Finding Key approval elements in CoeusLite

Where are the Key Elements I should review during the Approval Process?

Proposal Deadline Date

- The Proposal Deadline date is found on the General Info tab, about 1/3 down the page:

Cost Share

- Cost Share Distribution is located in the Budget within the Cost Share Distribution tab:

- In the Cost share distribution page, the “Source Account” field should list the name of the entity funding the cost share. This field is a reporting field, and consistency of data in this field is required for accurate reporting.
- For mandatory cost share, and cost share agreed to by the Provost, there should be a letter of commitment attached as an “Other Institutional Attachment:”
Indirect cost exceptions

- If the sponsor requires a different indirect cost rate from standard Institute Indirect cost rate, you will see the different amount on the Budget-Proposal Rates tab:

![Budget tab](image)

- For sponsor required changes to the Institute rates, there should be documentation from the sponsor that specifies the rate requirement, uploaded as an “Other Institutional Attachment:”

![Upload Institutional Attachments](image)

Credit Splits

- Credit splits are found on the Credit Split tab:

![Credit Split tab](image)

- The total for all investigators must equal 100%; total of all units under each investigator must equal 100%.

Getting Help

**Coeus Support**
Coeus-help@neu.edu

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