

Coeus Implementation at IPFW
Effective date, process and procedure

In compliance with Purdue University policy, effective July 1, 2008, budgets for all proposals routed through SPS will be done via Coeus. A copy of the Coeus budget will accompany every proposal submitted.

Proposals with a Transmittal Check Sheet attached will no longer be processed, as Coeus generates its own proposal submission form.

CHANGE in signature requirements: The only signatures required are those of the principle investigator/project director, department chair and dean.

PROCESS: See accompanying document “Roles and Responsibilities for Staff Involved in Proposal Submission at IPFW.” A hard copy of the complete proposal, including the Coeus budget and PFS is required to be sent to SPS in West Lafayette.

SPS will not process a proposal from IPFW unless it has the ORES stamp on it. ORES will send the proposal to SPS and will provide a copy of the proposal to the relevant/interested offices on the IPFW campus.

PROPOSAL NOTIFICATION FORM:

Every effort should be made to use the proposal notification form, found on the SPS website. Please note that a Coeus Development number is required in order to notify SPS of proposal activity.

PROPOSAL WORKSHEET:

In most cases, it will be up to the business manager to work with the PI/PD on filling out the Proposal Worksheet (available for downloading from the SPS Coeus website). Faculty will be notified of its availability, but will not be required to complete the document on their own.

The business manager will meet with the PI/PD to begin developing the proposal budget, utilizing the Proposal Worksheet. Familiarity with sponsor and university guidelines will help this part of the process.

EXISTING AWARDS, INCREMENTAL FUNDING, RENEWALS, CONTINUATIONS, VOLUNTARY SUPPORT, ETC.

Each scenario has its own process. But there are essentially two questions to ask in order to determine what we do, Coeus-wise.

- 1) Does it need a proposal?
- 2) Does it NOT need a proposal?

If a proposal is required, either by SPS or the sponsor, (authorizing signatures, budget, etc.,) a new Coeus proposal development record will be created. If it is a resubmission, a new Coeus proposal development record will be created and categorized as a resubmission. A resubmission will eventually get linked to the IP record in the system.

If incremental funding and the original proposal encompassed all years of funding, we do NOT need an additional Coeus budget and SPS will handle as a post-award matter. If it is voluntary support and a budget is needed, SPS handles. If it is to decrease funding, SPS handles.