
This NOT greatly reduces the R00 budget detail, thus eliminating the need to use Coeus Proposal Hierarchy functionality.

Now, a single proposal may be used for the K99/R00 funding mechanism.

However, this NOT requires JHU Users to take several unusual budget actions:

- eRA Commons tests if the R00 periods in RR Budget, Sec. A, Senior/Key Person, ‘Calendar Months’ [Effort] are greater than zero. So, we must add the Post Doc to the Proposal Budget, Budget Person window two times. The first time as K99 Post Doc and the second time as the R00 Faculty. The Commons throws an ERROR if this is not completed.
- All R00 costs must be displayed in the RR Budget, Sec. F, Line 8, ‘Other Direct Costs’.
- Under JHU ORA policy, no indirect costs are to be applied to R00 Period costs.

This Tip Sheet describes proposal entries pertinent to K99/R00 – as approved by all JHU ORAs.

Many of these steps use functionality only available in Coeus Premium.

1. Create the Proposal.
   a. Very early in the Proposal edit process:
      i. Link it to Grants.gov
      ii. Answer the Grants.gov Questionnaire
   b. Proposal Tab > Activity Type: “Instruction”.
   c. Science Code Tab > Science Code “Career Award”.

2. Create one detailed budget:
   a. K99, initial Period:
      i. Complete the detailed budget in the normal manner.
      ii. Generate All Budget Periods.
      iii. Delete every line item in R00 Periods.
      iv. Save the Budget.
   b. R00, initial Period:
      i. Add a Line Item, Cost Element ‘611001: Salary – Faculty FT/PT’.
      ii. Open Budget Persons.
         1. Add the Post Doc a second time.
         2. Change this second Budget Person’s Job Code to ‘U0101’.
         3. Change its ‘Eff Date’ to the start date for the R00 Periods.
         4. Leave Blank:
            a. ‘Calc Base’ Salary
            b. ‘Anniv Date’
      iii. Save the Budget.
      iv. Connect the Budget Person to the Salary Line Item:
         1. Highlight the Line Item 611001.
2. Select Item > Personnel Budget.
3. Select Add.
4. Select the second Budget Person (one with Job Code U0101).
5. Enter the R00 period effort in fields ‘% Effort’ and ‘% Charged’.
6. **Note:** No Requested salary will appear in the budget; however, this step will insert into the RR Budget, Sec. A, Senior/Key Person, the R00 ‘Calendar Month’ effort. (eRA Commons throws an ERROR message if the Sec. A Person display effort of zero).
7. Select Ok to close window.
   v. Add one more Line Item, Cost Element ‘960440: Misc. Expense Allocation’.
   vi. Double click, open, the Cost Element Detail window for 960440 in the initial R00 Budget Period.
   vii. Uncheck the ‘Apply Inflation’ Box.
   viii. Uncheck the ‘Apply’ IDC Box.
   [Note: this action, while necessary, will cause a harmless Warning message in the Commons, because it will place a second IDC row in RR Budget, Sec. H. Indirect Cost. This second row will have zero IDC dollars. Zero IDC causes the Commons Warning.]
   ix. Enter the entire R00 initial Period cost in this Line Item.

c. Generating R00 later periods:
   i. In R00 initial Period, highlight Line Item ‘611001: Salary – Faculty FT/PT’.
   ii. Select Items > Apply to Later Periods (no icon is available).
   iv. Select Items > Apply to Later Periods.
   v. Save the Budget.
d. Select Total Tab, examine for errors.
e. Select Summary Tab, examine for errors.
   i. Mark the Budget Final & Complete.
   ii. Close the Budget.
   i. Select Forms Tab
   ii. Highlight ‘RR Budget’ Form
   iii. Examine K99 Periods.
   iv. Examine R00 Periods.

3. Budget Justification:
   a. NOT-OD-15-052 specifies that RR Budget, Sec. F, Line 8 contain the phrase “R00 Independent Phase”.
   Coeus lacks functionality to insert this comment on Line 8.
   b. Therefore, add to the written Budget Justification as comment similar to this:
   “RR Budget, Sec. F, Line 8 Other Direct Costs contain the total requested funds for ‘R00 Independent Phase’. This proposal was prepared using Coeus software which lacks the capability to insert text into the RR Forms Package.”

➤ Coeus Users may find the following attachments useful:
   o Screenshots of Budget Person, Budget Person Detail, and Line Item Detail.
   o Excerpts of RR Budget, Periods 1 and 3, initial K99 and R00 budget Periods.
1. Create two Budget Person rows for the Post Doc.
   b. ‘Faculty’ row requires only TWO edits: 1) ‘Job Code’ field should be changed to Faculty Job Code, U0101. 2) ‘Eff Date’ field should be changed to the first Roo Budget Period start date [in this case it is the start of Budget Period 3].

2. Link the Post Doc’s ‘Faculty’ Budget Person to the Faculty salary line item.
   a. Enter effort percent in % Charged’ and ‘% Effort’ fields. This action causes the Post Doc to appear in RR Budget, Sec. A, with Effort, but without salary. Salary is included in Cost Element 960440:

3. Uncheck ‘Apply Inflation’ and Uncheck ‘Apply’ Indirect Cost in Cost Element 960440:
4. Roo first period, separately for each Line Item:
   a. Highlight the line item.
   b. Select ‘Items’ > ‘Apply to Later Periods’

5. K99/R00 Completed Budget should look like this:

6. RR Budget Form, Sec. A, should look like this, which will avoid an ERROR in the Commons: