Create a Service Request
RPPR/Progress Report

How do I create a Service Request for a RPPR/Progress Report?

> ❖ RPPR/Progress Report – Other (previously known as Continuation in Coeus)

☐ From the Dashboard, click on **Service Request** in the top row.

Research Summary   Proposal   Institute Proposal   Award   **Service Request**   Reports
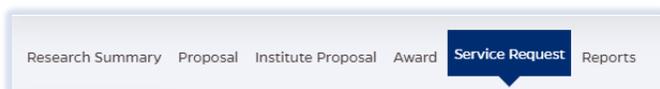
☐ Click on the green **Create New Service Request** button in the upper right corner.

Create New Service Request

The following screen will open:

The **Priority** dropdown menu can be changed if needed to *low* or *high*.

☐ The **Department** field is the lead unit or first 8-digits of the cost center. Begin typing the unit name and a dropdown menu with options will open.

☐ Choose the **Category** – **Award** from the dropdown menu; in order to link to the award.

☐ Choose the **Type: RPPR/Progress Report** from the dropdown menu.

☐ Complete the **Link Award** field as appropriate. This field is an elastic search.

To search the Link Award field, the user can input the sponsor, SAP award #, PI, or title.

Once the appropriate award appears, click on the award in the dropdown menu.
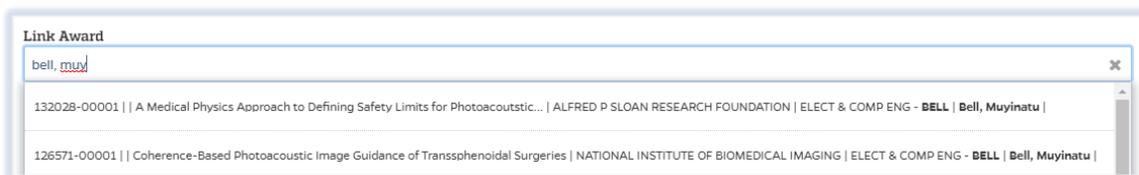
☐ Complete the Subject line in the **Subject** field. The first section of the Subject is the type of Service Request followed by other identifying information that the user will need to input.
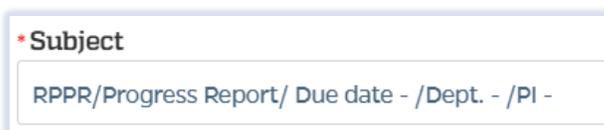
Enter the **due date, department**, and **PI.**
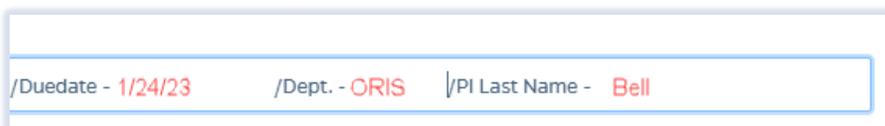
☐ Click on the **Save** button in the bottom right corner. [Save] The Service Request has now been started and assigned a system number.

☐ Click on the **Questionnaire** tab and complete all questions on all questionnaires. Each questionnaire will begin as a yellow tab. There may be multiple questionnaires.

After the questionnaire is completed the tab will change to green.

☐ Click on the **More Actions** button in the upper right corner. ⋮

☐ Click on **Print Service Request.**
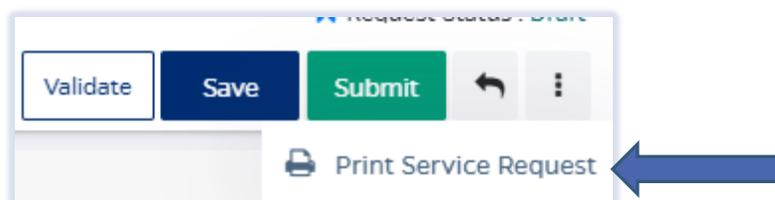
☐ Choose **FillableRPPR** from the list in the dropdown and then click on **Print**.

Print Service Request #7 - CDA/NDA/Other Entity /Dept. /PI /Due date ✕

Choose a template to print the service request

☐ FillableRPPR10052023P -(*docx*)

☐ Fillable_RevisionSOMonly09292023P -(*docx*)

☐ FillablePriorApprovalOther09292023P (1) -(*docx*)

☐ FillablePIChangeApproval09282023P -(*docx*)

☐ FillableNCE09182023P -(*docx*)

☐ FillableMTA10052023P -(*docx*)

☐ FillableForeignComponentPriorApproval09292023P -(*docx*)

☐ FillableCDA09182023P -(*docx*)

☐ FillableCarryoverPriorApproval09282023P -(*docx*)

☐ ServiceRequestSummary06302023 -(*docx*)

☐ Fillable_SR_PI_Questionnaire_Certification -(*docx*)

Cancel   Print

☐ Send the fillable form to the PI to be completed and signed.

☐ Complete all Questionnaire tabs according to the PIs provided answers.

☐ Upload the signed fillable form to the Service Request where the PI Certification is requested.

If additional information or attachments need to be added:

☐ Click on the **Comments** tab.

The following files under 50 MB are supported: pdf, doc, docx, csv, xml, ppt, pptx, txt, xls, xlsx, zip, json, xlsm, jpg, msg.

Overview | Comments | Questionnaire | History   Validate | Submit | ↩

Write your comments here.   ☐ Private Comment
                                         4000 characters remaining   Add

✎ Add Attachments

☐ Click on the **Validate** button in the upper right corner to determine if further action is required. Fix any errors and evaluate if any warnings require changes. A Service Request can be submitted with warnings, but all errors that display must be fixed before Fibi will be able to route the Service Request for approval.

☐ Click on the **Submit** button when ready to submit.

🔖 Request Status : Draft

Validate | Save | Submit | ↩

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