

Quick Guide to Approving, Rejecting, or Recalling a Proposal in CoeusLite

Mobile device friendly!

Step 1: Log on to CoeusLite

Click on the link in the notification email you received from Coeus.Application@Princeton.EDU. If you do not have the email, or you are not an approver but need to recall, you can use this URL: <https://puwebp.princeton.edu:8443/irb>

Enter your NetID and password in the boxes and click on Login.

Step 2: View basic proposal information

- Review the basic summary and budget information. (If approving/rejecting and the proposal summary screen does not appear as shown below, click on **Inbox** and click on the proposal. The proposal details screen will appear. **Recalling?** Click on **My Proposals**, click on the proposal, and then click on **Proposal Summary**. The proposal details screen will appear.)
- Click on the **Budget Reports** to view detailed budget information.
- Click on the **View** button to review proposal attachments, such as the narrative or budget justification.

The screenshot shows the CoeusLite interface for a proposal. A red box highlights the 'Approval Actions' menu on the left, with an arrow labeled 'A' pointing to the 'Approve', 'Reject', and 'Recall' options. Another red box highlights the 'Budget Summary' table, with an arrow labeled 'B' pointing to it. A third red box highlights the 'View' button in the 'Attachments' section, with an arrow labeled 'C' pointing to it.

Period	Start Date	End Date	Direct Cost	Indirect Cost	Under Recovery	Cost Sharing	Total Cost
1	11/01/2017	10/31/2018	\$291,936.00	\$17,926.10	\$0.00	\$0.00	\$309,862.10
2	11/01/2018	10/31/2019	\$302,917.56	\$18,573.57	\$0.00	\$0.00	\$321,491.13
3	11/01/2019	10/31/2020	\$314,317.50	\$19,244.83	\$0.00	\$0.00	\$333,562.33

Please note:

- To view detailed **cost sharing** distribution by dept, click the + next to "Proposal Print", then click on the + next to **Sponsor Form Packages**, then check off the cost sharing reports and click "Print Selected".
- To view **more detailed proposal information** in CoeusLite, click on the "Full Proposal Details" link on the left side to view more info. Then click on "Approval Routing" to approve, reject, or recall.

Step 3: Approve, Reject, or Recall

Click on the Approve, Reject, or Recall link on the left side of the screen.

The screenshot shows the CoeusLite interface for a proposal. A red circle highlights the 'Approve', 'Reject', and 'Recall' options in the 'Approval Actions' menu on the left. A red arrow points to the 'Recall' option.

Enter comments (optional for approval, mandatory for rejection and recall).

Then click on the Approve, Reject or Recall button.

Ignore the Add buttons, Attachments section, and Add Approver link.

The screenshot shows the CoeusLite interface for a proposal. The 'Add Comments' section is visible, with a text area and an 'Add' button. The 'Add Attachments' section is also visible, with a 'Description' field, an 'Attachment' field, and an 'Add' button. A red arrow points to the 'Approve' button at the bottom left.

Step 4: Logout

Press the Logout button in the upper right corner of the screen.

The screenshot shows the CoeusLite interface for a proposal. A red arrow points to the 'Logout' button in the upper right corner of the screen.

Have more proposals to approve?

Before logging out, click on the **Inbox** link in the top bar. Click on the proposal title or number, then continue with step 2.

Need help or more info?

Email: coeus_help@princeton.edu

Web: <https://orpa.princeton.edu/resources/coeus>

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