To Request Subaward Organizations in Kuali Coeus (KC)

If a proposal contains a Subaward Organization that needs to be added to Kuali Coeus, the following steps should be taken:

1. Verify that the Subaward Organization is not already located in KC:
   - Search for the Subaward Organization by selecting the magnifying glass.
   - Enter variations of the *Organization Name*, utilizing wild cards (**)
     - Example: For “University of Southern Indiana” you could use *Southern Indiana*
   - Click Search

2. If the Subaward Organization cannot be located:
   - Send an email to Jack Dam in the Department of Contracts and Grants.
   - In your email, include:
     - Full Subaward Organization Name

   - Subaward Organizations will be added within 24 hours of the request and a confirmation email will be sent upon entry into KC. If the request is urgent, please indicate in your email and we will expedite the request.