

Overview:

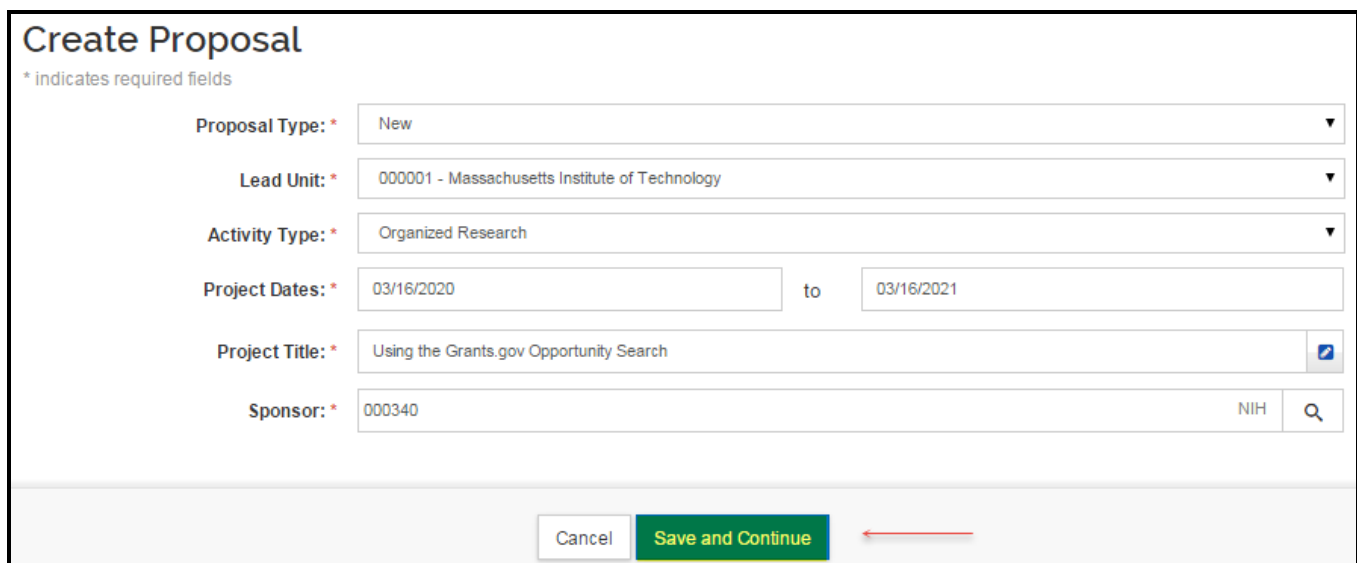
In Kuali Coeus you can access Grants.gov using the **Opportunity Search** to look up basic information about the opportunity as well as access links to more data on Grants.gov.

Notes:

Want to know if **Grants.gov** is offline for updates?
Check their Calendar here:
<http://www.grants.gov/web/grants/outreach/calendar.html>

Procedure:

1. From the home screen, select the **Create Proposal** link.
2. Complete the initial create proposal page and click **Save and Continue**.



Create Proposal
* indicates required fields

Proposal Type: * New

Lead Unit: * 000001 - Massachusetts Institute of Technology

Activity Type: * Organized Research

Project Dates: * 03/16/2020 to 03/16/2021

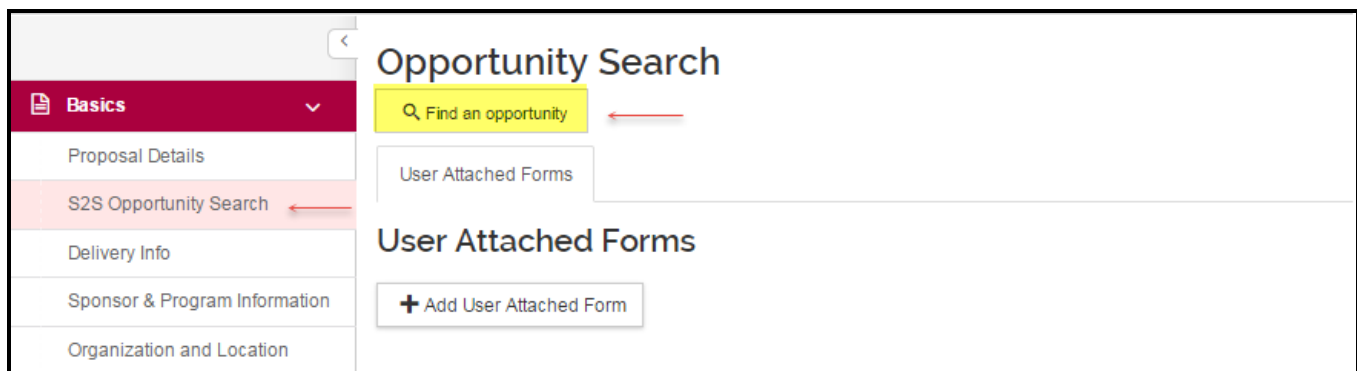
Project Title: * Using the Grants.gov Opportunity Search

Sponsor: * 000340 NIH

Buttons: Cancel, Save and Continue (highlighted with red arrow)

Figure 1 – Initial Create Proposal Screen

3. Navigate to the **S2S Opportunity Search** panel, located on the left hand navigation, under the **Basics** section.
4. Click the **Find an Opportunity** button to show the **Lookup** screen.



