

**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.

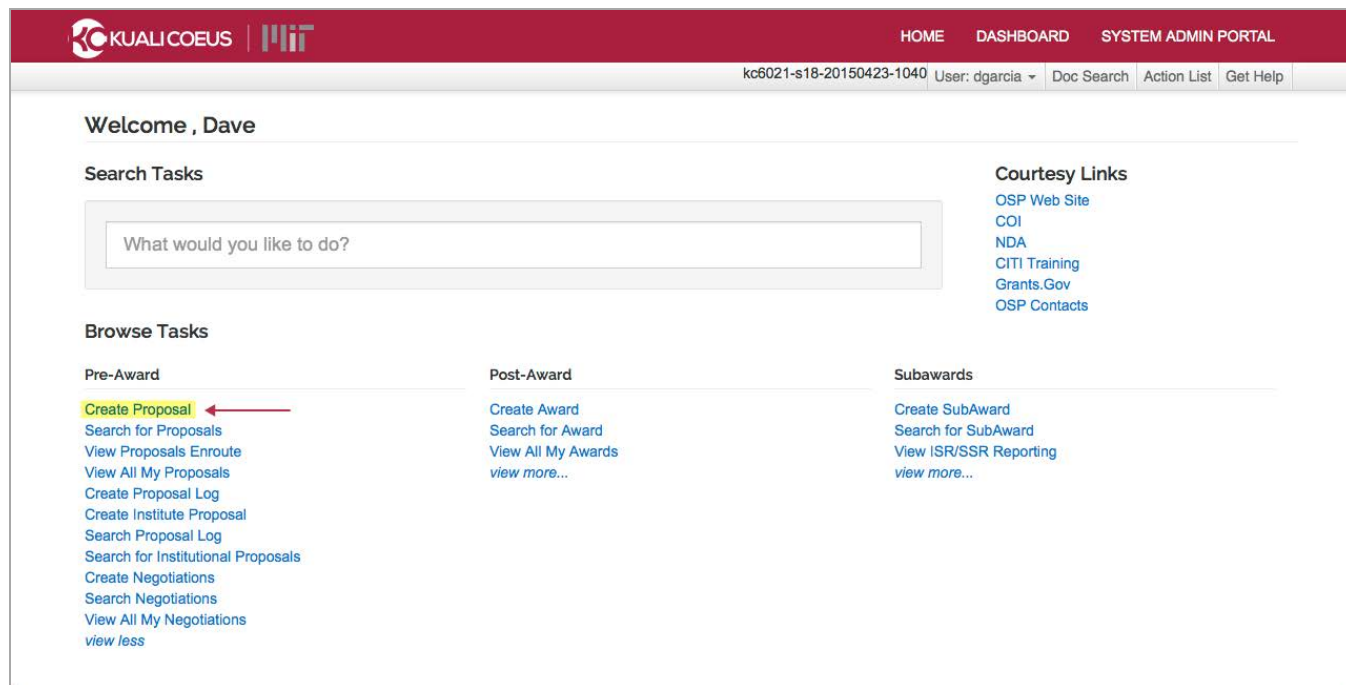
**Notes:**

<Insert Notes>

**Procedure:**

## Using the Grants.gov Opportunity Search

1. From the home screen, select the [Create Proposal](#) link.



The screenshot shows the Kuali Coeus home interface. At the top, there is a navigation bar with 'HOME', 'DASHBOARD', and 'SYSTEM ADMIN PORTAL'. Below this, a user profile section displays 'Welcome, Dave' and a search bar with the placeholder text 'What would you like to do?'. The main content area is divided into three columns: 'Pre-Award', 'Post-Award', and 'Subawards'. In the 'Pre-Award' column, the 'Create Proposal' link is highlighted in yellow and has a red arrow pointing to it. Other links in this column include 'Search for Proposals', 'View Proposals Enroute', 'View All My Proposals', 'Create Proposal Log', 'Create Institute Proposal', 'Search Proposal Log', 'Search for Institutional Proposals', 'Create Negotiations', 'Search Negotiations', and 'View All My Negotiations'. The 'Post-Award' column contains 'Create Award', 'Search for Award', 'View All My Awards', and 'view more...'. The 'Subawards' column contains 'Create SubAward', 'Search for SubAward', 'View ISR/SSR Reporting', and 'view more...'. On the right side, there is a 'Courtesy Links' section with links to 'OSP Web Site', 'COI', 'NDA', 'CITI Training', 'Grants.Gov', and 'OSP Contacts'.

