

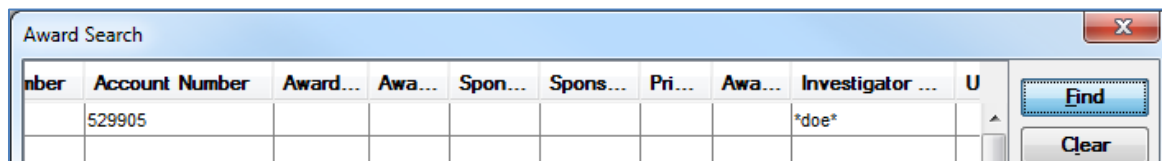


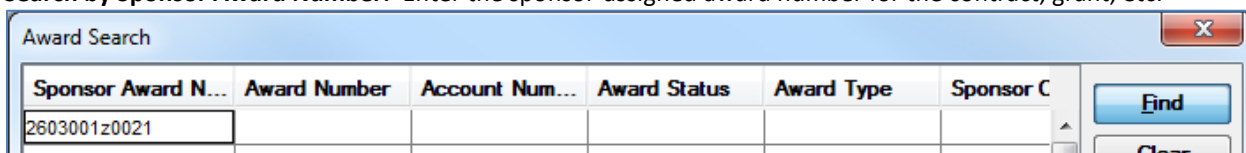
Instructions for Searching Coeus for Basic Award Information

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.
 - Search account number is equal to "529905" **AND** investigator name contains *doe* by placing search variables on the same row.



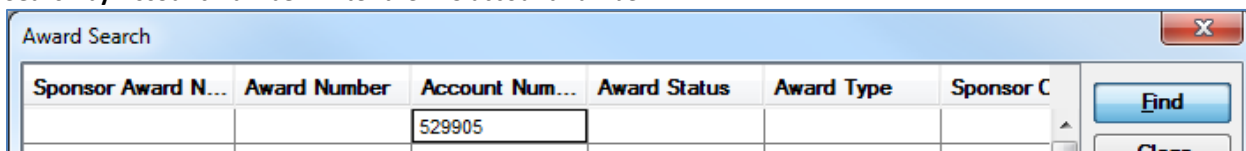
number	Account Number	Award...	Awa...	Spon...	Spons...	Pri...	Awa...	Investigator ...	U
	529905							*doe*	

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



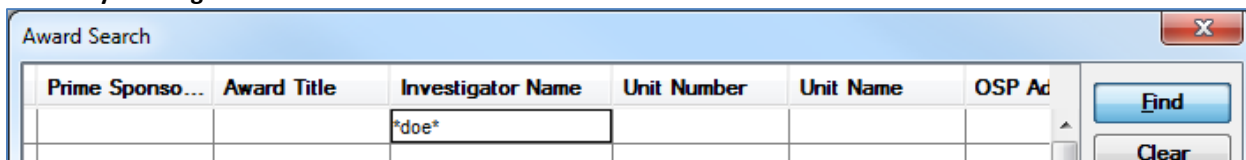
Sponsor Award N...	Award Number	Account Num...	Award Status	Award Type	Sponsor C
2603001z0021					

Search by Account Number: Enter the FRS account number.



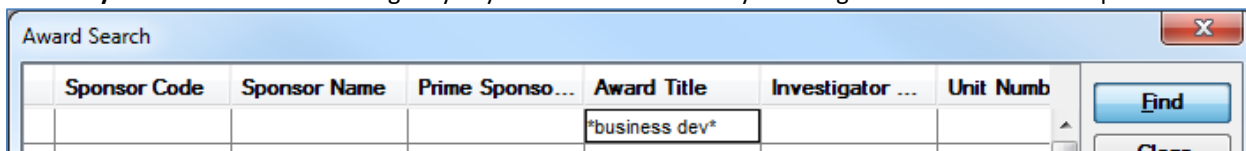
Sponsor Award N...	Award Number	Account Num...	Award Status	Award Type	Sponsor C
		529905			

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



Prime Sponso...	Award Title	Investigator Name	Unit Number	Unit Name	OSP Ad
		doe			

Search by Award Title: Search using only key words from the title by entering * before and after the phrase entered.



Sponsor Code	Sponsor Name	Prime Sponso...	Award Title	Investigator ...	Unit Num
			business dev		

- After submitting the search, the Award List window will show the results.
 - 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.
 - 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.

Sponsor Award N...	Lead Unit	Lead Unit Name	Account Number	Status	Award Type	Title	Sponsor Code	Sponsor
EMW2004FP03414	1010901	PRES-MFRI-Administra...	529905	Closed	Grant	Development of Firefighter Training Health & Safety ...	000162	Department
2603001Z0021	1420203	VPR-UMCAPS-MD Sm...	529905	Sent to OCGA	Cooperative Agreement	Maryland Small Business Development Center Network-F...	000750	US Small B...

