

Quick Guide

Creating New Proposal in Streamlyne

The link can also be found in Tech Express:



Every Proposal is initiated with the same steps:

- 1) Navigate to the “create” button on Main Menu, Pre-Award, Proposal Development. Move cursor to CREATE NEW and click Standard/S2S, which is typical, or Template for an Intent to Submit template (or various TBD templates).

The screenshot displays the Streamlyne web application interface. The top navigation bar includes the Tennessee TECH logo and a purple header with icons for Main Menu, Identity, and Reporting. The 'Main Menu' dropdown is open, showing a list of options: Pre-Award, Negotiations, Post-Award, IRB, IACUC, Conflict of Interest, and Settings. The 'Pre-Award' option is selected, and a sub-menu is visible with 'Proposal Development' and 'Proposal Log'. The 'Proposal Development' sub-menu is further expanded, showing 'Quick Proposal' and 'Institutional Proposals', both with '+ Create new' buttons. A yellow arrow points to the 'Standard / S2S Template' option in the 'Quick Proposal' sub-menu.

On the left side, there is an 'Action List' table with columns for 'Action' and 'Id'. It contains three rows of data:

Action	Id
Show	COM 4110
Show	COM 4177
Show	COM 4181

On the right side, there is a table of proposals with columns for 'Route' and 'Status'. It contains three rows of data:

Route	Status
No: 1; PI Darek Wayne Potter; Sponsor: US 24;	SAVED
No: 11; PI Christina Lasha Mick; Sponsor: Services Administration; Due Date:	SAVED
No: 13; PI Jeannette Wolak Luna; Sponsor: 13/2024;	SAVED

At the bottom right, it says '3 items found, displaying all.'

This is the screen you will need to populate:

Currently signed in as: kkliger

Document Number : 4425 Document Status : In Progress
Initiator Network Id : kkliger Creation Timestamp : 11:00 AM 06/04/2024
Sponsor/S2S : Principal Investigator :

Proposal Development Document

☆ Bookmark this document

Proposal

S2S

Key Personnel

Special Review

Abstracts & Attachments

Questions

Budget Versions

Proposal Summary

Forms

Proposal Actions

Permissions

Streams

* Indicates required field

Required Fields for Saving Document

If the Sponsor Code is not available in Streamlyne use "Sponsor To Be Added" and contact OSP

Required Fields for Saving Document

Proposal Number : *

* Proposal Type : select

* Lead Unit ID : select

* Activity Type : select

* Sponsor Deadline Date : *

* Project Title : *

* Sponsor Code : *

* Project Start Date : *

* Project End Date : *

* Submission Type : Application

* Sponsor Deadline Time : 5:00 PM

Institutional Fields Conditionally Required

Award ID : *

Original Institutional Proposal ID : *

Revision Type : select

Revision Other Description : *

Sponsor & Program Information

Organizations, Performance Sites & Collaborators

Delivery Info

Document Template

Save Close

- 2) Using grant information, enter the minimum fields required for saving (fields with asterisks are required). Note: If the Sponsor Code is not available in Streamlyne use "Sponsor To Be Added" and contact OSP.
- 3) When all required fields are completed, click the Save button. **The Proposal is now in the system and has an associated proposal number.**

If you have questions about dropdown choices for the proposal page, please contact the Office of Research for further instruction. **A record of your document will not exist in the database until the Proposal Development Document is completed and saved.**

Next: Key Personnel and creating a Budget Version