

Principal Investigator instructions for VUMC CoeusWeb proposal submission

Background. Normal VUMC procedure calls for the proposal principal investigator (PI) to provide the final internal approval and submit the proposal to the sponsor unless sponsor rules require otherwise. PI submission allows the investigator to work on science sections of a proposal up until time of submission. The process also gives the PI an opportunity to review the proposal prior to submission. Recent changes to the Coeus system for grants submission permit the PI to provide final approval and submit grant applications using a web interface available in a web browser (Google Chrome & Mozilla Firefox are recommended). PIs can request other accommodations when necessary.

To learn more about the VUMC Coeus system and recent changes, visit the OSP blog:
<https://ospupdatesblog.wordpress.com/>

New Process Available. VUMC principal investigators should be supported by their Grants Manager, Research AO, or other appropriate support staff during any approval and submission process, regardless of method.

When a proposal is ready for final approval and submission, the project PI will receive an email from Coeushelp-vumc@vumc.org:

Approval/Submission Email:

Proposal [redacted] ready for Review and Approval

You have been asked to approve this proposal for one of two reasons:

(1) your department has resources on the proposal
--OR--
(2) you are the PI and the proposal has been routed back to you for FINAL upload of research narrative documents and your final approval prior to submitting to Grants.gov. BE SURE TO FINALIZE THE ENTIRE PROPOSAL PRIOR TO APPROVING. Please contact your administrator if you have any questions.

Please approve this proposal.

Proposal Type: New
PI: Buble, Michael
Lead Unit: 104362 : Medicine/Infectious Disease
Proposal Number: [redacted]
Sponsor: National Institute on Deafness and Communication Disorders
Deadline Date: March 5, 2020
Title: [redacted]

Sponsor Announcement: Gg. Training and NIH Ext-UAT F0A (R01-Clinical Trial Required-Infrastructure)

Please use the link given below for project details.

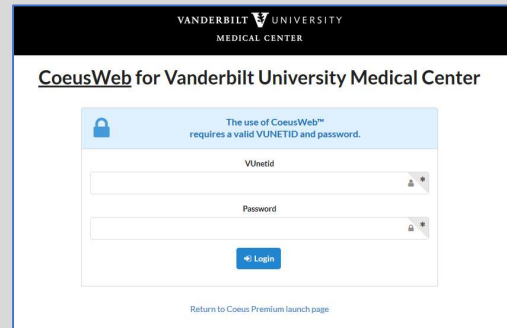
* Use the following address for CoeusWeb:
<https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcoeusapp.vumc.org%2Fcoeus%2Fcoeus%2Fapp%2Fproposal%2FM0056545%2Fsummary%2F8&data=02%7C01%7Ccoeshelp-vumc%40vumc-org%7C49236a141d84e4217ad084861830c8%7C457503014244ed8b83c12c533d879ab%7C0%7C0%7C6373665626458328558&data=18ey2w21Qthgs2VdhvyaU2RHeISG7R75FZ154Tma%3D&reserved=0>

* You can view this proposal through Coeus Premium or CoeusWeb.

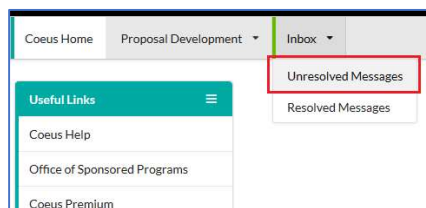
Reply | Forward

The PI can either click the link in the email or go directly to the VUMC CoeusWeb login page here:
<https://coeus.app.vumc.org/coeus/login.action>

Either link will take the PI to the login page, where they use their VUMC VUNetID and Password:



If the appropriate proposal does not load after login, use the menu to navigate to the Inbox unresolved items:



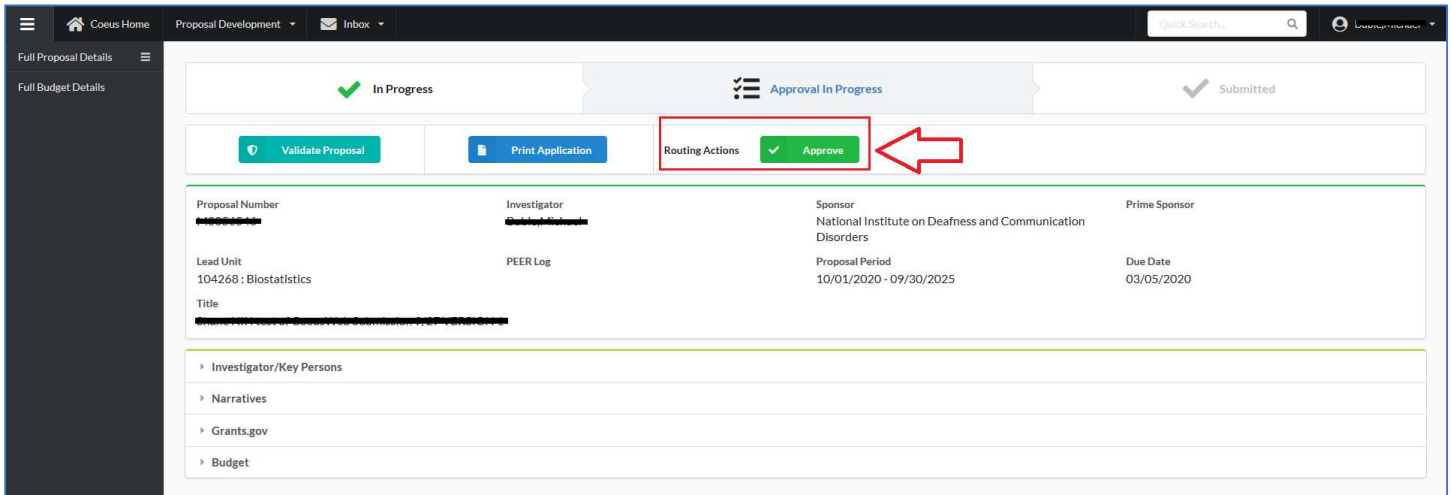
Any proposals ready for approval should appear in the inbox with a Status of "Approval in Progress"

