18 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 with the deployment of the proposal development and the conflict of interest modules. 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, the system requires two-factor authentication and supports the full range of commonly used web browsers.

Please explore the following educational opportunities to prepare for the new system.

**E-learning courses**
Proposal and budget development courses are available through D2L. Enrollment instructions and course descriptions are available on the RA Project User Education 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 other KC operations: proposal development, budget development, approving proposals, and completing COI disclosures.

**Support materials**
Job aids, videos, and user manuals are available on the RA Project Support Materials webpage.

**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.

For additional information, please visit the Research Administration Project website. Thank you for your support of the Research Administration System.

Thomas Cooper
Director
Research Administration System