

Question: What is an Institute Proposal? How can I find out how many Institute Proposals were submitted in a specific fiscal month or year?

Answer:

In Coeus, the Institute Proposal Module contains all of the proposals that have been submitted to a funding agency/sponsor.

The Proposal Status can give you additional information about the proposal. For example:

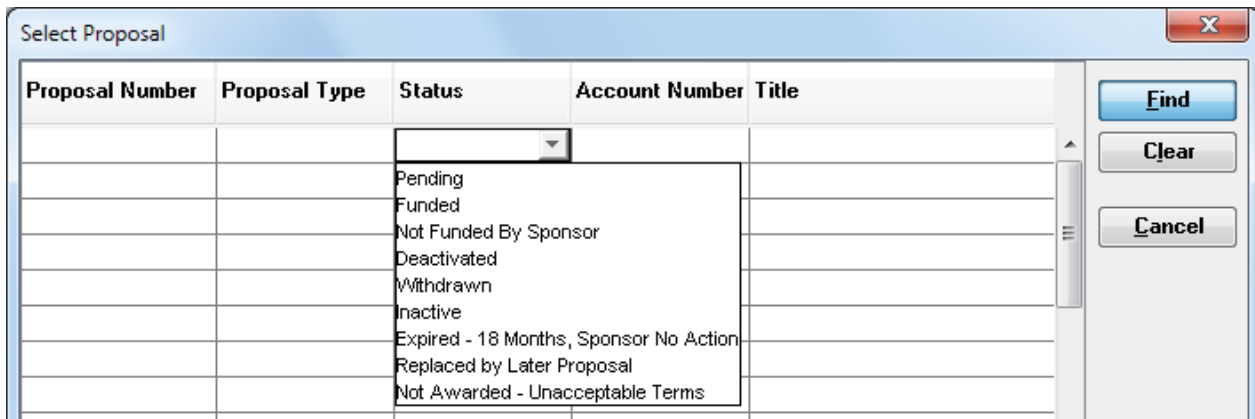
Pending- submitted but we don't have any further information

Funded- submitted and an award has been received and set up in the Awards Module of Coeus

Expired- after 18 months of no additional information it is marked as expired

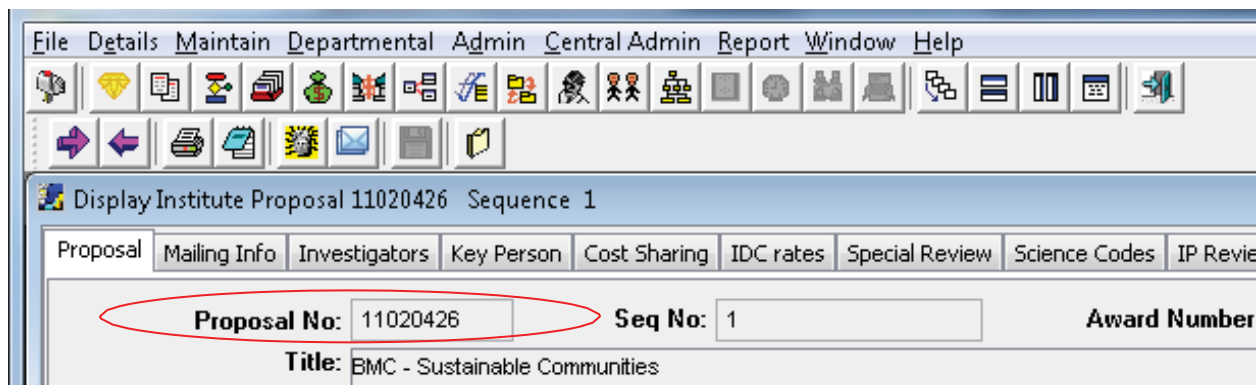
Not Funded- ORA has received notification that the proposal was not funded

Withdrawn- withdrawn from consideration by the PI

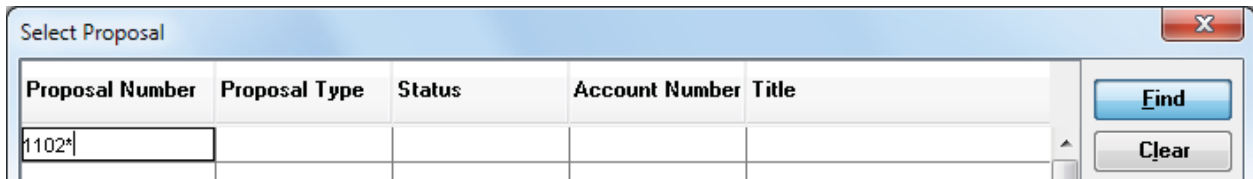


Institute Proposals are assigned a proposal number by Coeus. This proposal number follows a SPECIFIC format. The first two digits are the **fiscal year** and the second two digits are the **fiscal month** in which the proposal was created. The remaining digits are system generated.

Take proposal 12114675 as an example. The first two digits -12- indicate fiscal year (2012) and the second two digits -11- indicate fiscal month (June).



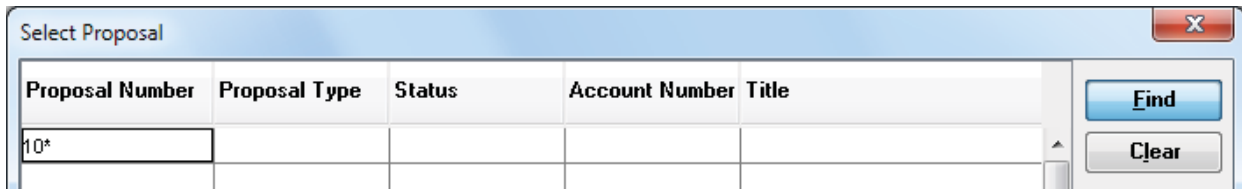
When searching the Institute Proposal Module, it is useful to remember this Proposal Number convention. For example, if searching for a proposal from August 2010, you would search for a proposal number of 1102* since that is FY2011 and Fiscal Month 2.



The screenshot shows a dialog box titled "Select Proposal" with a close button (X) in the top right corner. Below the title bar is a table with five columns: "Proposal Number", "Proposal Type", "Status", "Account Number", and "Title". The "Proposal Number" column contains the text "1102*". To the right of the table are two buttons: "Find" (highlighted in blue) and "Clear".

| Proposal Number | Proposal Type | Status | Account Number | Title |
|-----------------|---------------|--------|----------------|-------|
| 1102* | | | | |

If searching for all of the proposals from Fiscal Year 2010, you could type in 10*.



The screenshot shows a dialog box titled "Select Proposal" with a close button (X) in the top right corner. Below the title bar is a table with five columns: "Proposal Number", "Proposal Type", "Status", "Account Number", and "Title". The "Proposal Number" column contains the text "10*". To the right of the table are two buttons: "Find" (highlighted in blue) and "Clear".

| Proposal Number | Proposal Type | Status | Account Number | Title |
|-----------------|---------------|--------|----------------|-------|
| 10* | | | | |