Proposal Roles
Definitions

The Proposal Aggregator can assign other individuals as Aggregators or to other proposal roles within a proposal. The role determines their access to the proposal.

Aggregator

Aggregators have the following authorizations within the proposal:

- Can Assign proposal roles as appropriate
- Can View and Modify all parts of the proposal (proposal, narratives, budget, rates)
- Can Send certification notifications
- Receives the “All certifications are completed” notification
- Can Submit for routing
- Can Recall from routing
- Can View investigator certifications

The Proposal Creator is an Aggregator automatically as are any assigned to the role at the department level.

Other Common Proposal Roles

Budget Creator

- Can View all parts of the proposal
- Can Create and Modify the proposal budget
- Can Modify proposal rates

Narrative Writer

- Can View and Modify the proposal and proposal narratives
- Can View the budget

Viewer

- Can View parts of the proposal (proposal, narratives, budget)

Roles Not Generally Used

Aggregator Backup

- Can Assign proposal roles as appropriate
- Can View and Modify parts of the proposal (proposal, narratives, budget)
- Can Submit for routing

Modify Proposal Rates

- Can Modify proposal rates

Access Proposal Persons Institutional Salaries

- Not used

Approvers

All Approvers can be viewed once the proposal is submitted for routing. Approvers cannot be modified from within proposal by the Aggregator.
Adding & Removing Proposal Roles

The Proposal Aggregator can assign other individuals as Aggregators or to other proposal roles within a proposal. They can also remove proposal role assignments.

Adding/Assigning individuals to roles

Select Proposal Roles from the left navigation bar

Click on Add User next to the role you wish to assign
QuickCard: Proposal Role Definitions / Adding and Removing Proposal Roles

Search for and Select the User to add them to the proposal

<table>
<thead>
<tr>
<th>Proposal Roles</th>
<th>Add User</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aggregator</strong></td>
<td></td>
</tr>
<tr>
<td>User ID</td>
<td>User Name</td>
</tr>
<tr>
<td>barrr</td>
<td>Barrar, Wendy</td>
</tr>
<tr>
<td>0586188</td>
<td>Theophile, Jessica</td>
</tr>
<tr>
<td>01133169</td>
<td>Scandra, James</td>
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<tr>
<td>00133591</td>
<td>Suazo-Smith, Donna</td>
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<tr>
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Removing individuals from roles

Remove individuals from role assignments by clicking on the Remove link

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Getting Help

Coeus Support
Coeus-help@neu.edu

Office of Research Administration & Finance (ORAF)
Grant Officer: http://www.northeastern.edu/research/raf/contact/

5/9/2013