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 either Jack Dam (Jackdam@usc.edu) or Noah Congelliere (Congelli@usc.edu) 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:
       - Federal
       - Foreign Federal Government
       - State, Local Government
       - Foreign State Government
       - Foundation
       - Foreign Local Government
       - Industry
       - Foreign Industry
       - Hospital
       - Foreign Foundation
       - Institute of Higher Education
       - Foreign Institute of Higher Education

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.