STREAMLYNE

Quick Proposal & Institutional Proposal Modules

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Introduction

Quick Proposal and Institutional Proposal are two modules of the Pre-Award suite in Streamlyne Research. They are generally-considered as central office modules – meaning that institutions generally opt to bypass any campus-facing features in these modules. If utilized, workflow would would be the exception.

The content herein will help shed some light on the use and functionality of these modules.

Foundational Concepts in Quick Proposal

The Quick Proposal (QP) document is a simple proposal tracking document that allows for basic proposal data entry and approval routing workflow. The functionality in QP can be used in lieu of Proposal Development or to complement it. Often, an institution coming off paper processes or spreadsheets will choose to bring the Quick Proposal module live first to enjoy the benefit of a proposal tracking system and to allow their environment time to adjust, postponing the longer implementation timeline of Proposal Development.

In cases where Proposal Development will be deployed at the same time as Quick Proposal, QP can be useful for:

- Submissions that need to be tracked but do not need the full-blown functionality of Proposal Development, like an internal evaluation of limited submissions, or the beginning of a paper trail to create an award for the use of already ear-marked internal funds.
- Sourcing internal principal investigators by quickly loading opportunities and routing to individual PIs.
- Accommodating an internal pre-approval process (prior to full proposal development and sponsor submission).
- Conversion of active, pending proposals from a legacy system during the implementation phase for Streamlyne Research.
- Quick logging of a submission record for an award notice that comes in with no record of proposal, in lieu of routing the item through Proposal Development after the fact.

Once the actual submission represented by the Quick Proposal is submitted to the sponsor, a QP is promoted to and becomes an Institutional Proposal.

Foundational Concepts in Institutional Proposal

An Institutional Proposal (IP) is an iterative, versioned document used to track the post-submission and pre-award history of a PI's proposal for a given competition. As such, there can be a many-

to-one relationship between Quick Proposal/Proposal Development documents and an Institutional Proposal. Quick Proposals are promoted to Institutional Proposals through a manual process. When Proposal Development documents are submitted via Submit to Sponsor or Submit to S2S, an associated Institutional Proposal is automatically generated.

Institutional Proposals are intended to track all changes or updates to a given PI's application after submission, including:

- Changes in status or comments to any Special Review
- Changes in IP Status from Pending to Withdrawn, Not Funded, etc.
- Updates from subsequent Resubmissions, Revisions, Continuations, etc., processed via S2S in Proposal Development
- Manual changes to a new IP version representing a Continuation, or a Revision not processed through Proposal Development.

An Institutional Proposal serves as the Proposal document of record. Pre-Award Reports in Streamlyne Reporting rely primarily on the Institutional Proposal document.

A Stepwise Approach

This guide is designed to facilitate immediate productivity for new users in a complex and unfamiliar system. To achieve this end, the processes are broken down into manageable chunks with the steps to each process laid out sequentially.

By practicing the steps and experimenting in the application at the detail level, you will gain the knowledge you need to design high-level processes that meet your institution's unique needs.

Every Installation Is Different

Streamlyne Research is highly configurable. During the implementation process at your institution, it is likely you will perform some level of analysis to identify which features you would like to use, which values you would like to change to reflect your institution's terminology, and which features you will skip altogether.

Given this, the processes detailed in this document are representative of general practices and do not necessarily represent the exact manner in which your institution will choose to use the application.

Let's begin!

Creating a New Quick Proposal

The Quick Proposal document is a simple document intended to record and track proposals that are submitted outside of Streamlyne Research's Proposal Development and Budget module.

Navigation	Main Menu > Pre-Award > Quick Proposal > +

Minimum Required Fields for Saving

If your goal is to quickly enter and save a Quick Proposal to add detail later, the fields in the table below must be completed for the document to save without validation errors.