Date Sent	Subject	Proposal Number	Deadline	Status	Sponsor	Lead Unit	PI	Title
09/27/2020 7:38:57 pm	Approval	[redacted]	03/05/2020	Approval In Progress	National Institute on Deafness and Communication Disorders	104268 - Biostatistics	[redacted]	[redacted]

Click once on the Inbox proposal row to load the Coeus Proposal Summary screen. The summary provides basic information about the proposal prior to final approval and submission.

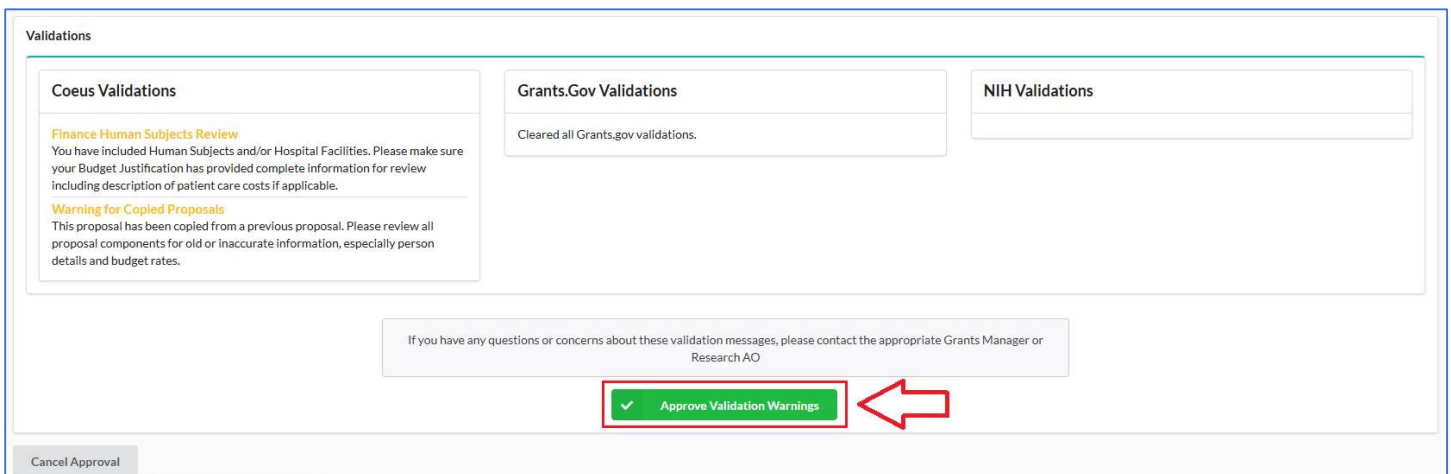
The proposal summary page contains a progress bar at the top, showing that the proposal is “Approval in Progress” as well as sections to review summaries of project KSP, narratives, Grants.gov information, and the proposal budget. A menu on the left side of the page permits navigation to Full Proposal Details or the Full Budget Details.

For Principal Investigators ready to conduct a final approval and submission, a **green ‘Approve’ button** should be available.



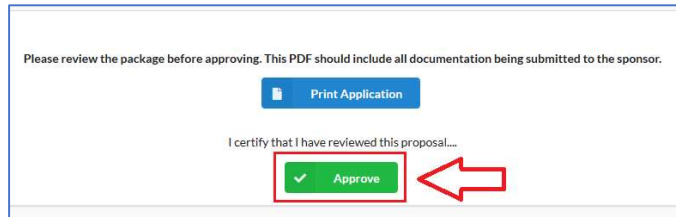
Validations. After clicking the green Approve button, the proposal will be automatically reviewed against two or three sets of validations. This process can take several seconds. All electronic submissions will be checked by Coeus for common issues and proposal data will be compared against a series of Grants.gov guidelines for errors and warnings. Finally – for submissions to eRA Commons – proposal data will be compared against that system’s guidelines for errors and warnings. Proposals with Grants.gov or eRA Commons errors cannot be submitted. Warnings are only meant to draw attention to items that may require further review. **PIs should consult their appropriate Grants Manager, Research AO, or OSP Specialist with questions or concerns.**

If all validations messages are acceptable, the PI can click the button to **‘Approve Validation Warnings’** and continue.



