
















NewsFlash!

Announcement: The Department of Contracts and Grants (DCG) offers assistance to the research community in the development and submission of proposals within Quali Coeus, the University's new proposal development, routing and submission system. As part of this assistance, DCG has developed a series of [training guides and video presentations](#) in order to supplement the training provided by the [TARA](#) team.

Snapshot of the Training Guides

Training Guide	Guide Details	Release Date
 Proposal Development Checklist	9 Pages	6/01/2014
 Proposal Development Guide	42 Pages	6/01/2014
 Introduction to eDocs	3 Pages	7/24/2014
 Introduction to the Action List	3 Pages	7/24/2014
 Starting a Proposal	3 Pages	7/24/2014
 Searching for a Proposal	2 Pages	7/24/2014
 Certifying a Proposal	2 Pages	7/24/2014
 Approving a Proposal	2 pages	7/24/2014
 Disapproving a Proposal	3 pages	7/24/2014
 Adding Subawards to a Proposal	1 Page	7/24/2014
 Proposal Routing Guide	2 Pages	7/24/2014
 Adding Non-Employee Key Persons	3 Pages	6/01/2014
 Requesting New Subaward Organizations	1 Page	6/01/2014
 Requesting New Sponsors	1 Page	6/01/2014
 TARA FAQ	6 Pages	7/24/2014

On September 1st, 2014, The [Cardinal & Gold Curriculum](#) will be releasing a new course entitled "An Introduction to Proposals in Quali Coeus". The course will include a hands-on demonstration of how to create a proposal from start to finish, best practices for having a proposal approved, and a deep dive into various system functionalities. To sign up for the course, simply register for the C&G Curriculum on [Trojan Learn](#).

Registering for the C&G Curriculum is simple:

1. Point your browser to the [Trojan Learn](#) portal and log in using your USC ID.
2. In the search bar on the upper-right portion of the screen enter “C&G Curriculum” and click search.
3. The C&G Curriculum will show up in your search results along with a button next to it that says “Request Training”.
4. Click the “Request Training” button and the C&G Curriculum will automatically be added to your [My Transcript](#) module.

Questions?

Should you have any questions, please contact [Noah Congelliere](#) in the Department of Contracts and Grants. For technical assistance with Quali Coeus, please contact the [TARA Help Desk](#).