Opportunity Search

Find an opportunity (highlighted with red arrow)

User Attached Forms

+ Add User Attached Form

Figure 2 – S2S Opportunity Search Screen

Lookup

Opportunity Search

Search Domain *	select ▼ <input type="button" value="Q"/>
Opportunity ID	<input type="text"/>
CFDA Number	<input type="text"/>

Figure 3 - Add Search Domain

5. Select **Grants.gov** as the **Search Domain**, and then enter *either* the **Opportunity ID** or the **CFDA Number** search criteria.

Opportunity Search

Search Domain *	Grants.Gov ▼ <input type="button" value="Q"/>	←
Opportunity ID	PA-16-160	←
CFDA Number	<input type="text"/>	

Figure 4 – Opportunity ID entered for search criteria

Alternatively, use the CFDA Number field, if applicable:

Opportunity Search

Search Domain *	Grants.Gov ▼ <input type="button" value="Q"/>	
Opportunity ID	<input type="text"/>	
CFDA Number	93.832	←

Figure 5 – CFDA Number entered for search criteria

6. Click **Search** to display results.

Close	Clear Values	Search	←
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Figure 6 - Searching for Opportunity

7. Click the **select** button to return the Opportunity, or click Refine Search to return to the previous search screen.

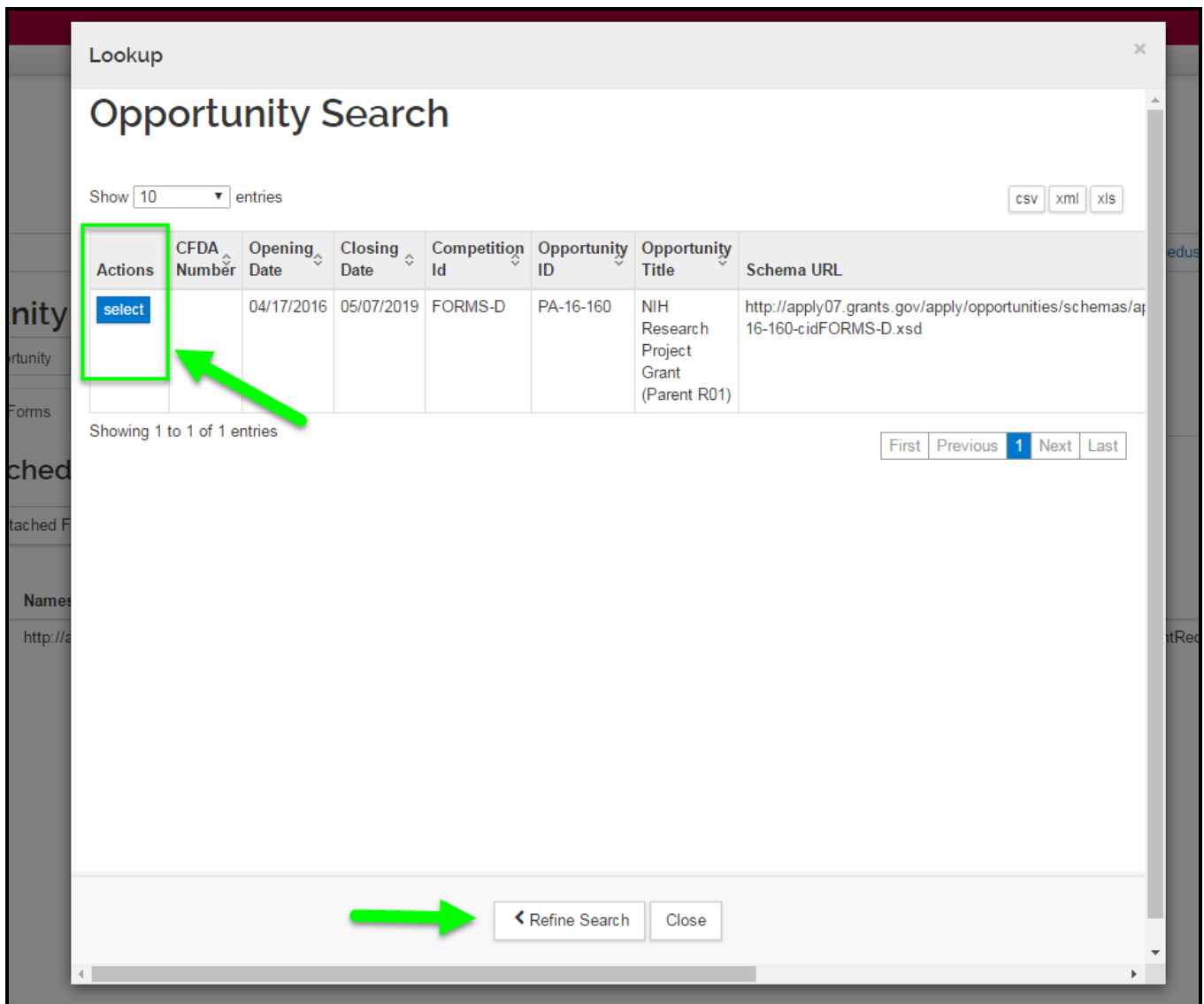


Figure 7 - Select Opportunity

8. Once an opportunity is linked, the **S2S Opportunity Search** panel will populate with information as seen in the next figure.

