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

**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>User ID</td>
<td>User Name</td>
</tr>
<tr>
<td>barrgar</td>
<td>Barrgar, Wendy</td>
</tr>
<tr>
<td>05981688</td>
<td>Theophile, Jessica</td>
</tr>
<tr>
<td>01131598</td>
<td>Scandra, James</td>
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<tr>
<td>001353591</td>
<td>Suazo-Smith, Dona</td>
</tr>
<tr>
<td>00425077</td>
<td>Cibbe, Sara J</td>
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Removing individuals from roles

Remove individuals from role assignments by click on the Remove link

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Getting Help

Coeus Support  
RDOST-help@neu.edu  
Office of Research Administration & Finance (ORAF)  
Grant Officer: http://www.northeastern.edu/research/raf/contact/