

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](#) website, or consult with your OSP Contract Administrator.

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.

Procedure:

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

Development Proposal Lookup












Proposal Number:	<input type="text"/>
Proposal Type:	New
Proposal State:	select
Project Title:	<input type="text"/>
Proposal Person:	<input type="text"/>
Principal Investigator:	*haskell*
Aggregator:	<input type="text"/>  
Sponsor Deadline Date:	<input type="text"/>  to <input type="text"/> 
Sponsor:	<input type="text"/>  
Sponsor Name:	<input type="text"/>  
Lead Unit:	<input type="text"/>  
Lead Unit Name:	<input type="text"/> 
Award ID:	<input type="text"/>
Opportunity ID:	PA-C-R01
Hierarchy Status:	<input type="text"/>

Figure 1 - Searching for Prior Document

2. Click **Search** and scroll down to view the results. Select the **Copy** button to copy the proposal that needs to be amended.

Cancel Clear Values **Search** ←

Show 10 entries csv xml xls

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
view edit copy ← medusa	24807	1111826	New	In Progress	Theobromine and its effect of Dopamine production		PA-C-R01	G.g AT07 and NIH Ext-UAT FOA (R01)			NIH	Haskell Edward

Figure 2 - Displaying Search Results & Copying Proposal

- This will open the copy pop-up. Check the aspects you want to copy, and click the **Copy** button.

This proposal copy will include a linked Grants.Gov opportunity. Use the 'Remove Opportunity' option in the S2S page of the copied proposal to remove an invalid/expired opportunity

Original Lead Unit
150001 - Center for KC Training

Lead Unit *
000001 - Massachusetts Institute of Technology


Budget?
 Yes. Include Budget(s).

Budget Version
All Versions

Attachments?
 Yes. Include attachment.

→ **Copy...** Close

Figure 3 - Copy Pop-Up & Grants.gov Link Warning

 **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:

Change/Corrected Proposal Type	Description
New Changed/Corrected	Use only with Grants.gov submissions, and only without an existing award.
Renewal Changed/Corrected	Use only with Grants.gov submissions, and only with an existing award.
Resubmission Changed/Corrected	Use only with Grants.gov submissions, and only without an existing award.
Supplement Changed/Corrected	Use only with Grants.gov submissions, and only with an existing award.

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.

Proposal Details

* indicates required fields

Proposal Type: *

Lead Unit: 150001

Activity Type: *

Project Dates: * to

Project Title: *

Sponsor: * NIH

Prime Sponsor Code:

Award ID:

Original Institutional Proposal ID:

Figure 4 - Removing Award ID and Original Institutional Proposal ID

6. Then, navigate to the **S2S Opportunity Search** tab, and confirm the **Opportunity ID** is the same as the prior submission.

Opportunity

Opportunity ID	PA-C-R01
Opportunity Title	G.g AT07 and NIH Ext-UAT FOA (R01)
Submission Type:	<input type="text" value="Application"/>

Figure 5 - Opportunity ID

- a. If it is **not**, click the **Remove Opportunity** button, and link the new opportunity.



Figure 6 - Remove Opportunity Search



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**.

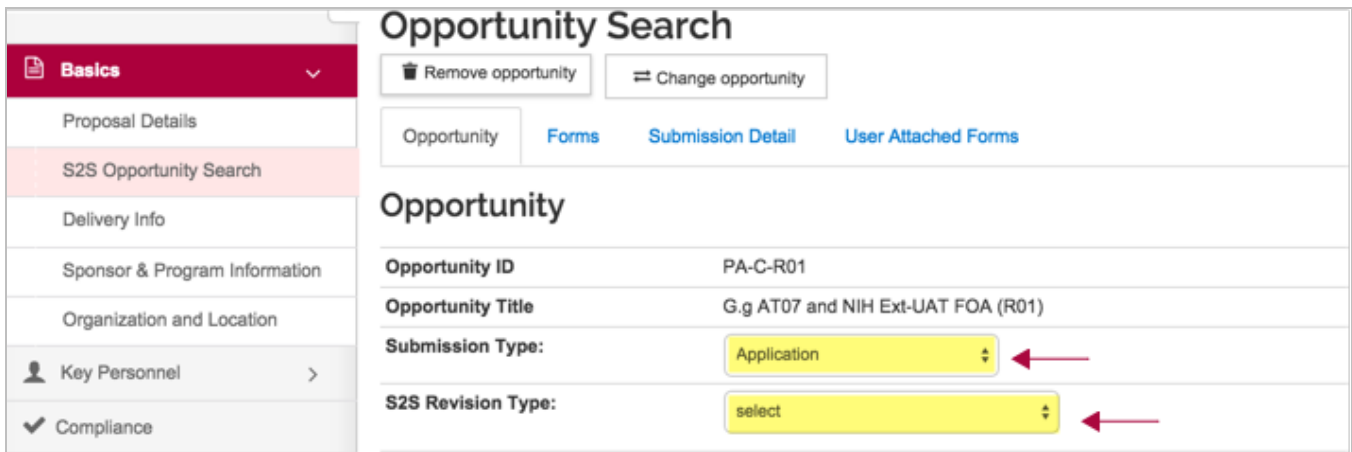


Figure 7 - Updating Submission Type and S2S Revision Type

8. Now, navigate to the **Sponsor & Program Information** tab and enter the **Prev Grants.Gov Tracking ID**.

Sponsor & Program Information

Sponsor deadline:	05/01/2015	hh:mm
Sponsor Deadline Type:	Receipt	
Notice of Opportunity:	Non-Federal Solicitation	
Opportunity ID:	PA-C-R01	
CFDA Number:		
Subawards:	<input type="checkbox"/> Yes, this proposal includes subaward(s)	
Sponsor Proposal ID:		
Sponsor Div Code:		
Sponsor Program Code:		
NSF Science Code:	Biological - Life Sciences: F.02	
Anticipated Award Type:	Grant	
Agency Routing Identifier:		
Prev Grants.Gov Tracking ID:	PA-RO1-CA2	

Figure 8 - Prev Grants.Gov Tracking ID

9. Then, go to the **Questionnaire** tab and complete the **Changed/Corrected Questionnaire**. Click **Save** once completed.

Figure 9 - Questionnaire Section



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 Quali 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**.