**Coeus Quick Guides:**

How do I enter information on the Funding Source page? There are 5 steps in this process.

Use this tab to provide the information necessary for the IRB to perform reviews between sponsor proposals and the IRB protocols.

1. **Click on the Funding Source link:**

   The **Funding Source** screen displays:
2. Click on the drop down menu and select the **Type** of funding source. The choice displays:

- **Sponsor**: Select when the protocol is fully or partially funded by an *external* entity.
- **Unit**: Select to denote when the research is funded by departments within Binghamton University.
Sponsored Funding:

3a. Click on Search and the Sponsor Search screen displays:
4a. In the **Sponsor Name** field, enter the name of the funding source with *on both sides of the word (this is known as a wild card).
5a. A list of sponsors should appear – select the correct sponsor and place cursor over sponsors name and select enter or click the mouse.

(If the sponsor does not appear, please contact coeushlp@binghamton.edu. It is possible that the Sponsor needs to be added.)
Internal Funding:
3b. For research that is being funded by Binghamton University, Select Unit, Search using * before and after (example “Harpur”)

4b. Click Save. The sponsor displays in the List of Funding Source:

5. Add additional funding sources as needed. Be sure to save each source as you enter it.