Figure 1 – Creating a Proposal

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

Cancel **Save and Continue**

Figure 2 – 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.

**Basics**

- Proposal Details
- S2S Opportunity Search**
- Delivery Info
- Sponsor & Program Information
- Organization and Location

**Opportunity Search**

Find an opportunity

User Attached Forms

**User Attached Forms**

+ Add User Attached Form

Figure 3 – S2S Opportunity Search Screen

Lookup

## Opportunity Search





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

Figure 4 - Add Search Domain

5. Select **Grants.gov** as the **Search Domain**, and then enter any other search criteria.
6. Click **Search** to display results.

Lookup

## Opportunity Search

Search Domain *	Grants.Gov ▼ 
Opportunity ID	<input type="text"/>
CFDA Number	<input type="text"/> 




Figure 5 - Searching for Opportunity

7. Click the **select** button to return the Opportunity.

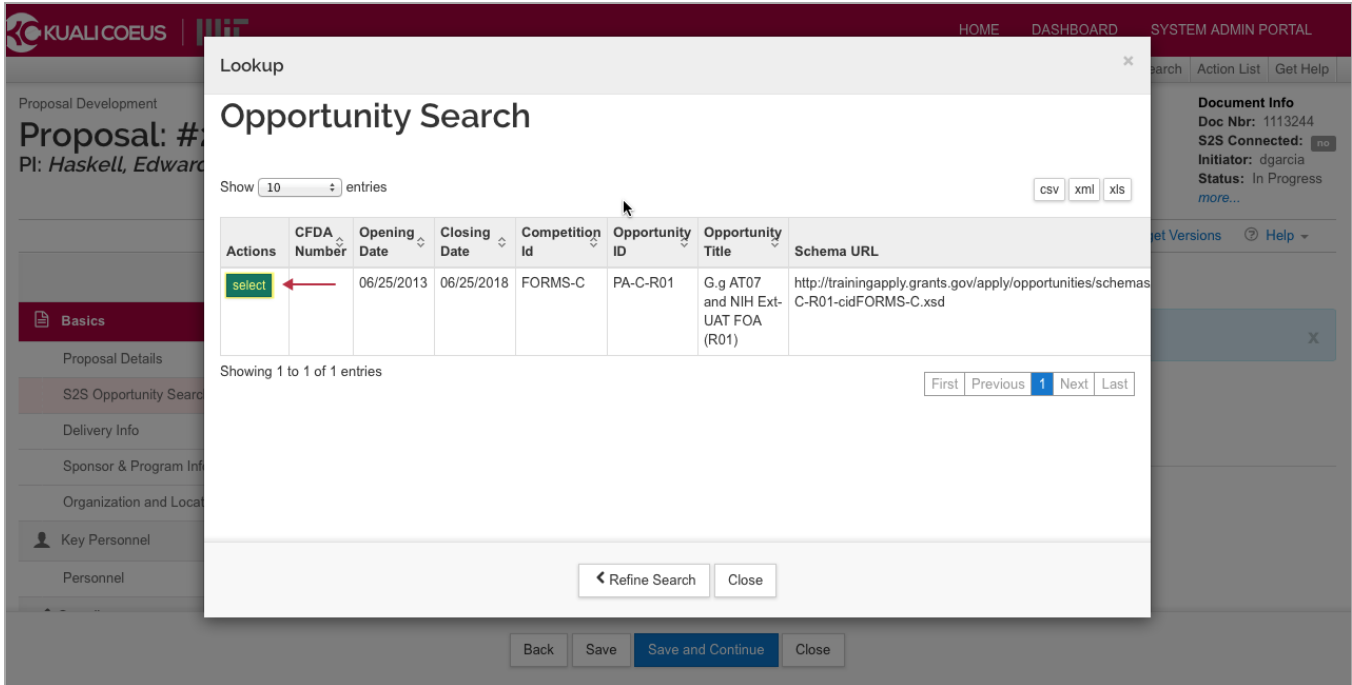


Figure 6 - Select Opportunity

- Once an opportunity is linked, the **S2S Opportunity Search** panel will populate with information as seen in the example below.

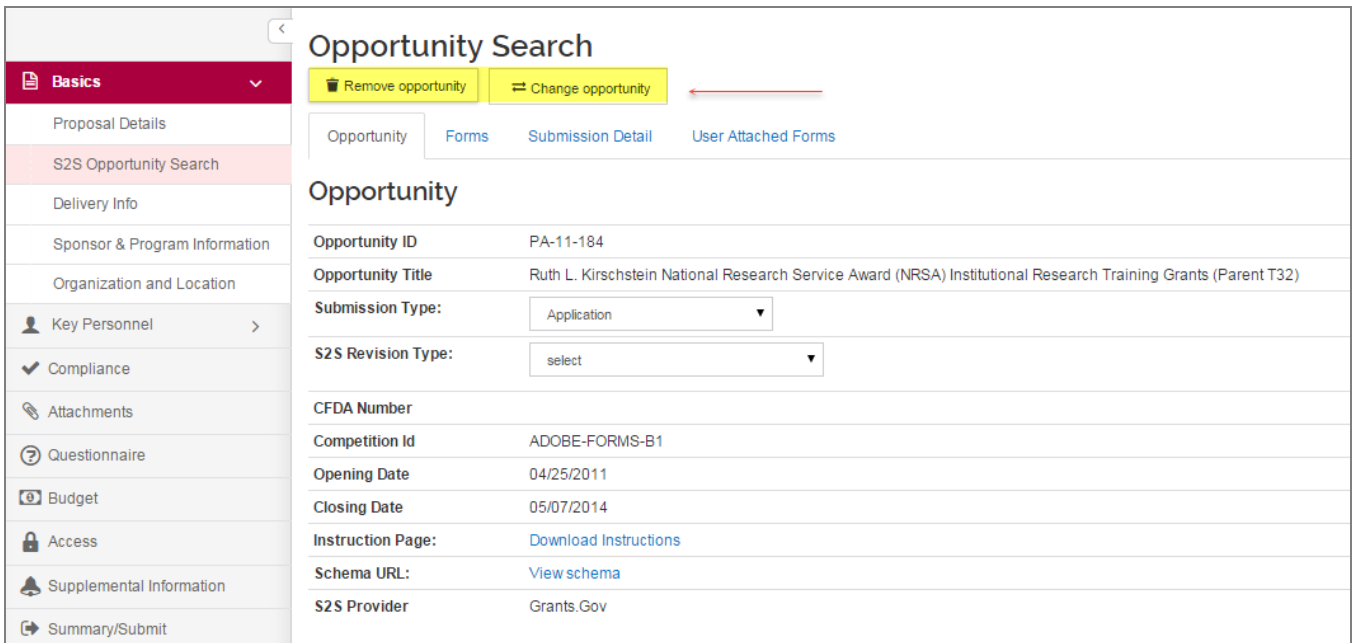


Figure 7 - Linking an Opportunity



**Note:** To remove the opportunity, select the **Remove Opportunity** button. To change the opportunity, select the **Change Opportunity** button.

## Getting Help:

For questions or problems using Quali Coeus Proposal Review & Approval Quick Reference Card, email the Support Team at [kc-help@mit.edu](mailto:kc-help@mit.edu) Include your **Name**, **Contact Information**, and the **Proposal and/or Opportunity ID Number**.