17 April 2017

Dear Colleagues:

The next phase of the new Research Administration System, Kuali Coeus or KC, goes live campus-wide on 24 April 2017. This deployment complements the previous release of KC (15 August 2016) and provides proposal development and conflict of interest functionality. The new system will replace eTransmittal, Salary Budget Builder, and the current Conflict of Interest tool. Accessible through Enterprise Business Systems (EBS), the Sponsored Programs Administration website, and the Faculty Conflict of Interest website, KC requires two-factor authentication and supports the full range of commonly used web browsers.

Pilot update
To validate the system’s functionality, the Research Administration Project conducted a pilot program from late January through early April with a small cohort of Colleges. Using the KC software, participating faculty and research administrators developed, reviewed, and submitted 18 grant proposals. Four of these proposals were submitted to sponsors using KC’s grants.gov interface for system-to-system submission.

Educational opportunities and documentation
Proposal and budget development eLearning courses are available through D2L. For course descriptions and enrollment instructions, please visit the Research Administration Project User Education webpage. Support materials, including job aids, videos, and user manuals, are also available on the Research Administration Project Support Materials webpage.

KC demonstrations
Live system demonstrations are available to units by contacting the KC Help Desk at kchelpdesk@msu.edu. The Research Administration Project Demonstration webpage contains video presentations of essential KC operations: proposal development, budget development, approving proposals, and completing COI disclosures.

KC Help Desk
The KC Help Desk is available Monday through Friday during normal business hours, excluding MSU holidays. Please contact the KC help desk at 517-355-2000 or kchelpdesk@msu.edu. During the transition to the new system, the Help Desk will also be open for extended hours:

- 24 April – 5 May, Monday – Friday 7:00 a.m. – 6:00 p.m.
- 22 May – 5 June, Monday – Friday 7:00 a.m. – 7:00 p.m.
**Reporting**

Three reporting modes will be available: standard reports through EBS Business Intelligence, ad hoc queries using Query Studio, and self-service reports generated by directly accessing the MSU Enterprise Data Warehouse. Support material for reporting will be available on the RA Project [Support Materials webpage](#).

Please share this letter with faculty and research support staff within your College or Department and encourage them to explore the educational opportunities available to learn the new system. For additional information, please visit the [Research Administration Project website](#).

Thank you for your support of the Research Administration System.

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Thomas Cooper  
Director  
Research Administration System