Selecting Appropriate Roles for Non-Northeastern University Investigators

Getting Started

Use the following guidelines to assist with selecting the appropriate role in COEUS for non-NU investigators:

1. **Non-NU investigator will need access to work on the proposal in Coeus:** The lead unit college must provide the investigator with a [sponsored account](#). Sponsored accounts are fed from HR into the Coeus “employee” database, and only those in the employee database can have roles assigned to them in Coeus.

2. **Non-NU investigator is from a Sub-Contract on the proposal**
   
   a. Individual can be either a Multi-PI, Co-Investigator, or Key Study Person
   
   b. Individual must be setup within the Rolodex
      
      i. Add the person from the “Non-Employee Search” button
      
      ii. After adding the investigator, select “Details” on the investigator line
iii. Insert the Lead Unit NUMBER from the proposal (e.g. 150001) to the “Home Unit” field  
iv. Insert the Lead Unit NAME (e.g. Center for Coeus Training) to the “Division” field  

<table>
<thead>
<tr>
<th>Coeus Home</th>
<th>My Negotiations</th>
<th>My Proposals</th>
<th>My Awards</th>
<th>My COI</th>
<th>My IRB Protocols</th>
<th>My Log</th>
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<td>Proposal Summary</td>
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<td>Investigator: Sanchez, Marlon</td>
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<td>Last Updated: 2014-02-06 16:47:12.0 by Sanchez, Marlon</td>
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v. Fill in any missing information required by the solicitation and SAVE  

**Note:** If Investigator role is Multi-PI or Co-Investigator, Credit Split will be ZERO for the Non-NU individual, 100% to the unit  

3. Non-NU investigator is a Student (e.g. Graduate or Undergrad), where the solicitation requires the student be a named Principal Investigator on the proposal:  
   a. The lead unit college must provide the investigator with a sponsored account. The college may limit Sponsored Account duration to expire at the end of the proposal’s review period. The student must complete NU’s certification, and as such, will need access to the Coeus proposal.  

4. Non-NU investigator is an incoming PI or Co-PI, or a visiting professor:  
   a. The lead unit college must provide the investigator with a sponsored account. The PI or Co-PI must complete NU’s certification, and as such, will need access to the Coeus proposal.
5. **Non-NU investigator is an incoming Key Study Person:**
   a. Individual must be set up within the Rolodex
   b. Add the person from the “Non-Employee” search, choose the Coeus Proposal Role “Key Study Person” from the dropdown, and in the “Key Person Role” field that appears, list the appropriate role title. By assigning the “Key Study Person” role, investigator certification is currently not required *(Key Persons will need a sponsored account when Coeus ’’self-certify’’ functionality is implemented, as required by Federal Regulations)*
   c. After adding the investigator, select “Details” on the investigator line, and fill in any missing information required by the solicitation in the Person Details record.

NOTE: Northeastern University, through submission of the proposal, is certifying on behalf of the Investigators; as such, all Investigators must certify on their own behalf that he/she will adhere to NU policies. For non-NU Investigators, your **Grant Officer** can assist with providing a non-NU certification letter for upload into Coeus.

**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/)