Award Summary and related attachments in Coeus Lite

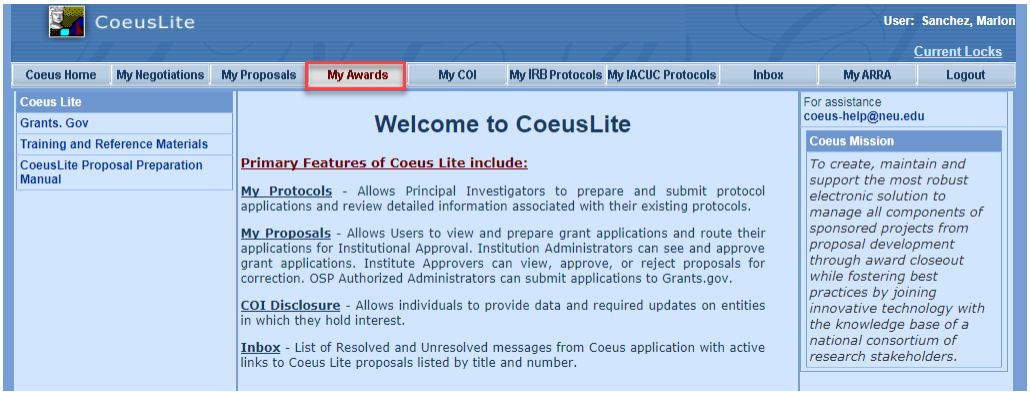
Northeastern University
Research Enterprise Services

Getting Started

The Coeus database contains records of submitted proposals and awards, along with related attachments from each module. ePaws attachments are sent to the Coeus Institute Proposal Module, and award attachments are saved in the Coeus Awards Module. For users familiar with Coeus Development Proposal Module, the precursor to ePaws, attachments saved in that module still exist in the database.

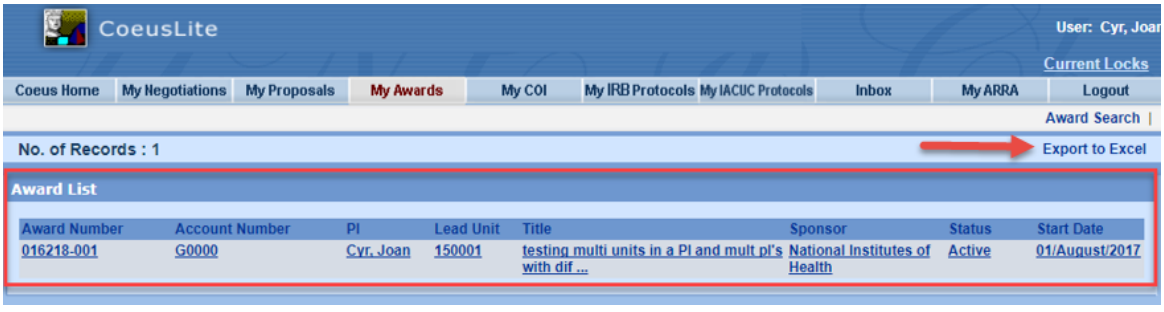
The Coeus Awards Module in Coeus Lite is available for users to see a summary of the Award information, and to have access to attachments from all modules.

To view the Awards Module summary and related attachments, log into Coeus Lite using your MyNortheastern username and password and click on 'My Awards' on the top toolbar:



Using the Coeus Lite Award Module

1. The list of awards presented are only those related to the logged in user; Export the dashboard result to Excel to easily search/sort your summary list of awards:



Getting Help
Support: NU-RESHC@northeastern.edu
Grant Officer: https://research.northeastern.edu/nu-res/contact/

