Award Summary and related attachments in Coeus Lite

Getting Started
The system database is the system of record for proposals and awards, along with related attachments from each module. ePaws attachments are sent to the Institute Proposal Module, and award attachments are saved in the Awards Module. For users familiar with Coeus Development Proposal Module, the precursor to ePaws, attachments saved in that module still exist in the database.

Based on user feedback, the Coeus Awards Module in Coeus Lite is now available for users to see a summary of the Award information, and to have access to attachments from all modules.

To view the Awards Module summary and related attachments, log into Coeus Lite using your MyNeu username and password and click on ‘My Awards’ on the top toolbar:

Using the Module
Select My Awards and Coeus will show the list view for Coeus Awards related to the logged in user:
Users can export the dashboard result to Excel:

Use the award search function to find a specific Coeus Award:
The Award Summary tab will show basic information about the award, such as Account No/Banner Grant#, Sponsor, award type, personnel, schedules, and “point in time” award totals:

![Award Summary Tab](image)

The Project Documents tab shows all project documents related to the Coeus Award, the linked Coeus Institute Proposal (which contains all ePaws attachments), and the linked Coeus Development Proposal. Click on the ‘View’ icon to open the attachments:

![Project Documents Tab](image)

Getting Help

Coeus/ePaws Support: NU-RESHC@northeastern.edu
Northeastern Research Enterprise Services
Grant Officer