

Sunday, March 30

Sessions	Meals	Versailles (Lower Level)	The Denechaud Room (2 nd floor)	Gravier Complex (2 nd floor)	Bienville Complex (2 nd floor)
12:00-5:00pm Open Registration, 2 nd floor					
1:00-2:30pm System Demonstrations, Session 1	Refreshments are available 2:00 to 3:30pm	CoeusLite Proposal Development Demonstration, hosted by SUNY - Albany	Award/Subcontract Module Demonstration, hosted by MIT	COI Demonstration, hosted by Dartmouth College	IRB Module Demonstration, hosted by Yale University
3:00pm-4:30pm System Demonstrations, Session 2		CoeusLite Proposal Development Demonstration, hosted by SUNY - Albany	Award/Subcontract Module Demonstration, hosted by MIT	COI Demonstration, hosted by Dartmouth College	IRB Module Demonstration, hosted by Yale University
5:00 – 6:00pm, Cocktail Reception	Versailles Room				

Monday, March 31

Sessions	Meals	Versailles (Lower Level)	The Denechaud Room (2 nd floor)	Gravier Complex (2 nd Floor)	Bienville Complex (2 nd Floor)
8:00-9:00 Continental Breakfast					
9:00-10:30 Plenary			Welcome – Tim Schleicher State of the Union - Steve Dowdy Consortium Update – Chair Terri-Lynn Thayer		
10:45-12:00 Breakout Sessions	Refreshments are available 10:00 to 11:00		Using Proposal Hierarchy for an NIH R01 Submission - Susan Palmer, Johns Hopkins	Personalizing Coeus for your Institution without Programming - Robert Dias & Mojgan Amini, University of California, San Diego	Implementing Coeus – A Collaboration Involving Pre- Awards, Post-Awards, Information Systems and Campus End-users – Edward Castagna, University of Medicine and Dentistry of New Jersey and Marjorie Foster, University of Maryland, Baltimore
12:00-1:15 Sit down lunch		Lunch in Versailles			
1:30-2:45 Breakout Sessions	Refreshments are available from 2:30 to 3:30		Proposal Budget Development Using CoeusLite and Coeus Premium – Rhonda Reese, Johns Hopkins	Converting Legacy Data into a Coeus Database – Doug Bowser, University of Maryland, Baltimore and Rob Yetter, Coeus Consortium	Developing a Training Program for Administrators and Faculty- Sam Gannon & Peggy Pobst, Vanderbilt University
3:00-4:30 Breakout Sessions			Proposal Development Review and Submission to Grants.gov, the Research Administration (OSP) Perspective - Tim Schleicher, Johns Hopkins	Panel Discussion: IT Topics (Informational Reporting Scripts, Custom Data Searches, Tablespace Management, Backup Strategy, LDAP) – Moderator – Clayton Hick, Brown University	The Future of the Conflict of Interest Module, Tom Drinane, Dartmouth College
5:00-6:00 Reception	Versailles Room				

Tuesday, April 1

Sessions	Meals	Versailles (Lower Level)	The Denechaud Room (2 nd floor)	Gravier Complex (2 nd Floor)	Bienville Room (2 nd Floor)	Orleans Room
8:00-9:00 Continental Breakfast						
9:00-10:30 Plenary			Incorporating a Reporting Infrastructure into the Coeus 4.3 Application - Rom Elizes, University of Medicine and Dentistry of New Jersey			
10:45-12:00 Breakout Sessions	Refreshments are available 10:00 to 11:00	Configuring Coeus Workflow (Approval Maps and Business Rules), Functional Considerations – Steve Dowdy, MIT	Configuring Coeus for S2S Integration with Grants.gov Technical Considerations - Sabari Nair, MIT	Post Award Functionality: Award and Subcontracts Modules Demonstration - Marisa Schasel, Clayton Hicks, Chris Davis, and Jennifer Quinn, Brown University	Coeus Negotiations: A Functional Pre-Award Perspective – Chris Tompkins, Purdue University	IRB Correspondence Configuration and Use - Mike York. Mike Paquette, Yale University
12:00-2:00 Subcommittee Working Lunch		Compliance Subcommittee: Tom Drinane, Dartmouth College (IRB, COI, IACUC)	Pre-Award: Rob Dimmitt, Purdue University	Technical: Clayton Hicks, Brown University	<i>Membership:</i> Vonnie Perkins, University of Maryland, College Park	Post-Award: Marisa Schasel, Brown University
2:15-3:15 Breakout Sessions	Refreshments are available from 3:00 to 4:00	"Ask the Expert" session – Moderator: Sharon Bowser, University of Maryland, Baltimore	KRA Release 1.0: Proposal Development – Lisa Oliva, Peter Asquith, MSU, Lori Schultz, University of Arizona	KRA Technology Overview – Andy Slusar, Bryan Hutchinson, Cornell University, Terry Durkin, Indiana University	"Lightning Talks" – Moderator: Ken Geis, University of California, Berkley	KRA Human Participants IRB Module – Dan Dwyer, E. Ray Stinson, Cornell University, Lora O'Connor University of Arizona
3:30-4:30 Plenary Conference Wrap- Up			Subcommittee Chair Reports Presentation of User Survey Results— Tom Drinane, Dartmouth College Conference Wrap-Up: Tim Schleicher			



