To Request a New Sponsor in Kuali Coeus (KC)

All Sponsors identified in the University’s previous sponsored projects database (AIS) were pre-loaded into Kuali Coeus (KC). If a Sponsor cannot be found in KC, the following steps should be taken:

1. Verify that the Sponsor is not already located in KC:
   - Search for the Sponsor ID by selecting the magnifying glass
   - Enter Variations of the Sponsor Name, utilizing wild cards (**)
     - Example: For “Army Research Office” you could use:
       - *Army*
       - *Research Office*
   - Click Search

2. If the Sponsor cannot be located:
   - Please send an email to Jack Dam in the Department of Contracts and Grants.
   - To expedite the Sponsor entry, in your email, please include the following Sponsor information:
     - Full Sponsor Name
     - Country (the sponsor resides in)
     - State (the sponsor resides in)
     - Sponsor Type:

<table>
<thead>
<tr>
<th>Federal</th>
<th>Foreign Federal Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>State, Local Government</td>
<td>Foreign State Government</td>
</tr>
<tr>
<td>Foundation</td>
<td>Foreign Local Government</td>
</tr>
<tr>
<td>Industry</td>
<td>Foreign Industry</td>
</tr>
<tr>
<td>Hospital</td>
<td>Foreign Foundation</td>
</tr>
<tr>
<td>Institute of Higher Education</td>
<td>Foreign Institute of Higher Education</td>
</tr>
</tbody>
</table>

The Sponsor 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.