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.

7/8/2013
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
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>
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<tbody>
<tr>
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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      Office of Research Administration & Finance (ORAF)
Coeus-help@neu.edu  Grant Officer: http://www.northeastern.edu/research/raf/contact/

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