Kuali Coeus — Proposal Development

Accessing the Kuali Coeus system for Proposal Development of Document

- **Navigate to http://OneStart.iu.edu**
- **Click on Kuali Coeus (KC) in the left navigation column**
- **Click on the Create a Proposal icon**

STEP 1: Proposal Development Document screen.
- The system takes you to the Proposal Development Document screen.
- Complete the 8 required fields to start a proposal.
- **Required Fields = *:**

Proposal Number	A system generated unique number associated with the proposal
* Description	A very brief description of your project.
* Proposal Type	The type of proposal being submitted (i.e., new, competing, noncompeting, etc).
* Lead Unit	The unit responsible for the application and administration of the project. The lead unit is directly connected to the lead principal investigator.
* Activity Type	The primary purpose of the proposal. (i.e., research, instruction, etc.).
* Project Title	Enter the proposed title of the project (up to 500 characters, Grants.gov titles will be truncated to 80 characters).
* Sponsor Code	The identification number of the organization or agency that is providing support for the sponsored project
* Project Start Date	The proposed month, day and year in which the project will begin.
* Project End Date	The proposed month, day and year in which the project will end.

STEP 2: Sponsor and Program Information Tab:
- Complete Sponsor Deadline Date
- Sponsor Deadline Time

Grant Application Training

The Office of Sponsored Programs has launched an one-hour training session that will cover Conflict of Interest Form for all current and future Project Directors.

Register by contacting:
TJ Stoops (219) 980-6832 or tkstoops@iun.edu

Faculty Summer Salary and Fee Remission for Grads
Date: Wednesday, January 16, 2013
Time: 7:30-8:30 a.m.
Location: Hawthorn Hall 243

Faculty Summer Salary and Fee Remission for Grads
Date: Wednesday, January 16, 2013
Time: 11:30-12:30 p.m.
Location: Hawthorn Hall 243

Effort Certification Document (A21)

An effort reporting system is a mandatory requirement of the U.S. Office of Management & Budget's (OMB) Circular A-21, the costing guidelines for educational institutions.

The KFS effort certification reports (effort reports) provide an after-the-fact method of accounting for effort for employees who are paid in whole or part, or are cost-shared, as part of a federally sponsored agreement. Effort certification confirms that the distribution of an employee's salary and wages to sponsored projects (represented by KFS accounts) and all other activities reasonably reflects the actual activity of the employee.

Effort certification reports route electronically to persons who can personally verify the activity of the individual covered by the report. Typically, individuals capable of verifying effort are the principal investigator of a sponsored project and a responsible fiscal officer using a suitable means of verification that the work was performed.

Effort certification reports are normally completed for all persons who fall into any of the following categories.

- An employee who received full or partial compensation from a federally sponsored agreement (anyone paid from any grant, contract or other agreement between the institution and a sponsoring agency)
- An employee who spent some or all of his or her effort to meet a cost-sharing commitment on a federally sponsored project

Effort certification reports are *not* generated for employees **not** funded or cost-shared on sponsored agreements, or are funded solely by non-federally sponsored sources.