System Demonstrations Sunday, March 30

CoeusLite Proposal Development Demonstration

Sunday, Versailles 1:00 & 3:00

David Usher
RF-SUNY Coeus Coordinator
Research Administrator
University at Albany

This Demonstration Session will deal with the entire proposal preparation process using CoeusLite. It will begin with an overview of the data elements that are pre-loaded into Coeus and how they contribute to the application that will be prepared during the demonstration. Some of the items that will be mentioned in this overview are the Organization Structure, Indirect Rates, Personnel Data, and Sponsor Data. Then we will step through each of the sections in Coeus that are used to build a successful proposal. At the conclusion of the demonstration, we will have prepared a complete proposal ready for submission to the funding sponsor, either directly through Grants.gov or by some other means.

Award/Subcontract Module Demonstration

Sunday, Denechaud, 1:00 & 3:00

Rosemary Hanlon

Manager, Electronic Research Administration MIT Office of Sponsored Programs

This demonstration session will provide an overview of the Coeus Award Module. In this session, we'll track the lifespan of a sponsored award, from initial entry, updating the award, through close-out.

Items we'll try to cover:

- Definitions and terms
- Creating new awards
- Linking Institute Proposals to Awards (what auto-links, vs. what must be entered)
- Creating award structures to manage multi-faceted or multi-year awards
- Updating/Maintaining existing awards



- Generating a Sequence vs Edit vs creating a new award
- Basics of Queries and Searching
- Using the Medusa tool
- View options of Award data
- Print options of Award notices, Modifications and Money & End Date

Conflict of Interest Demonstration

Sunday, Gravier, 1:00 & 3:00

Tom Drinane

IS Manager Office of Sponsored Projects Dartmouth College

The COI demonstration will be a presentation of the current state of the Coeus Conflict of Interest module. The demo will include all aspects of COI function, including annual disclosures, identification of financial entities, and linkages between financial entities and proposals/awards. Limitations of the current design will be identified, and plans to revise the module will be briefly addressed. Both end user interface (i.e., that used by faculty to enter their financial entity data) and back end set up issues will be addressed. Time will be reserved for questions & discussion.

IRB Module Demonstration

Sunday, Bienville, 1:00 & 3:00

Kathleen T. Uscinski, M.B.A, C.I.P

Deputy Director, Human Investigation Committee Yale School of Medicine

This demonstration will focus on the full suite of IRB related functions.

Specific attention will be paid to the researcher's portal where protocol development, electronic submission of the protocol to research oversight bodies and the IRB, and investigator-IRB actions are performed and maintained.

IRB Committee development and maintenance and the processing and tracking of the protocol by the IRB will also be demonstrated. Best practice implementation strategies, reporting and research administration initiatives to improve institutional compliance will be discussed.



Break-out Sessions and Panel Discussions Monday, March 31

Using Proposal Hierarchy for an NIH R01 Submission

Monday, Denechaud, 10:45

Susan Palmer

Business Services Analyst
Office of Research Information Systems
Johns Hopkins University

This session will demonstrate the Proposal Hierarchy functionality for a type NIH R01 proposal submission via Grants.gov

An introduction to Proposal Hierarchy through connecting sub budgets for NIH R01 submission. The session will provide a broad overview of when and how to use the Proposal Hierarchy functionality, then specifically demonstrate the use for NIH R01 submissions. Topics discussed will include how to link proposals together, how to remove a link, syncing the child proposal to a parent and where narrative pieces should be attached.

