This TipSheet will assist in determining if, when, and how to complete these fields in Coeus:

A. ‘Award No.’ number [SAP Grant number + ‘001’],
B. ‘Original Proposal’ number [Coeus Institute Proposal Number],
C. ‘Sponsor Proposal No’ number,
D. ‘Previous Grants.gov Tracking ID’ number [for some System-to-System submissions].

This update contains expanded descriptions of the ‘how’, how Users may find the required data.

In this example, a worst case scenario, Proposal Type = Supplement is being submitted via System-to-System as an NIH Change/Corrected to address errors identified at eRA Commons during submission the previous day.

Premium View > Proposal Tab:

CoeusLite View > General Info. Tab:

Page 2: Depicts **when** each of these fields should be populated – based on Proposal Type selected.
Page 3-6: Describes **how** Preparer can find necessary data and entered it into each of these fields.
## Non-System to System Proposals:

<table>
<thead>
<tr>
<th>Field</th>
<th>New</th>
<th>Resubmission</th>
<th>Supplement</th>
<th>Reopen</th>
<th>Continuation</th>
<th>Revision</th>
<th>Administrative Action</th>
<th>Task Order</th>
<th>Internet Application</th>
<th>HHS Limited Submission</th>
<th>Pre-Application</th>
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<tr>
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## System-to-System Proposals:

### Initially Submitted Proposal:

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### Change/Corrected Submission:

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</tbody>
</table>

### Legend:

- `.`: no data entered; field is blank.
- [1]: enter Award number (xxxx-001), if a Grant was associated with the proposed project.
- [2]: enter number, if required by Sponsor, using Sponsor-required format.
- [3]: ask your ORA and follow the Master Agreement Guide on the ORIS website.
- RV: data is required and validated by Coeus.
Approaches to finding required data required
(These steps are depicted in Premium, but very similar in Lite)

A. Populating ‘Award No’ number:

As shown in above chart, five Proposal Types (Supplement, Renewal, Continuation, and Administrative Action) entail post-award actions processed through a Coeus Proposal; therefore, they relate to, or amend, an SAP Grant and require completion of ‘Award Number’ field. Two Proposal Types (Resubmission and Task Order) may, or may not, relate to an SAP Grant. If they do, an ‘Award Number’ is required.

Notice in Step 5, we can obtain data necessary to populate ‘Original Proposal Number’ and ‘Sponsor Proposal Number’ fields.

Here is how to populate the Award Number field.

1. Select Search Icon

2. Enter 6-digit SAP Grant number followed by an *, asterisk

3. Select Find,

4. ALWAYS Highlight the top Row, Grant ending with ‘-001’

5. BEFORE you close this window:
   a. Write down the Inst. Proposal number

6. Select Ok.

7. Done.
B. Populating ‘Original Proposal’ number:
This field is a poorly labeled, but contains the Institute Proposal number of the original submission. Recall that when MIT designed Coeus, it devised the Institute Proposal Module as a device which: 1) extracts non-sensitive information from the Proposal record [such as science and salaries], and 2) links related Coeus records [such as SAP Grants and previously submitted proposals]. This approach allows the extracted data in the ‘IP’ record to be made public, while retaining the confidentiality of the submitted Coeus Proposal record. Also recall that every GM Grant contains a unique IP number [on the Grant Reference Tab] which links that Grant record to a specific, unique Coeus Proposals record.

There are two methods by which the correct IPN can be found:
1. **Method 1** – If an Award Number was entered as shown in 5.a. (above):
   a. **Select Search Icon**
   b. **Enter** 8-digit Institute Proposal number you wrote down in 5.a.
   c. **Select Find.**

2. **Method 2** – Using Medusa from a Proposal Development record.
   If Coeus does not require an ‘Award Number’, or no SAP Grant is associated with the correct Institute Proposal record, then:
   a. **Search for the previous** Proposal Development record in the Proposal Development Module.
   b. **Highlight** that Proposal on the Proposal Search List
   c. **Select Edit > Medusa**, this Icon found here
   d. **Write down** the (IP) number at the top of the Medusa View.
   e. This is the ‘Original Proposal number’, (Institute Proposal Number) created from the original submission
   f. **Select Search Icon**
   g. **Enter** 8-digit IPN you wrote down
   h. **Select Find.**
C. **Populating ‘Sponsor Proposal’ number:**

As shown in the Chart on Page 2, the ‘Sponsor Proposal Number’ is required by Coeus when:

1. Proposal Type = Supplement, Renewal, or Resubmission.
2. Sponsor is a federal agency, and
3. Proposal will be a system-to-system submission.

‘Sponsor Proposal Number’ may be required by non-federal sponsors when:

1. Proposal Type = Resubmission, Supplement, Renewal, Continuation, or Task Order.
2. Always follow the ORA and Sponsor instructions to determine if this field is required. Sponsor’s instructions will likely indicate how to find this number and the format in which it should be entered on the application.

D. **Populating ‘Previous Grants.gov Tracking ID’ number:**

As shown on the Chart on Page 2, the ‘Previous Grants.gov Tracking ID number’ is required only: 1) when the proposals will be submitted System-to-System and 2) when the Proposal is being submitted to ‘Change/Correct’ a recently submitted proposal.

While this field is required by both Grants.gov and the federal Sponsor, it is not tested, validated, in Coeus.

To find the ‘Previous Grants.gov Tracking ID number’:

1. **Open** previously submitted proposal in display mode.
2. **Select** Action > **Grants.gov**.
3. Grants.gov window will open to the ‘Opportunity Tab’.
4. **Select** Submission Status Tab.
5. **Click on** + Highlight + **Copy** data in: ‘Grants Tracking Id’ field

   ![Image of Grants.gov window](image_url)

6. **Paste** number into the ‘Previous Grants.gov Tracking ID number’ field

   ![Image of previous grants.gov tracking ID field](image_url)

7. **Ctrl + s**, to save the PD.
8. Done.