

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.

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← → ひ A kcoeus.mit.edu/kc-prod/kc-krad/landingPage?formKey=7f41b021-7983-416d-8e51-7af3729f0b	dd&cacheKey=hy45pote0ess7tbue2s9lqye		□ ☆ =	2	۵				
☆ RT Homepage ☆ MIT KC Weekly 📃 Kim's stuff ☆ Atlas - Navigating ☆ Coeus Web ☆ Sign In - ☆ Roles Datab	ase: 🕱 System Dashboard - ☆ Kuali QA instance 📩 MIT Coeut	s Login QA 🛛 🚺 Kuali CAS ☆ Group Page 📩 Commons Login UAT	Kuali Notifications						
		HOME DASHBOARD SYSTEM ADMIN PORTAL							
	User: kmann + Doc Search Action List Get Help								
Welcome , Kimberly									
Search Tasks What would you like to do? Browse Tasks		Courtesy Links OSP Web Site COI NDA CTIT Training Grants Gov OSP Contacts							
Pre-Award	Subawards								
Create Proposal Search for Proposals View Proposals Envolve Create Proposal Log Create institute Proposal Search Orientational Proposals Create Negotiations Search Search Negotiations View All My Negotiations ydew/ess	Create Award Search for Award View Award Report Tracking	Create SubAward Search for SubAward View ISR/SSR Reporting view more							
IRB Protocols	Personnel	Quick Links							
Create IRB Protocol Search for IRB Protocol Amend or Renew IRB Protocol view more	View Current and Pending Personnel Support View Person	Search for a Sponsor View Address Book Search for an Organization view more							

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**.

Coeus Rese	ARCHER UNIT CENTRAL ADMIN SYSTEM ADMIN PORTAL
kc6001-s15-20150303-	0615 Oracle9i User: skluth - Doc Search Action List Provide Feedback
Development Proposal Looku	0
Proposal Number:	
Proposal Type:	select \$
Proposal State:	select \$
Project Title:	
Proposal Person:	
Principal Investigator:	"haskel"
Aggregator:	
Sponsor Deadline Date:	06/30/2014 to
	07/01/2015
Sponsor:	Q
Sponsor Name:	. Q
Lead Unit:	000001
Lead Unit Name:	
Award ID:	
Opportunity ID:	
Hierarchy Status:	
moral of y diatus.	
Cancel Clear V	/alues Search

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

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.

4. 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 0 Tracking ID	Opportunity ID	Opportunity Title	CFDA0 Number	Agency Routing Identifier	Sponsor Name	 Principal Investigator 	Lead 0 Unit	ې 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 Kuali 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.