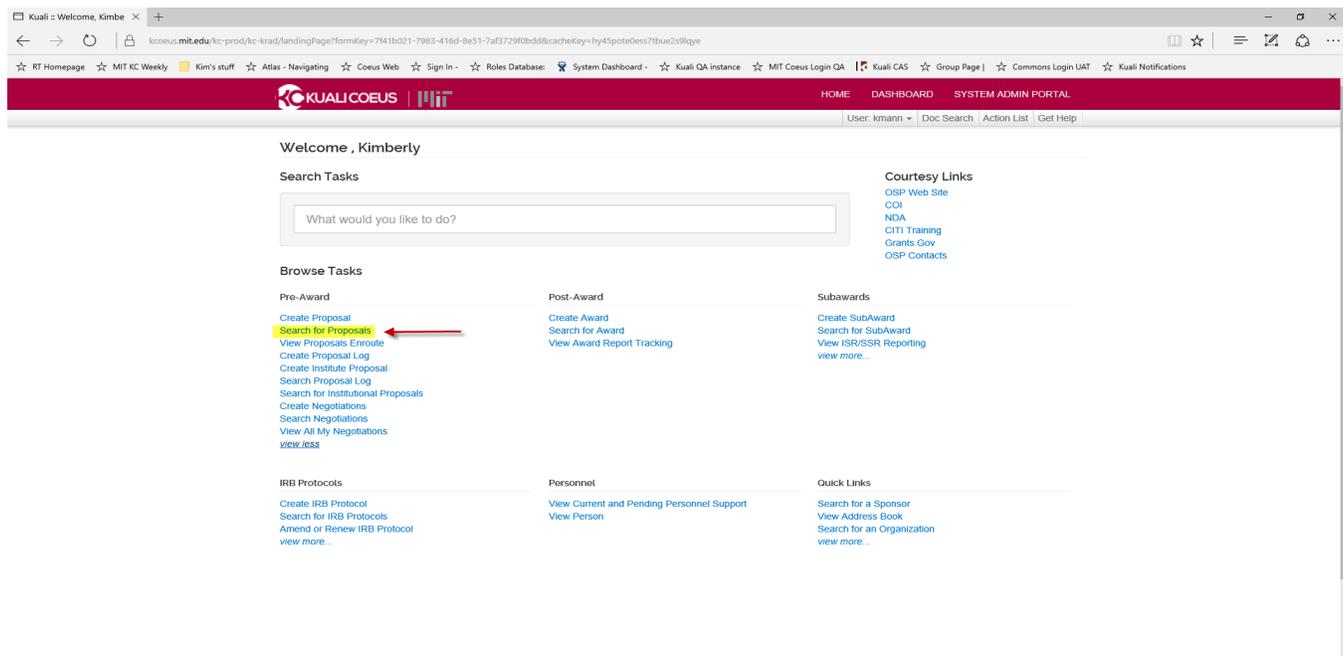


Figure 1 - Searching for Proposals

Search links take you to the **Lookup** screen, which allows you to conduct a search for Proposals available to you (depending on roles & permissions). From the search results table, you can view the Proposal, Institutional Proposal details, and Medusa for each proposal displayed.

2. In the **Proposal Lookup** screen, enter the search criteria, such as **Sponsor Deadline Dates, Proposal Type, Status, PI Name, or Title**.

3. Then click **Search** to display the search result data.

The screenshot shows the 'Development Proposal Lookup' interface. The header includes the Coeus logo and navigation links for RESEARCHER, UNIT, CENTRAL ADMIN, and SYSTEM ADMIN PORTAL. Below the header, there is a user information bar with 'kc6001-s15-20150303-0615 Oracle9i', 'User: skluth', and links for 'Doc Search', 'Action List', and 'Provide Feedback'. The main form contains the following fields:

- Proposal Number:
- Proposal Type:
- Proposal State:
- Project Title:
- Proposal Person:
- Principal Investigator: (indicated by a red arrow)
- Aggregator:
- Sponsor Deadline Date: to (indicated by a red arrow)
- Sponsor:
- Sponsor Name:
- Lead Unit: (indicated by a red arrow)
- Lead Unit Name:
- Award ID:
- Opportunity ID:
- Hierarchy Status:

At the bottom of the form are three buttons: 'Cancel', 'Clear Values', and 'Search'.

Figure 2 - Development Proposal Lookup Screen

 **Note:** Wildcards are characters that are used when entering search criteria in place of one or more unknown characters. The asterisk (*) wildcard is used in KC.

- From there, select **view** to open a document, **Medusa** to show document relationships, or **export** options to download the table results.

Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID	Opportunity Title	CFDA Number	Agency Routing Identifier	Sponsor Name	Principal Investigator	Lead Unit	Lead Unit Name	Sponsor Deadline Date	Opportunity ID	Hierarchy Status
view medusa	24829	1111954	New	Approval Granted	Subaward Training Document						NIH	Haskell, Andrew	000001	Massachusetts Institute of Technology	02/28/2015		Not in a hierarchy

Figure 3 - Search Results



Note: Columns can be sorted by clicking the arrows next to the specific column heading. Selecting the up arrow will sort the results in ascending order while the down arrow will sort the results in descending order.

Status Field Definitions	
In Progress	Proposal is being worked on; it has not been submitted/routed for approval
Approval in Progress	Proposal has been submitted/routed for approval
Rejected	Proposal rejected by an Approver and returned to Aggregator's inbox
Approved	Proposal is accepted by Institute Approvers
Submitted	Proposal has been submitted to the Sponsor
Post Submission Approval	Not the preferred MIT business process for proposal routing at this time
Post Submission Rejection	Not the preferred MIT business process for proposal routing at this time
Recalled	Not the preferred MIT business process for proposal

Table 1 - Status Field Definitions

Getting Help

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