Overview:

This Quick Reference Card illustrates how to:

- **Search** for an Institutional Proposal
- **Export** results
- **View** Medusa

Notes:
The **Institutional Proposal** is the official MIT record of a proposal sent to a Sponsor. Unlike Development Proposals, there is no sensitive information such as budget details contained.

After the sponsor funds a proposal, a Research Administrator links the Institutional Proposal to the Award document when creating an Award. These connected records are linked via KC’s **Medusa**.

Search for an Institutional Proposal:

1. On the **Home Page**, in the **Pre-Award** list section select **view more**, and click the **Search Institutional Proposals** link.

   ![Figure 1 - Searching Institutional Proposals](image)

   This will open up the **Institutional Proposal Lookup** screen.

2. Enter the applicable search criteria into available fields and click **Search** to display the results.
**Note** – in Kuali Coeus, each Institute Proposal is assigned a unique, sequential 8 digit number, with the first 2 digits representing the fiscal year (FY) and the next 2 digits representing the fiscal month (FM). Users can search for all proposals in a FY by using the first 2 digits, followed by an asterisk, such as 15* (for FY2015).

![Institutional Proposal Lookup Screen](image)

**Figure 2 - Searching in the Institutional Proposal Lookup Screen**

3. From the resultant list of proposals, click **Open** to display an Institutional Proposal. This will display the official MIT record of a proposal sent to a sponsor.

   **Note:** Right click for options to open an individual proposal in a new tab or window. This will save your results list.

![Proposal List](image)

**Export list of Institutional Proposals:**

To export resultant list of proposals, click **CSV**, **Spreadsheet**, or **XML**, as applicable.
4. To view medusa, select the Medusa link in the Actions column of the search results or select the Medusa tab on the Institutional Proposal document. The Medusa section shows the entire research administration lifecycle for a document.
### Getting Help

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