Key Steps to Create the CoeusLite™ Proposal

1. Generate your proposal number:
   a. Enter in all fields designated with a red asterisk (*) in your new proposal.
   b. Click **Save**.
   c. Result: Your proposal number appears in the upper-right corner of the screen:

2. Fill in as much of the General Proposal information screen as possible.

3. Once you have entered and saved the Opportunity ID or CFDA Number, you should click the Grants.gov link to establish the link to Grants.gov.

Once you establish the link, the Grants.gov logo will appear in your proposal header.
Continue filling out the proposal (not necessarily in this order):

- Enter any additional performing sites for the project, if necessary, on the Organization screen.

- Enter the PI and any Co-Investigators to the Investigators/Key Persons screen.
  - Certify the PI and Co-Investigators (also on the Investigators/Key Persons screen).

- Complete the Special Review screen if the proposal includes any research that requires special review or approval of work such as research including human subjects or recombinant DNA.

- Enter any pertinent abstracts, if required for the agency, on the Abstracts screen.

- Answer the compliance questions on the YNQ screen.

- Check the roles that have been assigned for your proposal on the Proposal Roles screen, and make changes as necessary.

- Enter your budget by clicking the Budget screen. This will cause a new menu to display, entirely based on budgeting options.

- Upload the attachments required by your opportunity, via the Upload Attachments screen.

Finalize your proposal:

- Mark your budget as final and complete on the Budget Summary screen.

- Click the Grants.gov link again and respond to any validation errors returned from the system.

- Once these corrections are made, click the Grants.gov link to validate again and respond to any additional errors.

- Continue to click the Grants.gov link and correct errors as necessary.

Click Validate to check your proposal against internal MIT rules, which will help you to verify that your proposal is complete and ready to be submitted for approval. Review any messages that appear and verify that appropriate files have been uploaded and that they are in the sponsor-mandated file format. Make any corrections, additions, or changes as required.

Click Submit for Approval when the proposal is complete (i.e. checked and validated), to begin the internal routing process.