Adding a Name to the Rolodex

Getting Started

The Rolodex, as its name implies, is an address book of non-Northeastern Investigators (with relevant contact information) that Coeus uses to populate investigator information in a proposal. In order to add individuals to the Rolodex, a user must have the Rolodex Maintainer role.

Non-Northeastern employees with a sponsored account are included in the Person Directory ("Employee Search") in the Coeus application, and need not be added to the Rolodex.

To add a non-NU Investigator to the Rolodex:

1. Open the proposal and select Add New Rolodex Entry

2. From the Add New Rolodex Person screen select the Search link to find the Sponsor:
- Enter information in the **Search** dialog window and select the corresponding Sponsor.

- Enter the remaining information for the new Rolodex Entry.
QuickCard: Adding a Name to the Rolodex

- Click the Save button

If the Sponsor is not found upon searching, do one of the following:

- Submit a request to have the new Sponsor added to the Sponsor Table (RECOMMENDED - Saves entry steps, helps reduces errors, and helps in searching)

Complete Rolodex entry without linking to Sponsor (alternate)

- All Rolodex entries are available to ALL Coeus users – so even if your submission is NOT Grants.gov, the following fields must be present to avoid errors in future Grants.gov submissions:
  - Name (First and Last)
  - Organization – Do not use any Special Characters (see Grants.gov FAQ’s for more info on avoiding use of Special Characters). Special characters like an apostrophe (’) will cause a transmission error in Grants.gov submissions – DO NOT INCLUDE special characters even if the company name includes it
    - For example - Brigham and Women’s Hospital should be input as Brigham and Womens Hospital (no apostrophe)
  - Address (street address on the first line; other lines are optional)
  - City
  - State
  - Postal Code+4 (9 digits for US Domestic Addresses, NO HYPHEN...E.G. 021155005)
  - Country
  - Phone
  - Email
NOTE: Incoming faculty who wish to submit proposal applications for sponsored funding through Northeastern University prior to their official start date should NOT be added to the Rolodex; a Northeastern University Sponsored Account is required. Coordinate with the department office/administrator to determine an appropriate sponsor; then, the incoming faculty member must visit the Northeastern University Information Systems Sponsored Accounts Request webpage to apply.

Getting Help

Coeus Support
RDOST-help@neu.edu

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