

COEUS CONTACTS / RESOURCES

ASU Coeus Website:

<http://researchadmin.asu.edu/coeus>

Desktop Application Help and Tutorials:

http://researchadmin.asu.edu/Coeus/desktop_app_help

Web Application Help and Tutorials:

http://researchadmin.asu.edu/coeus_help

Troubleshooting Guide:

http://researchadmin.asu.edu/coeus_troubleshoot

Further Assistance:

coeus-q@asu.edu

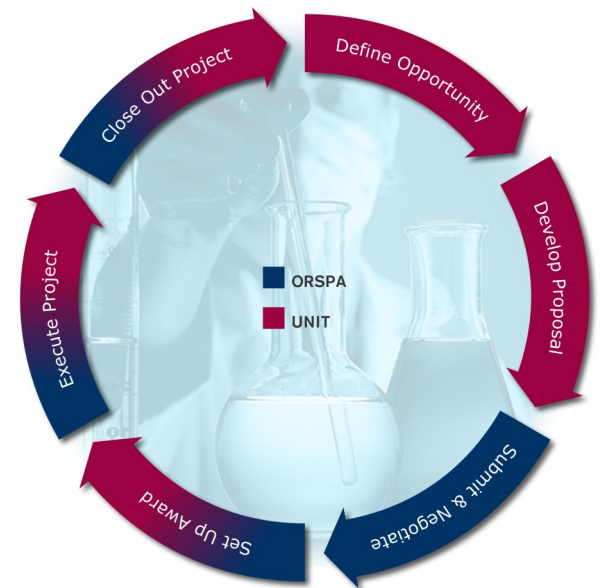
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<http://researchadmin.asu.edu>

COEUS

ASU'S RESEARCH
ADMINISTRATION SYSTEM



Office for Research & Sponsored
Projects Administration (ORSPA)

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About Coeus

What is Coeus? Coeus is a research administration computer system that stores information about proposals, awards, subcontracts, and more. This information can be searched and sorted in many useful ways. It is maintained in a centralized database at ASU, which Coeus accesses. Coeus is a client-server application. Part of the application runs in your PC. With the addition of Coeus Lite, some of the functionality is available via a web browser, none of which runs in your PC.

The History of Coeus The Coeus system, named after the Greek Titan of intelligence and learning, was designed and developed by MIT. ASU licensed the system and after significant modifications implemented it in ORSPA on July 1, 2003. ORSPA uses most of the available features and is responsible for the majority of the data entry into Coeus. In the summer of 2004 Coeus was made available for distribution throughout ASU.

What Can Coeus Do for Me?

Generate Proposal Tracking Research Advancement staff in ASU departments who have been identified and trained by ORSPA generate the unique proposal tracking # for new proposals using the Proposal Log.

Track Project Information Coeus maintains detailed information about each proposal, award, and subcontract at ASU. You can easily access account numbers, dates, status, investigators, budget totals, sponsors, and much more.

View Proposal, Award, and Subcontract Relationships Medusa, a tool in Coeus, allows you to display and navigate between proposals funding a given award, awards being funded by a given proposal, and subcontracts associated with an award. It also displays summary information about each related proposal, award, and subcontract.

View Allocation Data for Recognition (REC), Research Incentive Distribution (RID), and Investigator Incentive Awards (IIA) Customized screens are available in Coeus that record percentage distributions used for reporting recognition of sponsored activity and the generation of monetary distributions of RID and IIA. These allocations are recorded by investigator, unit, and if applicable center/institute.

Query Proposals, Awards, Subcontracts The Coeus search feature is a simple yet powerful feature that can be used to find and sort information in a variety of ways. Some of the standard fields that users can query are proposal number, account number, sponsor award number, Coeus award number, subcontract number, project title, unit number, unit name, sponsor name, subcontractor name, and investigator.

Create Customized Reports Coeus produces standard reports such as the "Current and Pending" report used in developing proposal submissions to sponsors, as well as award notices/modifications that can be printed directly from Coeus. Additionally, customized searches within Coeus, based on the user's specifications, allow users to distill information into a search file that can be exported from Coeus to Excel for further analysis and reporting needs.

ASU Dashboard Data Source Coeus collects data which populates the sponsored data warehouse and tables used by the financial system and effort reporting system. ASU Dashboard reports and queries are generated from this information and made available on the web for ASU users. Additionally, users can produce specialized reports by accessing the sponsored warehouse with myReports or other query/reporting tools.

Manage Annual Disclosure As an investigator you will use the secure Coeus website (please see link below) to complete your annual objectivity in research disclosure, update your annual disclosure to reflect changes in your financial interests, or view the status of potential conflicts of interest you may have reported.

Coeus Administration & Access

Coeus Access Each unit has a Coeus Administrator who grants Coeus access to users within that unit. Once your Coeus Administrator has granted access and you have downloaded Coeus to your desktop, you will be able to view proposal, award, subcontract and other sponsored project data using your ASURite ID and password.

Contact Coeus Administrator Search for your unit's contact information at:

<https://pride2.asu.edu/orspacontacts>

Install Coeus to PC Desktop Download Coeus Installation file located at:

<https://webapp4.asu.edu/coeus4/CoeusWebStart.jsp>

Login to Secure Coeus Website Manage your annual disclosure on the web at:

<https://webapp4.asu.edu/coeus>