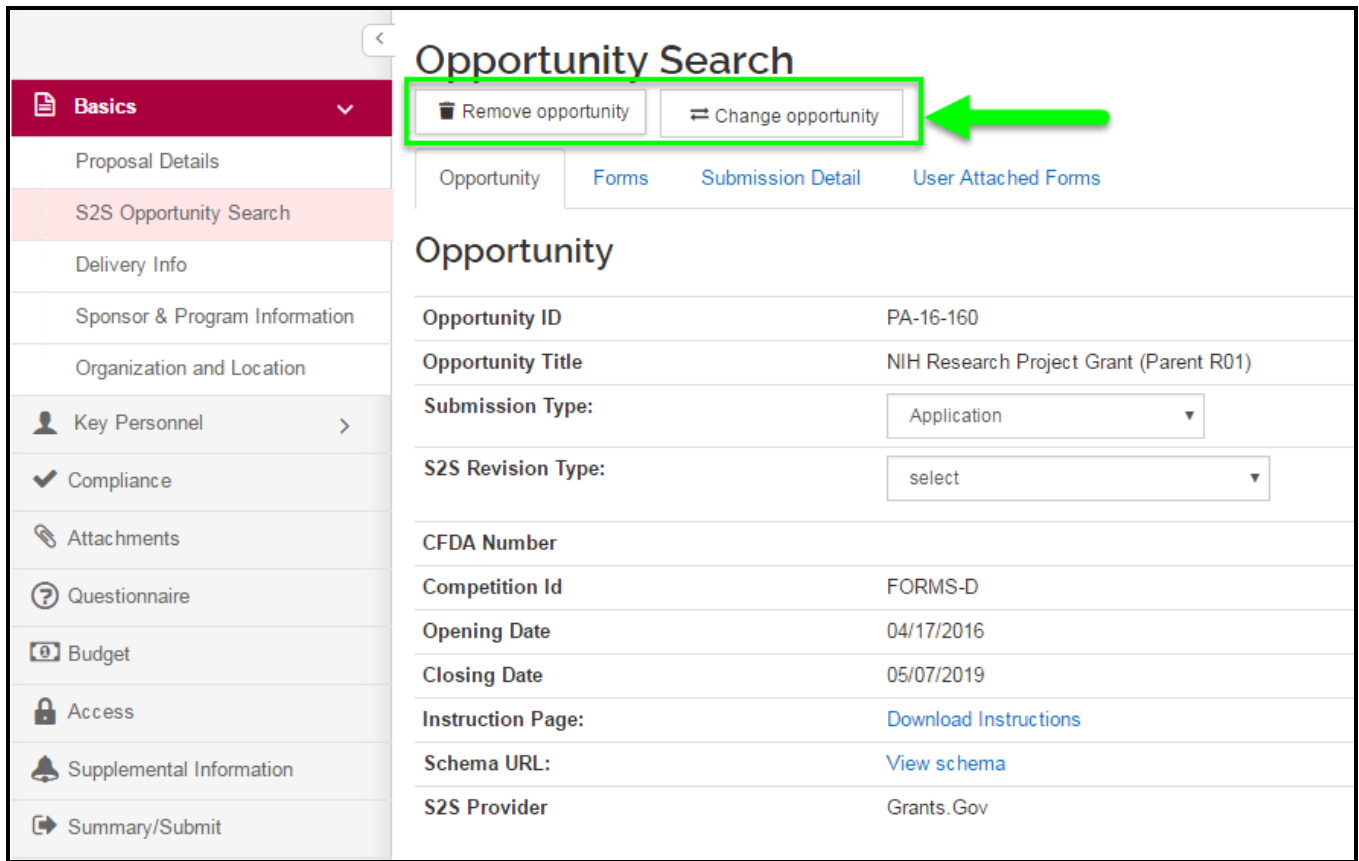



Figure 8 - Linking an Opportunity

 **Note:** To remove the opportunity, select the **Remove Opportunity** button. To change the opportunity, select the **Change Opportunity** button. Selecting Change Opportunity will delete the current selection and relaunch the search opportunity window.

Related Documentation:

For information about the **User Attached Forms** feature, see:

- <http://kc.mit.edu/sites/kc/files/uploads/qc.pd.7-25-16.v2.kc-user-attached-mandatory-s2s-form.pdf>
- and
- <http://kc.mit.edu/sites/kc/files/uploads/qc.pd.7-27-16.v2.kc-user-attached-optional-s2s-forms.pdf>

Getting Help:

For questions or problems using Quali Coeus Proposal Review & Approval Quick Reference Card, email the Support Team at kc-help@mit.edu Include your **Name**, **Contact Information**, and the **Proposal and/or Opportunity ID Number**.