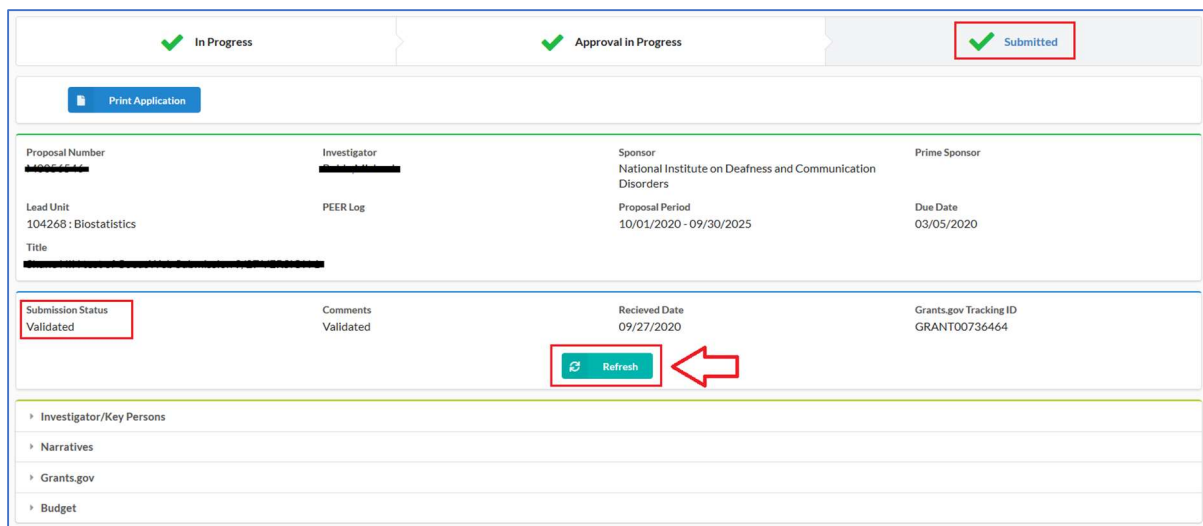
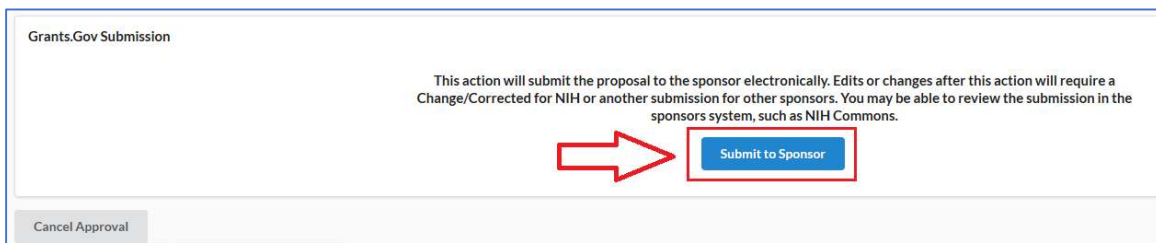
Clicking the ‘Cancel Approval’ button will navigate back to the Proposal Summary Screen for additional review or to restart the process.

After approving all validations warnings, the PI will be taken to a page where they can print the entire application in PDF form for review.



Page Ordering. The PDF should contain ALL materials intended for submission to the sponsor. However, the PDF itself is not transmitted to the sponsor. Coeus transmits data that gets re-constructed in the sponsor's system. Pages will be reordered in the sponsor's system, and any incidental blank pages will be removed. If you have questions or concerns about the PDF, please contact the appropriate Grants Manager, Research AO, or OSP Specialist.

Final Submission. After approving the PDF, the PI will be taken to the final screen in the process. Clicking 'Submit to Sponsor' will approve the proposal in Coeus and transmit the proposal data to Grants.gov for processing and forwarding to the appropriate sponsoring agency. The submission process can take several seconds, but when finished, the PI will be redirected back to the Proposal Summary screen where they can view the Coeus status as Submitted, and monitor the Grants.gov status by clicking the 'Refresh' button.



The Grants.gov status will progress through multiple stages, including:

- Grants.gov is processing the request
- Validated
- Received by Agency

While many proposals rapidly progress through these stages, busy deadlines can extend the process to many minutes or even hours. If a proposal has been successfully received by Grants.gov prior to the deadline, it is considered on-time. Different agencies retrieve proposals from Grants.gov on diverse schedules.