Instructions for Searching Coeus for Basic Award Information

1. On your desktop, click on the Coeus shortcut to open Coeus.

2. Click on the diamond button in the top toolbar to begin the award search.

3. The award search window will appear. Click inside a box immediately below the field you would like to search on. You will see a cursor blink inside the box to indicate you can begin to type.

   • If searching for only part of the account, award number, title, or other field use an asterisk * before and after the numbers and words (e.g. searching *gene* could return gene, genetic, heterogeneous, general, etc.)

   • Note that any search variables may be used alone or combined with other search variables to more quickly locate a particular award.
     o Search account number is equal to “529905” AND investigator name contains *doe* by placing search variables on the same row.

Search by Sponsor Award Number: Enter the sponsor-assigned award number for the contract, grant, etc.

Search by Account Number: Enter the FRS account number.

Search by Investigator: Use * before and after the PI’s last name.

Search by Award Title: Search using only key words from the title by entering * before and after the phrase entered.
• After submitting the search, the Award List window will show the results.
  o If searching using only the Sponsor Award Number, all parent and child accounts that were created under that Sponsor award number will appear as multiple lines.
  o If only one Parent FRS account was created under a particular Sponsor Award Number, then only one line will appear IF searching on the precise sponsor award number.

• Double-click on the blue highlighted row that contains the FRS account number you wish to review.

4. View the Award
   A. Award Detail Tab

• **Sponsor Award Number:** The Award Number is an internal Coeus number that is assigned automatically by the system and should not to be confused with the “Sponsor Award Number”, which is provided by the sponsor.
• **Account Number:** The FRS account number assigned by OCGA.
• **Begin Date:** This is the start date of the award
• **Sponsor:** Next to the assigned “Sponsor Code” is the name of the source of funding for the award. To determine if a subaward (FRS 4-XXXXX) account is funded under a federal award, check the “Other Header” tab for the name of the Prime Sponsor.
• **Award Type:** Identifies the type of award as a contract, grant, cooperative agreement, non-disclosure agreement, etc.
• **Title:** This is the project title which should approximately match the title on the award document.
B. Money & End Dates Tab

- **Account Hierarchy:** The FRS “Parent” account will always be listed first at the top and the “Child” accounts will be shown under the parent if more than one account was created under a single award.
- **Obligation Effective Date:** This date should match the “Begin Date” on the Award Detail Tab.
- **Obligation Expiration Date:** This is the current end date for the spending of authorized funds.
- **Final Expiration Date:** Expected expiration date. This date may be later if the project is expected to run for subsequent years.

C. Contacts Tab

- **Contact Type:** This is the name of the OCGA accountant assigned to this account.
D. Investigator Tab

- **Person Name:** Lists the names of the Principle Investigator and any Co-Investigators.
- **Unit Information:** The Lead unit will have the lead check box “checked” for whichever is the administering department for this specific FRS Account.
- **OSP Administrator:** This is the name of the ORA Contract Administrator assigned.

E. Subcontracts Tab

- **Subcontractor Name:** This lists any Subawardees.
Double-click on the subcontractor name to view the subaward.

**F. Attachments Tab**

- **Type:** The type of document attached.
- **Description:** A brief title for the attachment.
- Click on each file type icon (e.g. PDF) to open the attachments for Award Agreement, Modifications, and Closeout Documents, etc.