



Section 7: Coeus emails & DRIF form



Office of Research Administration
DRIF/CREDIT PERCENT for COEUS PROPOSAL DEVELOPMENT
 for PIs, Co-PIs, and Other Project Personnel

This form may be used only by departments creating Grants.gov proposals in Coeus for system to system submission. This form will be used to update faculty PIs'/Co-PIs'/Project Personnel's' DRIF and Credit Percentages in Institute Proposal and Award modules. Approval in Coeus indicates approval of the information below. This form must be attached to the Narrative module in Proposal Development before proposal is submitted for routing. Use additional forms as needed.

Proposal Development Number:

Proposal Title:

PI		Credit
Name		% credit for Project
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
Unit Total for		
Investigator		100%

Co-PI or other Project Personnel		Credit
Name		% credit for Project
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
Unit Total for		
Investigator		100%

Co-PI or other Project Personnel		Credit
Name		% credit for Project
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
Unit Total for		
Investigator		100%

Co-PI or other Project Personnel		Credit
Name		% credit for Project
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
Unit Total for		
Investigator		100%

Co-PI or other Project Personnel		Credit
Name		% credit for Project
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
College	Dept.	% Credit for PI/PD
Unit Total for		
Investigator		100%

Total Project Credit	100%
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Action	Email Subject	Email Message	Recipient
Proposal is ready for your approval – done at each level of the routing map	[Unit Number] – Proposal [number] is waiting for approval – PI [PI Name]	If Primary approver: Please approve this proposal If alternate: You are designated as an alternate approver for this proposal	Primary approver at map's level Each alternate approver at a map's level
Other user approves proposal at your level of the map	[Unit Number] – Proposal [number] is approved– PI [PI Name]	Proposal is approved by other user	Each person at map's level other than approver.
Other approver has rejected proposal	[Unit Number] – Proposal [number] is Rejected– PI [PI Name]	Proposal rejected by other user. Comments: reason for rejection as added by other user	All approvers at the current level and all proposal's aggregators
Map level approvers bypassed by ORA	[Unit Number] – Proposal [number] is Bypassed– PI [PI Name]	Your approval has been bypassed by OSP because of an approaching deadline. Comments: CA may have added additional comments	All approvers at a current level
Approver at map level passes approval to another (non-mapped) user	[Unit Number] – Proposal [number] is Passed– PI [PI Name]	Proposal is passed by other user	All approvers at current level. The person to which the proposal is passed must approve the proposal before it goes to the next level
Approver added a map level	[Unit Number] – Approver Added– PI [PI Name]	[Name] has been added as an approver/alternate approver to [Proposal Number] by [Name]	Aggregators for proposal. The new approver, or alternate, must approve proposal before it goes to the next level
Approver rejects a proposal	[Unit Number] – Proposal [number] is Rejected– PI [PI Name]	Proposal is rejected by other user	All approvers at the current level of the map and proposal's aggregators
An attachment in the Narrative Module is changed	[Unit Number] –Notification: Narrative change in Proposal [number] – PI [PI Name]	Narrative module details for Proposal [number], Module No. have been changed. Narrative Type; Module Description	All approvers on map whose level has already approved. Module no. refers to the line number of the attachment changed.
Data in Coeus field updated during the routing process; data over ride	[Unit Number] – Notification– PI [PI Name]	Field name for proposal [number] has been changed to [new value].	Aggregators
Proposal is submitted/Final ORA approval	[Unit Number] – Proposal [number] is submitted– PI [PI Name]	Proposal [number] is submitted to sponsor. The institute proposal number is [Institute Prop. Num].	Aggregators