Using Proposal Hierarchy offers versatility in many otherwise confined situations. One such instance is Multi-Pl submissions. If each Pl only wants to see his/her part of the budget, users can create a child for each Pl. Proposal Hierarchy is also useful if Pls or Co-Pls are in different departments from each other. In this case, users from each dept can create their own child proposal and then link it later to the main submission. Variances within one budget may be simplified when using Proposal Hierarchy by breaking a budget out into separate sections. Examples of when this would be useful include: if a proposal will utilize both on and off campus rates, change overhead rates, or if the budget years cross fiscal years.

Personalizing Coeus for your Institution without Programming

Monday, Gravier, 10:45

Robert Dias Coeus Project Lead University of California, San Diego **Mojgan Amini**SPEAR Systems Manager, ACT
University of California, San Diego

The Personalization Engine, incorporated into Coeus 4.3, is a feature extension to the Coeus system which allows for local customizations to the Coeus system without changes to the code base. The local customizations are simply achieved through external properties/policy/xml files. Different levels of customization include:



- ❖ Look and Feel: changes to the all screen components including label and field names, color, disabled/enabled/visible, required/not required.
- Functionality: context sensitive behavior like links to component-level help, short-cut keys, availability of functionality depending on user, status, or data/content
- Policy: security/access restrictions depending on user, ownership of records, who created record, shared access. This takes the existing Coeus security and roles to another level and allows for dynamic setting of permissions and rules.

Real-world examples of customization will be demonstrated as well as a practical usage of context-sensitive details and reports.

Implementing Coeus – A Collaboration Involving Pre-Awards, Post-Awards, Information Systems and Campus End-users Monday, Bienville, 10:45

Marjorie Forster

Assistant Vice President, Research Office of Research and Development University of Maryland, Baltimore

Edward Castagna

Programmer/Analyst
Information Services and Technology
University of Medicine and Dentistry of New Jersey

The focus of this session is to share with participants lessons learned from the selection of Coeus, and the steps taken for implementation of the Coeus Development, Institute, and Award modules.

Implementing Coeus as a turnkey system and allowing users access to it without appropriate training may not be the best plan of action for implementing a new Coeus System. What set of decisions need to be made to ensure that the implementation of Coeus is supportive of the University's policies, processes and procedures?

This session will share the approaches taken by the University of Maryland, Baltimore (UMB) and the University of Medicine and Dentistry New Jersey (UMDNJ) in selecting Coeus and its subsequent implementation. Topics to be covered include:

- How the selection and evaluation was made of the various System Options among Grants Management Systems including demonstrations of the Products
- ❖ How the decision was made to select Coeus from among the various Products
- ❖ How to put the best team in place for implementation a collaborative team involving Pre-Award, Information Systems, Post-Awards, and campus end-users



- How to design a successful implementation plan and whether to do a phase-in approach or have an all at the same time approach
- Description of UMDNJ Implementation of Coeus: Phase 1 (Proposal and Awards Tracking and Subcontracts)
- Description of UMB Implementation of Coeus: Phase 1 Proposal Development, Phase 2 Institute and Award Modules
- Plans for future Modules

Proposal Budget Development Using CoeusLite and Coeus Premium

Monday, Denechaud, 1:30

Rhonda Reese,

Assistant Administrator for Research Department of Medicine Johns Hopkins University School of Medicine

This session will showcase some of the tools available in Coeus Proposal Budget Development, using both CoeusLite and Coeus Premium.

Special features of this breakout session will include:

- setting budget period cost limits
- applying cost elements to later periods
- syncing detailed budget to modular format
- adjusting period boundaries (budget periods)
- receiving, uploading, translating subcontract files
- standard print views of the budget
- several other tips and tricks in budget development

Review of when to use Coeus Premium over CoeusLite



Converting Legacy Data into a Coeus Database

Monday, Gravier, 1:30

Doug BowserIT Application Manager
University of Maryland, Baltimore

Rob Yetter Consultant Coeus Consortium

We will address the functional considerations as well as discuss the technical aspects of converting data from legacy system(s) into a Coeus instance.

