COEUS Reports

This tutorial was designed to help you learn to use the COEUS reports provided by ITS.

Direction for running reports

1. Go to: https://reports.its.msstate.edu/coeus/.

2. Click on the report you wish to run.

3. Login with your NetID and COEUS password.

4. Enter the search parameters.
   - From Starting month and year.
   - To Ending month and year.
     - Award reports use the calendar year (01 is January); however, proposal reports use the fiscal year (01 is July).
     - Award reports can be requested for multiple years; however, proposal reports will only run for one fiscal year at a time.

   Organization (Org Code) The Org Code or Org Number can be entered as additional search parameters on the ”a” and ”b” reports for awards and ”f” and ”g” reports for proposals.

   Sponsor Code The Sponsor Code can be entered as additional search parameters on the ”a” and ”b” reports for awards and ”f” and ”g” reports for proposals.

   For instance, if you select ORG 011100, only that ORG’s awards/proposals will report.
   If no ORG is selected, all ORGs campus-wide will report.

5. The report will be produced in PDF format.

Summary of report types

a_awd_detail Includes department, PI, sponsor, title, award number, and award amount.

b_awd_detail_hu Includes department, PI, PI home unit, co-PI, co-PI home unit, sponsor, title, award number, and award amount divided equally between the PI and co-PI.
c_funding_awards One-page report showing source of funding (federal, state, etc.).

c_search_awards One-page report showing source of funding (federal, state, etc.) searchable by report areas (Arts & Sciences, Engineerings, etc.).

d_sum_of_awards One-page summary showing total number and amount per area (Arts & Sciences, Engineerings, etc.) including YTD totals.

e_ihl_monthly One-page report showing the breakdown of funding types (federal, state, etc.) based on the following divisions.

• Education and training
• Research
• Public service
• Scholarship and fellowship
• Other

f_prop_detail Includes department, PI, sponsor, title, proposal number, proposal amount.

g_prop_detail_hu Includes department, PI, PI home unit, co-PI, co-PI home unit, sponsor, title, proposal number, proposal amount divided equally between the PI and co-PI.

h_funding_of_proposals One-page report showing source of funding (federal, state, etc.).

h_search_proposals One-page report showing source of funding (federal, state, etc.) searchable by report areas (Arts & Sciences, Engineerings, etc.).

i_sum_of_proposals One-page summary showing total number and amount per area (Arts & Sciences, Engineerings, etc.) including YTD totals.

j_sum_of_awards Summary no longer in use.

k_awd_summ_by_sponsor Summary no longer in use.

s_sum_of_subcontracts One-page summary showing total number and amount per area (Arts & Sciences, Engineerings, etc.) including YTD totals.