

Coeus Production Departmental Sign Off

Overview

The Office of Research and Sponsored Programs (ORSP) is transitioning to an electronic routing of proposals and other research-related materials requiring review and approval. This process utilizes the Coeus Research Administration software developed by MIT.

The Rutgers ORSP Coeus database will eventually serve as a repository for all proposal materials, allowing for academic and administrative reviews and approvals and electronic submission to the sponsor. The first step towards full electronic proposal development and submission the performance of all certifications and approvals electronically.

This form is to ensure and verify that the Coeus routing process implemented in production conforms to what was requested and established by each department in the test database instance. I agree that the information contained on this form, accurate and

Department/Unit: _____
(Please enter your department's unit name and number)

Business Manager: _____
(Please print name and sign) Date

Department Head: _____
(Please print name and sign) Date

Dean: _____
(Please print name and sign) Date

(Fill out only those fields which relate directly to your department and add lines as necessary to fully describe your departments routing/approval procedures)

Name and User id of 1st Approver	
Name and User id of 1st Alternate Approver	
Name and User id of 2nd Alternate Approver	
Name and User id of 2nd Approver	
Name and User id of 2nd Alternate Approver	
Name and User id of 3rd Approver	
Name and User id of 3rd Alternate Approver	
State Notification Trigger and Print Name & User id for notification	
Other Triggers or Approvers (please write a brief description as this relates to your specific department)	