The Functional discussion will focus on the decision process involved prior to converting data. The following points will be discussed:

- What types data will be brought into Coeus from your legacy systems
- How much history will be brought forward
- ❖ Will Coeus house all data for reporting or will reporting be split between applications
- Data Cleansing
- Mapping legacy terms to Coeus Terminology
- Code Table review
- What data needs to be converted for each module
- Different structures for storing award hierarchies

The Technical portion of the discussion will focus on the details of the conversion process including:

- Which tables need to be populated for the IP and Award modules
- The rough spots in dealing with the Medusa tables and parent/child relationships
- The Coeus method of sequencing IP and awards
- Tools used for converting data



Developing a Training Program for Faculty and Administrators

Monday, Bienville, 1:30

Sam GannonEducation and Training Manager
Vanderbilt University

Peggy Pobst
Office of Research
Vanderbilt University Medical Center

This session will address the challenge of educating a diverse range of faculty, research administrators, central office staff and others in using Coeus for proposal development and submission. Hear firsthand how Vanderbilt University Medical Center developed and deployed its Coeus education and training program throughout the campus, built buy-in and expanded its use of the program to include not only proposal development for Grants.gov submissions, but for all grant and subcontract development and submissions.

Proposal Development Review and Submission to Grants.Gov, the Research Administration (OSP) Perspective Monday, Versailles, 3:00

Tim Schleicher

Director – Office of Research Information Systems Johns Hopkins University

In this session, we will examine the tools available to Research Administrators for conducting their Institutional review of a Coeus Proposal Development Record. We will discuss the Coeus Roles required for Proposal Approvals and Proposal submission. We will discuss the Post-Submission approval process as well. We will examine features of Coeus workflow beginning with the Coeus In-Box, and discuss how to delegate approvals, bypass approvals, and add additional approvals on the fly. We'll also discuss when you should reject the proposal. We will also examine the Data Override functionality and the edits available to Research Admin while the proposal status is "Approval in Progress". We will examine the differences between Coeus Premium and CoeusLite for approvals. We will submit the proposal to Grants.gov and discuss what happens next. We will discuss the Change/Corrected process and demonstrate linking the change/corrected proposal to the original submission. Attendees will be encouraged to participate in a discussion regarding the number of days BEFORE the sponsor's deadline they need in order to review the proposal.



Panel Discussion: IT Topics (Informational Reporting Scripts, Custom Data Searches, Tablespace Management, Backup Strategy, LDAP) Monday, Gravier, 3:00

Moderator: Clayton Hicks Systems Manager Office of Sponsored Projects

Brown University

This panel discussion will include topics like:

- ❖ Informational Reporting Scripts Getting info from our systems so we know what is going on
- Custom Data Searches modifying the search screens to add our custom data fields
- Tablespace management Server settings to manage space
- ❖ Backup Strategies How are we protecting our data from loss?
- LDAP (Lightweight Directory Access Protocol) Connecting Coeus to your central login/password server. What about JDAP for Java users?

The Future of the Conflict of Interest Module

Monday, Bienville, 3:00

Tom Drinane

IS Manager Office of Sponsored Projects Dartmouth College

An overview of the efforts of the COI working group of the Compliance Subcommittee, including ideas for extending the COI module to IRB protocols, enhanced flexibility in the implementation of COI, and more. At the January, 2008 meeting of the Commons Working Group, Conflict of Interest was identified as an issue of "high visibility" at both NIH and in the US Congress. A federal wide effort to encourage more structured COI information gathering is expected to bring about changes in this area.

By the time of the users meeting, we intend the first major overhaul of COI to be released in Coeus 4.3. The presentation will include a demonstration of the current state of COI as of 4.3, but also explain more about further enhancements, including:

Improved administrative functions to support tracking of annual COI updates



- Linking COI data to proposal, award, and protocol records
- Expansion of who can/must file COI, based on Institutional policy
- ❖ Enhanced COI assurance as part of proposal/protocol creation/submission
- ❖ Documentation of COI management at institutional level
- Built in notifications to COI manager and investigators regarding changes in status or reporting requirements
- ❖ . . . and much more!



