

**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.

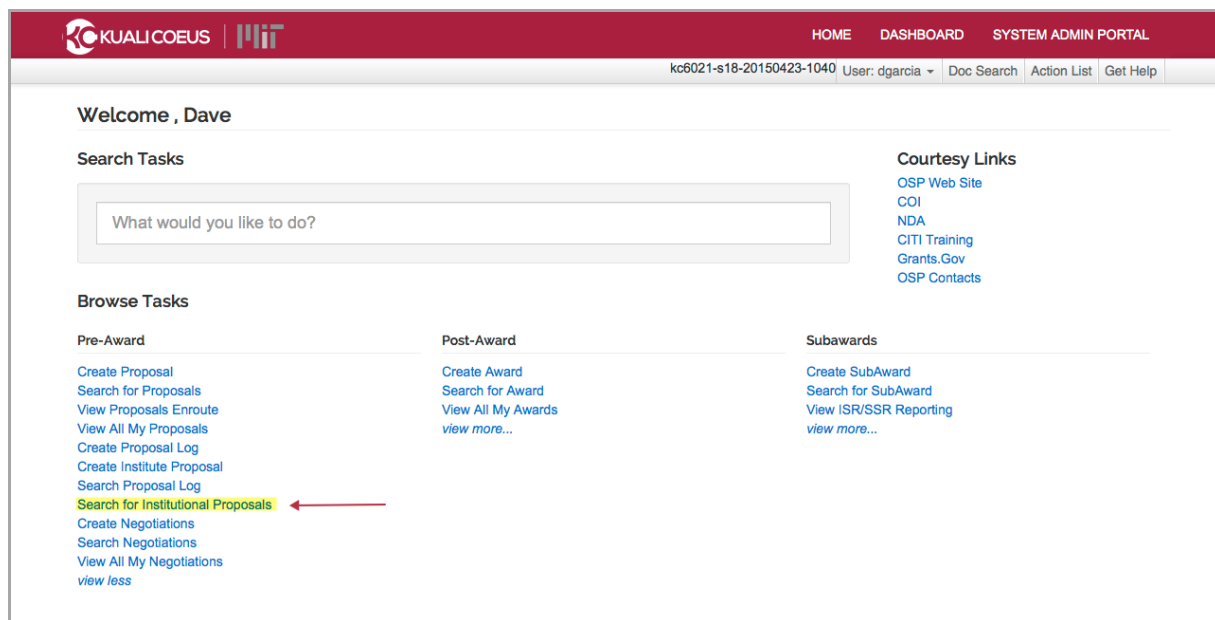


Figure 1 - Searching Institutional Proposals

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).

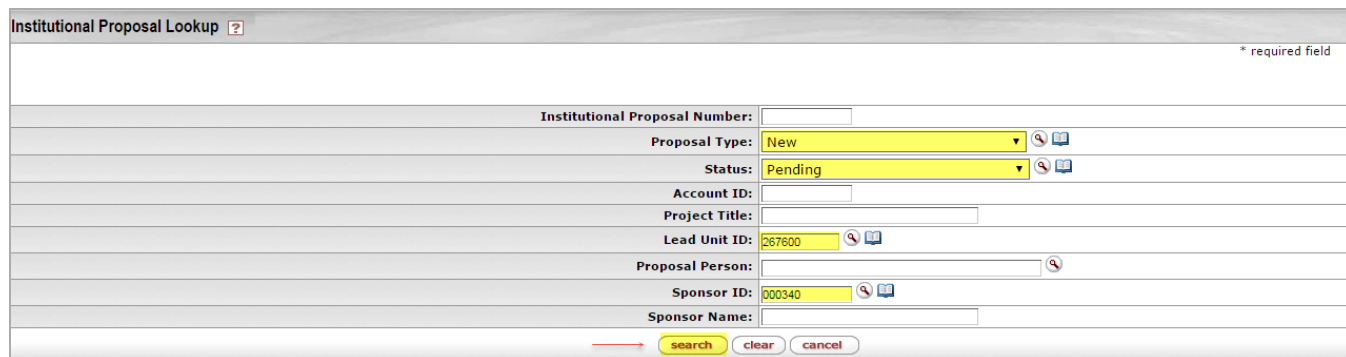


Figure 2 - Searching in the Institutional Proposal Lookup Screen

- 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.

6 items retrieved, displaying all items.

