Copying an existing proposal is especially useful for preparing a Grants.gov Change/Corrected, or for updating and resubmitting a similar work to the same or another sponsor:

- From **My Proposals** or **Search** – Find the proposal you want to copy

  **You must have the Aggregator Role in the original proposal to copy all Narratives and Budget.**

- **Select** the proposal **title** to open the proposal
- **Select Copy** from the left navigation bar
- If you are authorized to create proposals in more than one Unit, you will be prompted to **select a Lead Unit**.
- The next screen appears:

  (Note: Active checkboxes have white backgrounds meaning there is something available to copy. If the boxy is gray, it means there is nothing in the original proposal to copy.)

- **Select to copy Budget** – Click the checkbox if you wish to copy budget details. Once selected, choose to copy **all** budget versions or **only** the budget version marked as **Final**.
  
  **Note:** if you select **Final Only**, and no budget marked as final, no budget will be copied to your new proposal.

- **Select to copy Attachments** (if appropriate – most of the proposal narrative files will need to be updated for all but Change/Corrected applications).

- **Select to copy Questionnaire** (if appropriate – you should review to revise your responses as needed.)
**QuickCard: Copying a Proposal**

**New Red Alert** if the source proposal includes a linked Grants.gov opportunity:

This proposal copy will include a linked Grants.gov opportunity. Use the 'Delete Opportunity' option in the Grants.gov screen/window of the copied proposal to remove an invalid/expired opportunity.

**Copy Proposal**

![Source Budget has Inactive Appointment Types and Period Types. Do you want to continue?](image)

**Review any warnings regarding Appointment Types, Period Types, or Cost Elements.**

A warning will appear if any of these have been made inactive but are present in the selected budget. You will be required to remove inactive elements or select a valid alternative.

The following will occur if a budget person has an Appointment or Period Type that has been made inactive. You may continue with the selected budget, or click ‘No’ and opt to create a new budget.

![Source Budget has Inactive Cost Elements. Do you want to continue?](image)

Your Copied Proposal will be created and appear on My Proposals screen – the highest proposal number on your list. **Return to My Proposals** to open the copied proposal.

When the **Copy Proposal** option includes **Copy Narratives**, Coeus will copy all the attachment types and uploaded files. These copied attachment types will only be valid for re-use as a system-to-system (s2s) submission if the copied proposal links to the same or similar Grants.gov opportunity. If the user navigates to Upload Attachments, all of the copied types – even Grants.gov opportunity specific - can be viewed and maintained prior to linking the newly copied proposal to a valid Grants.gov opportunity.

**Update your Copied Proposal elements!**

1. Adjust the start and end dates to meet your new submission requirements, if necessary.
2. Link to the Grants.gov opportunity and forms (the CFDA and/or Funding Opportunity Number info will copy, but you still need to complete the link).
3. Recertify the Investigator(s).
4. Verify that any copied narrative types are still appropriate.
5. Adjust the budget period boundaries to reflect the new dates.
6. Review the rate tables, syncing the rates if necessary.
QuickCard: Copying a Proposal

7. Save each period in the Personnel Budget. Review these amounts against the original proposal to ensure they are calculating correctly.

When Copied Proposal Narratives require special attention:

For example: NIH modified their research plan narrative requirements for submissions after January 25, 2010. Therefore, a copy of an NIH R01-style proposal submitted prior January 25, will contain all the narrative types used in the previous submission – several of these types have been retired and replaced by a single narrative. When the valid Grants.gov opportunity is linked, the user should review the current sponsor requirements and add the required narrative type for the new submission. While the extra (copied) narrative types & files won’t be transmitted to the sponsor, it is advised that the user delete the narratives that are no longer relevant to avoid confusing the internal reviewers.

Getting Help

Coeus Support
RDOST-help@neu.edu

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