Overview:

This quick reference guide describes the process for entering change/corrected proposal into Kuali Coeus. These types include:

- **New Changed/Corrected** – use only with Grants.gov submissions to correct or amend a “New” proposal
- **Renewal Changed/Corrected** – use only with Grants.gov submissions to correct or amend a “Renewal” proposal
- **Resubmission Changed/Corrected** – use only with Grants.gov submissions to correct or amend a “Resubmission” proposal
- **Supplement Changed/Corrected** – use only with Grants.gov submissions to correct or amend a “Supplement” proposal

If this is a Resubmission of a previously **unfunded** application to NIH, your Proposal Type on the general info screen of Kuali Coeus should be "Resubmission", and on the Grants.gov window you should go with the default Submission Type of "Application".

If this description is not the case for the proposal you are working on, for additional guidance please refer to the NIH SF424 Application Guide which contains detailed instructions on which proposal type to use, refer to the FAQs at the [NIH Electronic Submission](https://www.grants.gov) website, or consult with your OSP Contract Administrator.

Procedure:

1. Navigate to the **Proposal Lookup** screen and enter your search criteria to find the proposal that needs to be amended.

Notes:

The use of Changed/Corrected for Submission Type is dependent upon the Proposal Type you are amending, and **only for Grants.gov submissions**. Changed/Corrected is only to be used to amend a prior submission that had an error at Grants.gov.

However, if you wish to **increase or decrease** an existing award, you would use the Proposal Type Supplement. Please use the Proposal Type per the Sponsor’s instructions.
2. Click **Search** and scroll down to view the results. Select the **Copy** button to copy the proposal that needs to be amended.
3. This will open the copy pop-up. Check the aspects you want to copy, and click the **Copy** button.

*Note:* The proposal copy will include a linked Grants.gov Opportunity – this will be the same as the original proposal submitted.
4. Now, the new proposal is open, change the **Proposal Type** according to sponsor requirements and the table below:

<table>
<thead>
<tr>
<th>Change/Corrected Proposal Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Changed/Corrected</strong></td>
<td>Use only with Grants.gov submissions, and only <strong>without</strong> an existing award.</td>
</tr>
<tr>
<td><strong>Renewal Changed/Corrected</strong></td>
<td>Use only with Grants.gov submissions, and only <strong>with</strong> an existing award.</td>
</tr>
<tr>
<td><strong>Resubmission Changed/Corrected</strong></td>
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<td><strong>Supplement Changed/Corrected</strong></td>
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</tr>
</tbody>
</table>

Table 1 - Change/Corrected Statuses

5. **NOTE** - the **Original Institutional Proposal ID will auto populate with the copied proposal, as well as other fields (like Award ID) if this information was contained in the original proposal.** This information may be amended, if needed.
6. Then, navigate to the **S2S Opportunity Search** tab, and confirm the **Opportunity ID** is the same as the prior submission.

   a. If it is **not**, click the **Remove Opportunity** button, and link the new opportunity.
Note: For detailed steps on adding a new opportunity, refer to the Using the Grants.gov Opportunity Search Quick Reference Card.

b. If it is correct, continue to the next step.

7. Now, update the Submission Type and S2S Revision Type.

8. Now, navigate to the Sponsor & Program Information tab and enter the Prev Grants.Gov Tracking ID.
9. Then, go to the **Questionnaire** tab and complete the **Changed/Corrected Questionnaire**. Click **Save** once completed.
Note: If additional Questionnaires are incomplete, answer those questions as well.

10. Be sure to fix the item for which this change corrected is needed.

11. Navigate to the proposal budget and review for accuracy. If your budget was modular you may need to sync the modular budget. Complete budget and mark for submission.

12. Navigate to the Attachments to review and mark complete when ready.

13. Navigate to Basics tab for Organization and Location to confirm performance site and Subaward Organization information is complete and accurate.

14. Navigate through the other tabs to confirm other information is accurate and complete.

SPECIAL NOTE – Do not send a certification request to Key Personnel – certification is not required on Changed/Corrected proposals, as the Key Personnel have already responded on the original proposal. Certification status of Incomplete for change/corrected proposal types will not prevent proposal from routing.

15. Then, navigate to the Summary/Submit tab and click Submit for Review.

Getting Help:

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