Actions	Institutional Proposal Number	Proposal Type	Activity Type	Status	Lead Unit ID	Lead Unit Name	Account ID	Project Title	Sponsor ID	Sponsor Name	Prime Sponsor
Open link in new tab	150000	Research	Organized Research	Funded	152000	Chemistry	4929682	Mechanisms for the Exchange of Energy between a Rydberg Electron and L...	000500	NSF	
Open link in new window	150000	Research	Organized Research	Funded	152000	Chemistry	4929792	Synthesis of <i>p</i> - and <i>m</i> -Block Element Molecules, Reagents, and Precursor...	000500	NSF	
Open link in incognito window	150000	Research	Organized Research	Funded	152000	Chemistry	4930347	CAREER: Using chemistry to probe archaeal toxin protein translocation L...	000500	NSF	
Save link as...	150000	Research	Organized Research	Funded	152000	Chemistry	4929563	CAREER: Coordination Chemistry of Zinc-Chelating 5330 Proteins and Bis...	000500	NSF	
Copy link address	150000	Research	Organized Research	Funded	152000	Chemistry	4930064	CAREER: Stable Carbenes as Surface Anchoring Groups	000500	NSF	
Inspect	150000	Research	Organized Research	Funded	152000	Chemistry	4930227	Shape Persistent, Dynamic, and Liquid Crystalline Materials for Sensor...	000500	NSF	

## Export list of Institutional Proposals:

To export resultant list of proposals, click **CSV**, **Spreadsheet**, or **XML**, as applicable.

6 items retrieved, displaying all items.

Actions	Institutional Proposal Number	Proposal Type	Activity Type	Status	Lead Unit ID	Lead Unit Name	Account ID	
<a href="#">open</a> <a href="#">medusa</a>	14051034	Resubmission	Organized Research	Funded	152000	Chemistry	4929982	Med...
<a href="#">open</a> <a href="#">medusa</a>	14051035	Resubmission	Organized Research	Funded	152000	Chemistry	4929983	Sum...
<a href="#">open</a> <a href="#">medusa</a>	14051036	Resubmission	Organized Research	Funded	152000	Chemistry	4930047	CAR...
<a href="#">open</a> <a href="#">medusa</a>	14051037	Resubmission	Organized Research	Funded	152000	Chemistry	4929983	CAR...
<a href="#">open</a> <a href="#">medusa</a>	14051038	New	Organized Research	Funded	152000	Chemistry	4930048	CAR...
<a href="#">open</a> <a href="#">medusa</a>	14051039	Resubmission	Organized Research	Funded	152000	Chemistry	4930049	Shi...

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Figure 3 - Search Results, Actions, & Export Options

KC Institutional Proposal ?

Doc Nbr: 201732      Status: FINAL  
 IP Num: 14051033      Last Update: 11/15/13 03:02 PM by CHEATON

Institutional Proposal   Contacts   Custom Data   Special Review   Intellectual Property Review   Distribution   Attachments   Institutional Proposal Actions   Medusa

[expand all](#)   [collapse all](#)  
 \* required field ?

Document Overview hide

**Document Overview**

\* Description: 14051033      Explanation: ?

Organization Document Number: ?

Institutional Proposal show

Sponsor & Program Information show

Financial show

Graduate Students show

Notes and Attachments (0) show

Delivery Info show

Keywords show

Figure 4 - Viewing an Institutional Proposal

- 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.

[Institutional Proposal](#) | [Contacts](#) | [Custom Data](#) | [Special Review](#) | [Intellectual Property Review](#) | [Distribution](#) | [Attachments](#) | [Institutional Proposal Actions](#) | **Medusa**

[expand all](#) | [collapse all](#) \* required field

**Medusa** [hide](#)

[Collapse All](#) | [Expand All](#)

**View:**  Proposal > Award  Award > Proposal [refresh](#)

**Institutional Proposal 00010063**

Proposal No.	Title		Status
00010063	Development of Ultra Sensitive Sensors for Chemical Warfare Agents		Funded
<b>Proposal Type:</b>	New		<b>Sponsor Prpsl No:</b>
<b>Account:</b>	6890043		<b>Activity Type:</b> Organized Research
<b>NSF Code:</b>			<b>Notice of Opp:</b> Non-Federal Solicitation
<b>Sponsor:</b>	003411 Bechtel Nevada Corporation		
<b>Prime Sponsor:</b>	000214 DOE - Las Vegas		
	Initial Period	Total Period	
<b>Requested Start Date:</b>	08/01/1999	08/01/1999	<b>Cost Sharing</b> <input type="checkbox"/> <b>IDC Rates</b> <input type="checkbox"/> <b>Special Review</b> <input type="checkbox"/>
<b>Requested End Date:</b>	09/30/1999	09/30/1999	
<b>Total Direct Cost:</b>	\$20,000.00	\$20,000.00	
<b>Total F&amp;A Cost:</b>	\$0.00	\$0.00	
<b>Total All Cost:</b>	\$20,000.00	\$20,000.00	
<b>Investigators</b>		<b>Units</b>	
Svager, Timothy M (Principal Investigator)		152000 : Chemistry (Lead Unit)	

[Award 006741-00001](#)

Figure 5 - Viewing Medusa

## Getting Help

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