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.

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<th>Account ID</th>
<th>Project Title</th>
<th>Sponsor ID</th>
<th>Sponsor Name</th>
<th>Prime Sponsor</th>
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</table>

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 kc-help@mit.edu Include your Name, Contact Information, and the Institutional Proposal Number.