Break-out Sessions and Panel Discussions Tuesday, April 1

Incorporating a Reporting Infrastructure into the Coeus 4.3 Application

Tuesday, Denechaud, 9:00

Romerl Elizes,

Senior Programmer Analyst University of Medicine and Dentistry of New Jersey

In the Coeus User Group Conference 2007, the University of Medicine and Dentistry of New Jersey (UMDNJ) did a presentation demonstrating its introduction of a reporting infrastructure into its implementation of Coeus. The reporting infrastructure was based on a development effort that used a mixture of the Java programming language and open source tools such as iText, POI, and JFreeChart to produce 20 customized reports that contained stylized tables and graphs. Consequently, the research administrators at UMDNJ found the reports to be of substantial value to their operations.

After a push from some universities for integration of this reporting infrastructure into the MIT Coeus application, the entire reporting infrastructure has been ported to the MIT premium application for a possible 4.3/4.4 release. This presentation will highlight some of the expected reporting functionality that will benefit Consortium members.

Configuring Coeus Workflow (Approval Maps and Business Rules), Functional Considerations

Tuesday, Versailles, 10:45

Stephen D. Dowdy,

Director, Electronic Research Administration Massachusetts Institute of Technology

Coeus 4.3 will begin to allow other modules to utilize the routing engine which is currently available in the proposal development module. This Demonstration/Discussion Session will provide practical examples for setting up routing, notification and validation rules. This session will use proposal development as a model on how an institution can create business rules and maps to accomplish complex routing, notification and validation rules. The use of the meta rule, which allows for final tuning of the business rule, will be discussed.



Configuring Coeus for S2S Integration with Grants.gov Technical Considerations

Tuesday, Denechaud, 10:45

Sabari Nair,

Technical Project Lead/Technical Architect Coeus Consortium

In this session we will cover the following topics:

- ❖ A brief overview of technical architecture of Coeus S2S implementation.
- Setting up Coeus server to communicate with Grants.Gov
- Certificate creation, installation and registration with Grants.Gov
- Lessons learned at MIT and other institutions using Grants.Gov
- Certificate Renewals

Post Award Functionality: Awards and Subcontracts Modules Demonstrations

Tuesday, Gravier, 10:45

Marisa Schasel

Associate Director Office of Sponsored Projects Brown University

Chris Davis

Senior Programmer/Analyst Computing and Information Services Brown University

Clayton Hicks

Systems Manager Office of Sponsored Projects Brown University

Jennifer Quinn

Application Support Specialist Office of Sponsored Projects Brown University

This session will introduce the main features of the Award and Subcontracts modules by demonstrating how Brown University specifically uses each module. The Award demo will showcase how Coeus captures award attributes, how award dollars are tracked, how to structure Parent / Child Awards, and how Brown uses Award Sequences. In addition, award templates, award notices, and reporting requirements will be highlighted. Dependent on the release of 4.3, Report Tracking will be discussed.



The Subcontracts demo will showcase how Coeus captures subcontract information, how the subcontract links to the Award, and how dollars are entered for a subcontract.

The session will also include a brief overview of Brown's implementation of these modules and how Coeus interfaces with Brown's FRS system,

*The demo will be with Version 4.2.3. If Version 4.3 is released and we have time to review new functionality, we will demonstrate the new features of 4.3.

Coeus Negotiations: A Functional Pre-Award Perspective

Tuesday, Bienville, 10:45

Chris Tompkins

Pre-Award System Specialist Sponsored Program Services Purdue University

This session will cover the usage of the Coeus Negotiation module. This will be a functional perspective that will focus on the business and administrative user, showing how Negotiation records may be used both as a tracking and informational tool. The standard creation of Negotiation records will be explained through the use of the Institute Proposal module and the current connection between the two. The usage of the Proposal Log will also be addressed to illustrate the process of generating a stand alone Negotiations as well as the Temporary Log to create a T-Number that may be later merged to a permanent record. Once created, the various record fields will be addressed and explained. Suggested processes on how to utilize the Negotiation module will be discussed to demonstrate the versatility of this particular module including helpful tips. The information to be presented is intended to provide those interested in this module a better understanding of the Negotiation module and how it can be applied.