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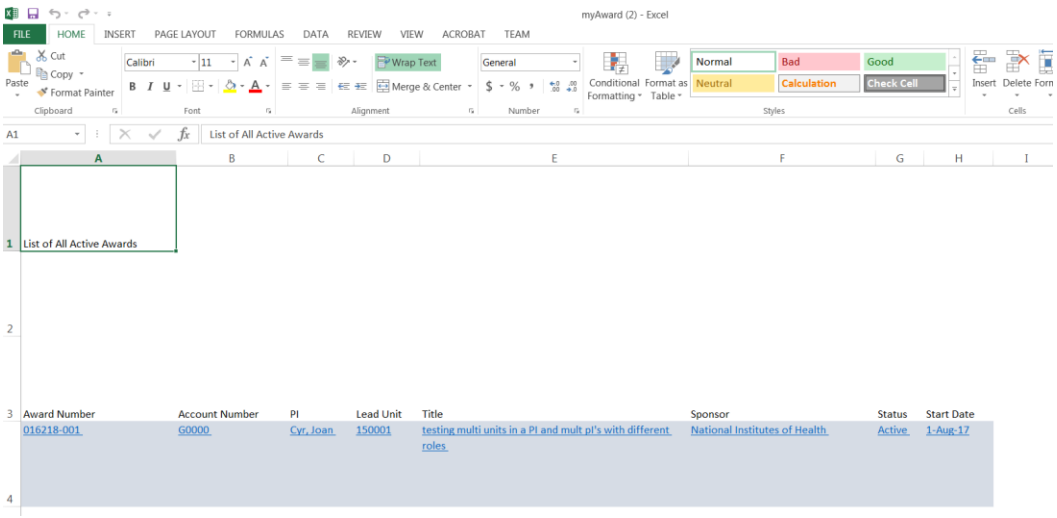
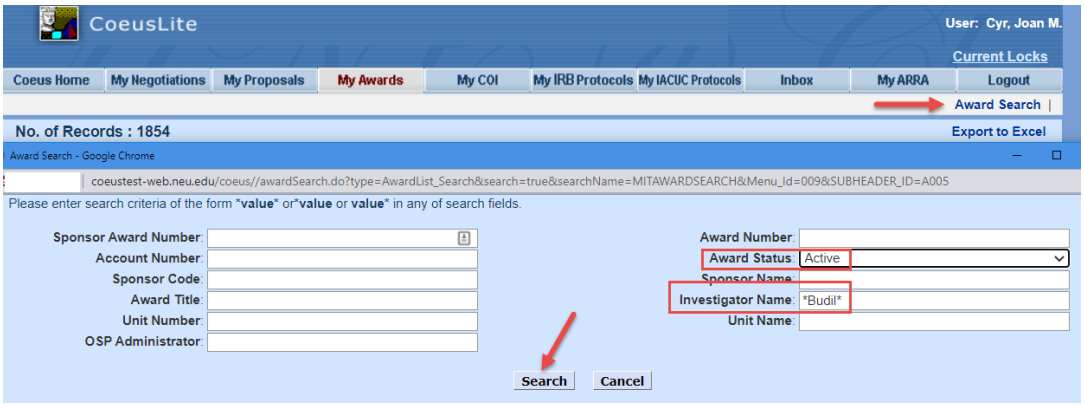
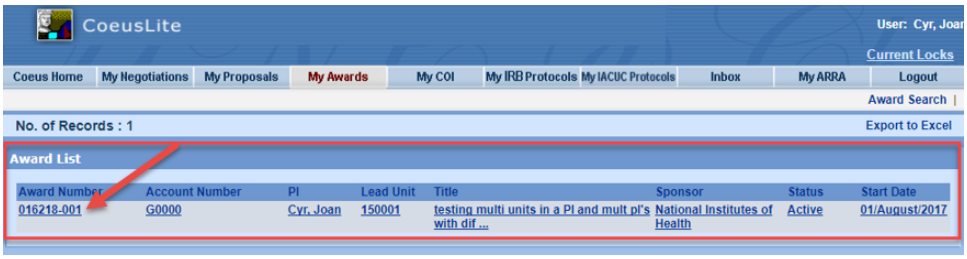


2. Use the award search function to find a specific Coeus Award; enter your search criteria in the appropriate field(s) and select the Search icon
    a. Enter partial search information in the fields by surrounding your entry with asterisks
    b. Narrow your results by selecting specific status,' Investigator name, etc.



3. Select the Award number link to open the award:



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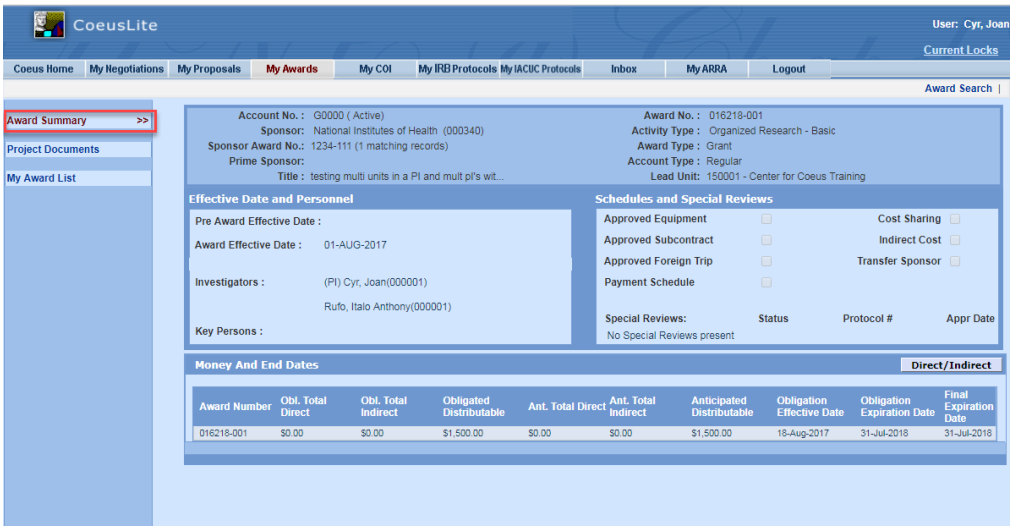
4. The Award Summary tab will show basic information about the award, such as Account No/Banner Grant#, Sponsor, award type, personnel, schedules, and “point in time” award totals:



5. The Project Documents tab shows all project documents related to the Coeus Award, the linked Coeus Institute Proposal (which contains all ePaws attachments), and the linked Coeus Development Proposal. Click on the ‘View’ icon to open the attachments:

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