Requesting Unit Changes in Kuali Coeus

To request new units or changes to a current Unit in Kuali Coeus (e.g. program name or unit hierarchy), please send an email to Lisa Villaflor, Award Specialist, in the Department of Contract and Grants.

In your email, please include:

- **Request Type:**
  - Add New Unit
  - Update an Existing Unit
  - Inactivate a Unit
- **Parent Unit Number** - The parent unit number of which the new/existing unit belongs.
- **Unit Program Number** - The 10-digit program code associated with the Unit.
- **Unit Name** – The Unit Name will be the Lead Unit identified on KC proposals and awards.
- **Unit Type:**
  - Department
  - Division
  - Center or Institute
- **Post-Award Administrator** – The name of the Unit’s Post-Award Administrator to receive award notifications.
- **Department Account Assignment** (applicable to new unit requests only) – The middle four digits assigned to a new unit (example: 53-xxxx-0000).

Unit changes/additions in KC will be updated within 24 hours of the request and a confirmation email will be sent upon completion. If the request is urgent, please indicate in your email and every effort will be made to expedite the request.

**To add a new unit to KC, a 10-digit program code must be generated by the school’s SBO Office. Once the 10-digit program code has been generated, it should be forwarded to the Comptroller’s Office for entry into the Kuali Financial System (KFS). Once the program code has been entered into KFS, it can be added to KC.**