

Introduction to KC S2S

Module 2

Objectives

In this module you will learn:

- The features and benefits of KC S2S
- How to:
 - Sign in
 - Navigate KC S2S
 - Understand the KC S2S icons
 - Change your password
 - Recover your username or password
- User tips

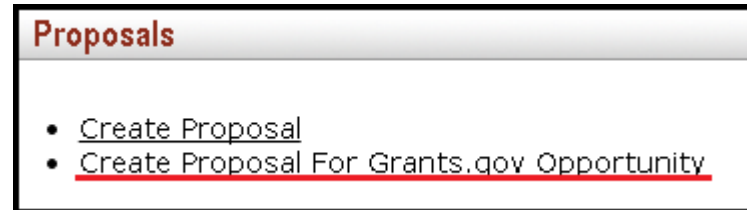
KC S2S Features and Benefits

- Downloads funding opportunities directly from Grants.gov
- Provides autofill and data reuse capability
- Tracks errors and warnings automatically
- Provides electronic routing
- Offers easy navigation between forms
- Stores proposal documents and attachments
- Tracks proposal submission status

Signing in to KC S2S

To sign in to KC S2S:

1. Log into [Kuali Coeus](#)
2. Click "Create Proposal for Grants.gov Opportunity"
3. Navigate to the "Grants.gov Tab"



This tab will contain a link that will take you directly into KC S2S, where you can develop and submit your proposal. Please note that the rest of the KC Proposal still needs to be filled out. You will not be able to navigate to the "Grants.gov" Tab until the "Proposal" Tab has been completely filled out and saved.

Tabbed Navigation

- **Opportunities** tab
 - View downloaded opportunities
 - Download new opportunities
 - Create new proposals from downloaded opportunities
- **Proposals** tab
 - Create or edit a grant proposal
 - Create or edit a subaward proposal
 - Import a subaward proposal

Tabbed Navigation

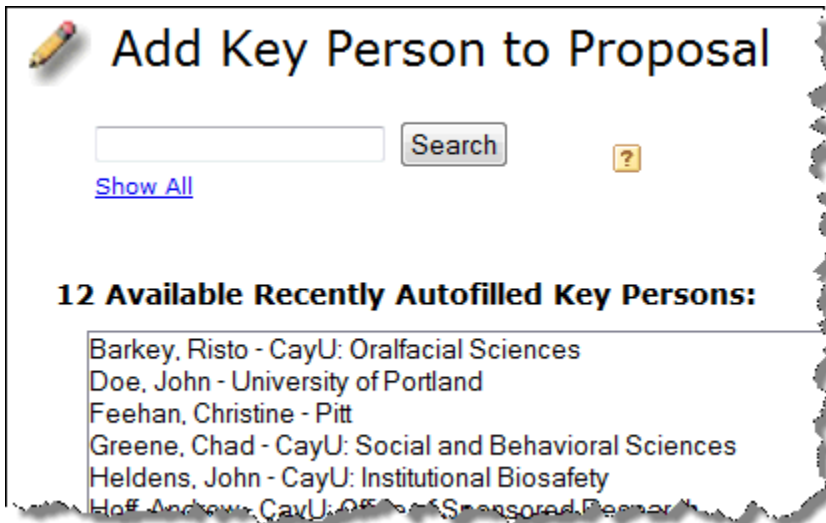
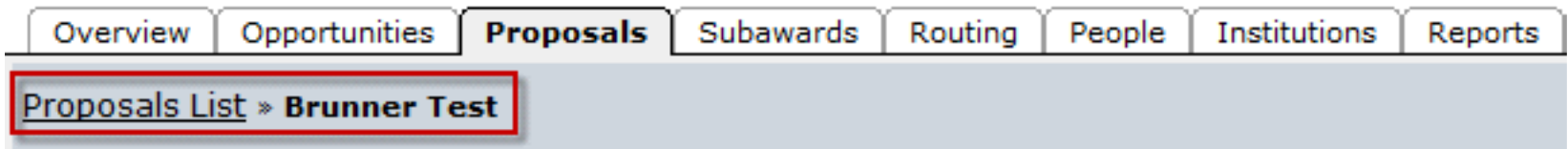
- **People** tab
 - Create or edit a professional profile
 - View a professional profile
- **Institutions** tab
 - View the primary institutional profile
 - View or edit profiles for subcontracting institutions
- **Reports** tab
 - View proposal, submission, subaward, and award reports

Tabbed Navigation

- **Settings** tab
 - Change your email address
- **Support** link (on the **Overview** tab)
 - Browse comprehensive documentation
 - Check Frequently Asked Questions

Navigation Features

- Quick navigation between screens within a tab using “breadcrumbs”



Icons

- Certain icons are commonly used throughout KC S2S.
- In the application, you can hover your cursor over an icon to see what it does.

– Entities




– Autofill



– Information



KC S2S Tips

- Use the breadcrumbs, not your browser's back function.
- Use the refresh arrows , not your browser's refresh function.
- Exit any pop-up window you open by clicking the link or button to close the window if you decide not to complete the action.
- Be careful when copying and pasting to your proposal.
 - Paste using plain text only.
 - Special characters (e.g., smart quotes, umlauts) will cause errors and rejection.
- Log out of KC S2S when you are finished.

Conclusion

In this module you learned:

- The features and benefits of KC S2S
- How to:
 - Sign in
 - Navigate KC S2S
 - Understand the KC S2S icons
- User tips