

Top 10 Coeus Questions

1. My proposal is locked by my user account so I can't edit it.

- Click on the File menu and select "Current Locks". Highlight your proposal and press the Unlock button on the right side. Repeat as many times as your proposal is listed. Then you can edit your proposal. If it's locked by someone else, ask them to unlock it.

2. My Coeus desktop icon stopped working.

- You may want to stop using the icon completely. Many other applications, like Prime, do not have desktop icons. You can launch Coeus from the link on the Coeus Home Page. If you really want the icon to work again, follow the instructions in the Installation & Troubleshooting link on the Coeus Home Page.

3. Java keeps asking if I want to update. Should I?

- On a DeSC machine? The Java update will install eventually so you can click on Later. Non-DeSC? Click on Update. Regardless, do not click on Block (you won't be able to launch Coeus if you click on Block.)

4. How do I recall my proposal?

- In Premium, search for the proposal, double click on it, then click on the flag button (third icon in the second toolbar). Click Recall.
- In Lite, click on My Proposals, click on the proposal, then click on Approval Routing. Click Recall.

5. I try to submit but Coeus says "no routing stops have been defined".

- This is because your proposal doesn't have a budget. For pre-proposals without budgets, mark the \$0 budget final and complete, then you can submit.

6. I need to make a proposal hierarchy but have never created one before.

- Directions are in the Proposal Hierarchy manual on the Coeus Guides page. You can also email coeus_help@princeton.edu for help.

7. I'm trying to certify but Coeus says "this is not a proposal person".

- Delete the person from the Coeus Investigator tab, press save & close the proposal. Open the proposal in Edit mode and add the person back, and press save. Coeus should then let you certify the person.

8. I try to submit and Coeus says my narratives are incomplete, but they are complete.

- Click on the narrative button and close the narrative screen. Sometimes opening and closing the narrative screen is enough. If that doesn't work, change one of your narratives to incomplete, press save, & close the proposal. Open the proposal in Edit mode, open the narrative, change the incomplete file to complete press save. Now submit.

9. My proposal has negative underrecovery; is that a problem?

- Negative underrecovery is a Coeus quirk and can be ignored.

10. When is Coeus being replaced?

- Check back for updates listed in the Coeus Replacement Project section of the Coeus home page.