Michigan State University is implementing Kuali Coeus, an enterprise-level research administration system, to manage sponsored projects through their life-cycle. The implementation will impact pre and post award support for sponsored projects that are either proposed to or funded by external (non-MSU) sources. The system will also help manage financial conflict of interest disclosure and review for the research community. The Research Administration project team and the central administration business offices (SPA, OSP, CGA, BC, and COI) will partner with college and department business offices and leadership to engage research faculty and staff to ensure a successful implementation.

The system implementation will occur in two phases with the first phase starting in August 2016. In this phase the campus research community will receive view-only access to the system for award information (institutional proposal, negotiation, award, and subaward modules). Faculty and staff that are engaged in conducting or managing research will have two primary means of learning the type of information they can view in KC and how to view it. Individuals can either attend an instructor-led training class or learn independently with an eLearning course. Please see the reverse side of this handout for information about times and locations for instructor-led classes, as well as eLearning opportunities. In addition to instructor-led and eLearning courses, supporting material such as job aids and short videos will be available to users as well. Training information and educational resources are available on the RA project website: http://ra-project.vprgs.msu.edu.

### Instructor-led Training

**Course Title:** Viewing Information in KC  
**Audience:** Faculty and Department/College Research Administrators*

**Duration:** 2 hours  
**Enrollment:** EBS-ESS

**Course description:** Learn how to search for and view information related to submitted Proposals, Negotiations, and Awards (including report tracking and subawards) in MSU’s new research administration system. Administrators from Sponsored Programs Administration (SPA) will review the types of information that can be viewed and perform step-by-step demonstrations of search functionality. Participants will have an opportunity to apply what they have learned during the class by searching for and retrieving project information.

Please note, in an effort to Be Spartan Green, handouts will not be distributed during the class. The PowerPoint slides for this class as well as other information will be available at: [http://ra-project.vprgs.msu.edu/user-education-and-resources](http://ra-project.vprgs.msu.edu/user-education-and-resources)

*Please note that training is role-based. Enrollment will be limited to individuals who are currently responsible for the administration of research proposals/projects.*
Times/Locations for Instructor-led Training:

June 21, 9:00 a.m. – 11:00 a.m.
Location: 1210 Anthony Hall

June 21, 2:00 p.m. – 4:00 p.m.
Location: 141 Akers Hall

June 22, 9:00 a.m. – 11:00 a.m.
Location: 214 Ernst Bessey Hall

June 23, 2:00 p.m. – 4:00 p.m.
Location: B102 Wells Hall

June 28, 2:00 p.m. – 4:00 p.m.
Location: 1210 Anthony Hall

June 29, 9:00 a.m. – 11:00 a.m.
Location: 141 Akers Hall

June 29, 2:00 p.m. – 4:00 p.m.
Location: 214 Ernst Bessey Hall

June 30, 9:00 a.m. – 11:00 a.m.
Location: A152 Plant & Soil Sciences Building

July 12, 9:00 a.m. – 11:00 a.m.
Location: 106 Farrall Agricultural Engineering Hall

July 13, 2:00 p.m. – 4:00 p.m.
Location: N012 Business College Complex

July 14, 9:00 a.m. – 11:00 a.m.
Location: 415 Computer Center

July 14, 2:00 p.m. – 4:00 p.m.
Location: B110F Wells Hall

July 19, 9:00 a.m. – 11:00 a.m.
Location: 141 Akers Hall

July 19, 2:00 p.m. – 4:00 p.m.
Location: 106 Farrall Agricultural Engineering Hall

July 20, 9:00 a.m. – 11:00 a.m.
Location: 521 Baker Hall

July 21, 2:00 p.m. – 4:00 p.m.
Location: 218 Natural Resources Building

July 26, 2:00 p.m. – 4:00 p.m.
Location: 1210 Anthony Hall

July 27, 9:00 a.m. – 11:00 a.m.
Location: 141 Akers Hall

July 27, 2:00 p.m. – 4:00 p.m.
Location: 222 South Kedzie

July 28, 2:00 p.m. – 4:00 p.m.
Location: B110F Wells Hall

August 9, 9:00 a.m. – 11:00 a.m.
Location: 1210 Anthony Hall

August 10, 2:00 p.m. – 4:00 p.m.
Location: 141 Akers Hall

August 11, 9:00 a.m. – 11:00 a.m.
Location: 222 South Kedzie

August 11, 2:00 p.m. – 4:00 p.m.
Location: 218 Natural Resources Building

August 16, 9:00 a.m. – 11:00 a.m.
Location: 141 Akers Hall

August 16, 2:00 p.m. – 4:00 p.m.
Location: 222 South Kedzie

August 17, 9:00 a.m. – 11:00 a.m.
Location: 222 South Kedzie

August 18, 2:00 p.m. – 4:00 p.m.
Location: B110F Wells Hall

The information presented in the classroom can also be obtained through two Desire2Learning eCourses titled, “Getting Started in KC and Viewing Information in KC.” We recommend that those participating in eLearning complete the Getting Started in KC course prior to starting the Viewing Information in KC course. eLearning is open to anyone wanting to learn more about Kuali Coeus and will be available starting July 1st. Information about eLearning opportunities will be available on the RA Project website: http://ra-project.vprgs.msu.edu