4. View the Award
A. Award Detail Tab

Display Award : 016864-001: Sequence : 3

Award Detail | Other Header | Money and End Dates | Contacts | Reports | Terms | Special Review | Investigator | Key Person | Comments | Subcontracts | Attachments | Other

Award No: 016864-001 Sequence No: 3 Status: Approved

Sponsor Award No: 2603001Z0021

Account: 529905 NSF Code:

Modification No:

Begin Date: 01-Oct-2011 Execution Date: 07-Oct-2011

Sponsor: 000750 US Small Business Administration

Activity Type: Service

Award Type: Cooperative Agreement CFDA No: 59.037

Account Type: See Remarks Dfafs No:

Sub Plan: Not Required Procurement Priority Code:

Pre-Award

Authorized Amount: \$.00 Effective Date:

Title: Maryland Small Business Development Center Network-FY2012 Cooperative Agreement

Last Update: 24-Jul-2012 02:21 PM Update User: Lisa R. Belt

- **Sponsor Award Number:** The Award Number is an internal Coeus number that is assigned automatically by the system and should not 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

	Obligated Total	Anticipated Total	Obligation Effective Date	Obligation Expiration Date	Final Expiration Date
[1] 016864-001 : 529905	\$1,933,992.00	\$1,933,992.00	01-Oct-2011	30-Sep-2012	30-Sep-2012
[2] 016864-002 : 529956	\$270,420.00	\$270,420.00	01-Oct-2011	30-Sep-2012	30-Sep-2012

- **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 List:

Contact Type	Name/Organization
OCGA-Derrick Campbell	OCGA

Contact Details:

Name: OCGA Rolodex Id: 31407

Sponsor: 011407 OCGA

Organization: OCGA

Address: Contract & Grant Accounting
University of Maryland
4101 Chesapeake

City: College Park County: _____

State/Province: Maryland Postal Code: _____

Country: United States Phone: _____

E Mail: _____ Fax: _____

Comments: Sponsor Base Address

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

D. Investigator Tab

Person Name | PI | Multi PI | Faculty | Effort % | Academic Year Effort | Summer Year Effort | Calendar Year Effort

John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.00	.00	.00	.00
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PI will have a checked checkbox under PI
Co-Investigators may also be listed here

Lead Unit will have a checked checkbox
Multiple units may be listed, but only 1 can be lead

ORA Contract Administrator

Lead	Number	Name	Osp Administrator
<input checked="" type="checkbox"/>	1420203	NPR-UMCAPS-MD Small Business Development Ctr	Marcine D. Snyder

Award Administrator: There are no Administrators for this Award.

- **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

Approved Subcontracts for this Award

Subcontractor Name	Amount
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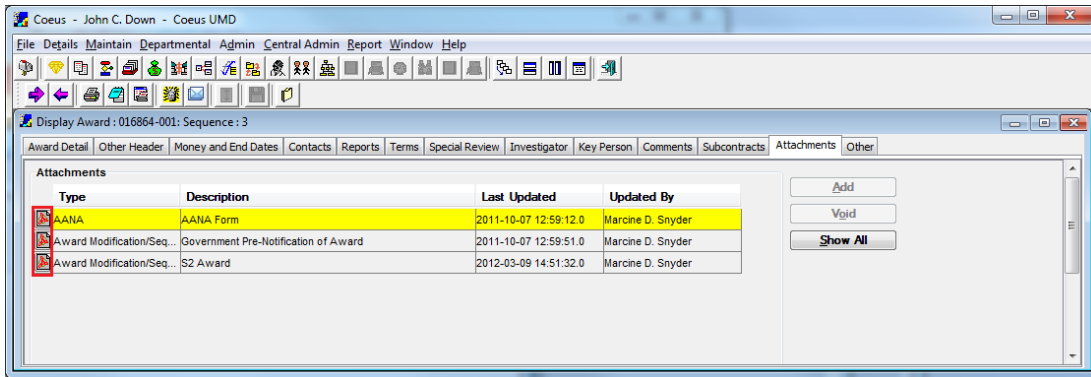
Subcontracts where this award is a Funding source


Subcontractor Name	Subcontract Code	Amount	Status
Frostburg State University	00001522	\$200,509.00	Active
Harford Community College (Inc)	00001524	\$126,766.00	Active
Salisbury University	00001520	\$196,118.00	Active
The College of Southern Maryland	00001518	\$131,463.00	Active
University of Baltimore	00001526	\$326,485.00	Active

- **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.