20 January 2017

Dear Colleagues:

The next phase of the Research Administration System, Kuali Coeus or KC, goes live **24 April 2017**. This deployment will provide all MSU faculty and administrative staff with access to the system’s proposal development and conflict of interest modules. The first phase of the Research Administration System went live on 15 August 2016, and provided MSU faculty and staff with view-only access to research proposal and award information.

**Pilot Project**

To ensure precise software operation, the project will conduct a pilot deployment from 30 January to 31 March 2017. This pilot will engage select early adopters from around campus to thoroughly exercise system functionality and to identify potential enhancements prior to full system deployment in April. Demonstrating system-to-system (S2S) submission of proposals through the grants.gov interface will be an important component of the pilot effort. The following colleges/units have volunteered to participate in the pilot subject to identifying qualifying proposals: Agriculture and Natural Resources, Arts and Letters, Education, Human Medicine, Lyman Briggs, Natural Science, and MSU Extension.

**Educational Opportunities and Documentation**

To help prepare faculty and administrative staff for the upcoming transition, instructor-led classes will be offered between 31 January and 20 April 2017. These courses include topic areas in proposal and budget development as well as in re-budgeting and report tracking. Enrollment for these courses is now open through the Employee Self-Service area of EBS. For course descriptions, schedules, and enrollment instructions, please visit the Research Administration Project User Education webpage [http://ra-project.vprgs.msu.edu/user-education](http://ra-project.vprgs.msu.edu/user-education). In addition to instructor-led courses, eLearning courses will be available beginning in March 2017.

Support materials including job aids, videos, and user manuals are available on the Research Administration Project Support Materials webpage [http://ra-project.vprgs.msu.edu/support-materials](http://ra-project.vprgs.msu.edu/support-materials). All support materials for this implementation will be available online before instructor-led courses begin on 31 January 2017. A frequently asked questions (FAQ) webpage will also address computing environment questions beyond KC itself, for example, the use of VPN and user authentication tools. It is the intention of the project to support the full range of commonly used web browsers, which the FAQ webpage will also discuss.

**Kuali Coeus Demonstrations**

The Research Administration Project will be visiting units on campus to provide faculty and administrative staff with live demonstrations of KC’s proposal development and
budget modules. Please contact Erika Nelson nelso600@msu.edu if you are interested in having a demonstration in your unit. In addition to the live demonstration, a video of the KC proposal development functionality is currently available at http://ra-project.vprgs.msu.edu/proposal-development-demonstration.

**Model Office Event**
A Model Office Event will be offered on 14 February from 8:00 am-12:00 pm in the Computer Center and 15 February from 1:00 pm-5:00 pm in the Eppley Center. This will provide users with an opportunity to use the new system. After the event, attendees will receive access to a practice environment to continue familiarizing themselves with the system. Please email Marc Melton meltonm2@msu.edu to register for this event. Each session is limited to 15 attendees.

Please share this letter with faculty and research staff within your College or Department and encourage them to explore the educational opportunities available to help people learn the incoming system. If you have any questions, please contact me at 517-353-6727 or coopert@msu.edu.

Thank you for your continued support of the Research Administration System implementation.

Thomas Cooper  
Director  
Research Administration System