IRB Correspondence Configuration and Use

Tuesday, Orleans, 10:45

Michael Paquette

Application Developer Yale Enterprise Systems Group Yale University

This session will demonstrate how to configure the Coeus IRB module to generate correspondences. It will also include how to assign correspondence generation to protocol actions as well as the set up and use of the IRB's batch correspondence functionality.

This session will also include a brief example of template development using Altova's StyleVision.

Preliminary Outline

- ❖ XSL template discussion
 - · General theory
 - Available tools
- Correspondence Maintenance functionality and menus
 - Correspondence Generated screen
 - Correspondence Maintenance screen
- Batch Correspondence
 - Batch Correspondence definitions menu
 - Batch menus from Committee Maintenance
- Challenge & Solutions
 - Institutional Considerations
 - Batch Timing
 - FOP issues
 - 1st time batch correspondence run ("priming the system")



Ask the Coeus Experts

Tuesday, Versailles, 2:15

Sharon Bowser,

Assistant Dean for Information Services University of Maryland School of Medicine

This Ask the Experts session is structured to allow folks to get answers to unresolved Coeus questions. Experts from the Coeus community will be on hand to answer questions related to the core Coeus modules (Proposal Development, Institute Proposal, Awards, IRB). Attendees are encouraged to submit questions in advance of the conference to sbowser@som.umaryland.edu. Questions can also be submitted during the conference; a sign up sheet will be available, or asked during the session.

Kuali Research Administration - Release 1.0: Proposal Development

Tuesday, Denechaud, 2:15

Peter Asquith

Professor of Philosophy Michigan State University

Lori Ann M. Schultz

Assistant Director, Sponsored Projects Services University of Arizona

Lisa Oliva

Contracts and Grants Administration Michigan State University

This session will demonstrate KRA Proposal Development User Interface and will discuss:

- Issues involved in how the KRA UI has evolved from the Coeus Premium and CoeusLite user interfaces.
- Differences and deferred functionality from Coeus Premium/CoeusLite

Kuali Research Administration - Technology Overview

Tuesday, Gravier, 2:15

Andrew Slusar, PMP

Senior Project Manager Kuali Research Administration Cornell University **Terry Durkin**

Development Manager and Lead Developer Kuali Research Administration Indiana University



Bryan Hutchinson

Development Manager and Lead Developer Kuali Research Administration project Cornell University

The Kuali Research Administration (KRA) technology overview session will include:

- ❖ An overview of the KRA timeline, technical architecture and KRA guiding principles.
- ❖ A discussion of the technical approach for developing COEUS functionality in the KRA architecture.
- ❖ A discussion of how KRA technology differs from Coeus (3 tier vs 2 tier architecture, Java Swing vs J2EE etc).
- ❖ A discussion of competencies an institution may consider developing in preparation for a KRA implementation (skill sets, training etc).

Coeus Lightning Talks

Tuesday, Bienville, 2:15

Ken Geis

Programmer/Analyst Research Administration and Compliance University of California, Berkeley

"Lightning talks" are a series of five-minute presentations crammed into an hour. Content may include tips and techniques, short demos, works in progress, questions, pleas for help, topics that don't require an hour to convey, or overruns from previous talks. Because each talk is only five minutes long, the subject matter for the hour can be very diverse.

Because of the format of lightning talks and the attraction to last-minute presenters, the speaker schedule will be determined closer to the time of the conference. Please email me if you want to give a lightning talk. Slides are not necessary for a lightning talk, and it is recommended that speakers limit themselves to five slides. Don't worry if your public speaking skills aren't great; it's only five minutes!



Kuali Research Administration - Human Participants IRB Module

Tuesday, Orleans, 2:15

Dan Dwyer

Director Research Administration Information Services Cornell University E. Ray Stinson
Assistance Vice President for Research Compliance
Cornell University

Lora O'Connor

Assistant Director (Pre-Award) University of Arizona

This session will preview the Kuali Research Administration (KRA) Release 2.0 module for Human Participants IRB through a tour of mock screens and discussion of the development process. The KRA functionality maps closely to the Coeus product including committee setup, protocol development and submission, meeting management and standard protocol actions during the lifecycle of a research project. We will highlight how the KRA implementation incorporates capabilities of both Coeus Premium and CoeusLite user interfaces.