Tab	Section	Field Name	Field Description	Instructions
Quick Proposal	Document Overview	Description	Short description of the Quick Proposal's purpose. (This detail will appear on Action Lists).	Enter freeform text.
Quick Proposal	Quick Proposal Details	Quick Proposal Type	Standard definitions: Disclosure; Temporary; Permanent	Select from dropdown.
Quick Proposal	Quick Proposal Details	Proposal Type	Standard definitions: Continuation, New, Resubmission, Renewal, Revision, Task Order	Select from dropdown.
Quick Proposal	Quick Proposal Details	Principal Investigator (Internal User Name)	Person ID of the Principal Investigator	If both fields are populated, the system will display an error message upon saving. Validation rules require that one of these fields must be populated, but not both.
Quick Proposal	Quick Proposal Details	Principal Investigator (External Address Book ID)	Address Book ID of the Principal Investigator	

Tab	Section	Field Name	Field Description	Instructions
Quick Proposal	Quick Proposal Details	Lead Unit	Unit Number of the Principal Investigator	If the PI is an employee, the **Lead Unit** field automatically populates with the Unit ID assigned to the PI in his or her Person record. If this is not the correct value, or if the PI is a non-employee, click the magnifying glass 🔍 to search for and select the correct **Lead Unit**.
Quick Proposal	Quick Proposal Details	Title	The full title of the project.	Enter freeform text.

Follow these steps:

1. Initiate a new document by following the navigation path here, as above:

   Main Menu > Pre-Award > Quick Proposal > +

2. Complete the Document Overview section.

3. Complete the Minimum Required Fields for Saving outlined above.

4. Make sure to save your work by clicking the Save button. `Save`

Notes: Once the document is saved, it will remain on your Action List as a pending item with a COM symbol, prompting you to complete the document at your convenience.

The document will remain on your Action List as a COM pending item until you submit it to indicate it is complete.

Streamlyne Research will automatically populate Quick Proposal Number with a unique identifier for this QP document and Fiscal Month/Year with the fiscal period that corresponds to the document's creation date.

The Quick Proposal Status will default to Pending and will remain in this status until an Institutional Proposal is created from this QP, the QP is merged with another proposal document, or the QP is manually voided.

Updating the Quick Proposal Tab

This section describes the steps to update a Quick Proposal you saved to the system. This section assumes you have completed the Minimum Fields Required for Saving, and have the Quick Proposal up on your screen.

1. If this QP will eventually be entered in the Proposal Development and Budget module, click the arrow next to the **Quick Proposal Type** field to access the dropdown menu, and then select Temporary.

   Otherwise, leave the value defaulted to Permanent.

2. Select the **Sponsor Code,** if one is known, by clicking the magnifying glass 🔍 to search for and select the correct value.

   Streamlyne will default the Sponsor Name to the document based on your selection.

3. Enter any optional Comments that should follow this QP in perpetuity.

4. Enter an optional sponsor Deadline Date in MM/DD/YYYY format or by clicking the calendar icon to select the date.
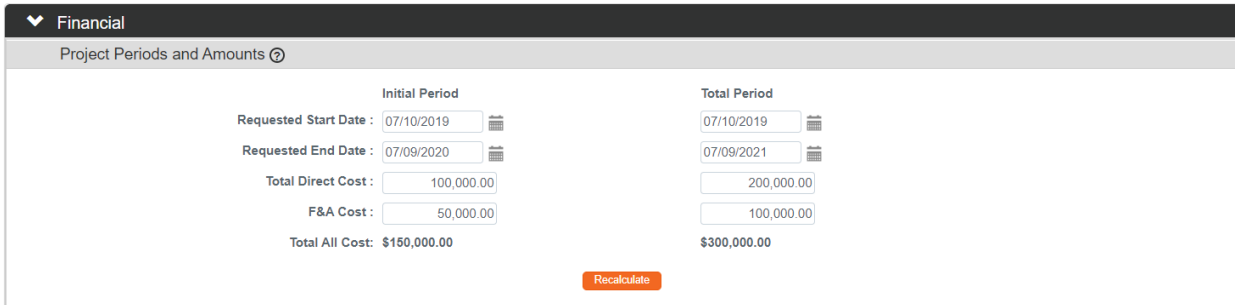
5. Enter the sponsor Deadline Time.

6. Click the Save button at the bottom of the page.   Save

While not required, you may also want to include preliminary financial data, including Project Periods and Amounts, in your Quick Proposal. This information can be entered in the Financial panel as demonstrated below. Click on the Recalculate button to tally Total Costs.

Financial		
Project Periods and Amounts ⑦		
	Initial Period	**Total Period**
Requested Start Date :	07/10/2019 🗓	07/10/2019 🗓
Requested End Date :	07/09/2020 🗓	07/09/2021 🗓
Total Direct Cost :	100,000.00	200,000.00
F&A Cost :	50,000.00	100,000.00
Total All Cost:	$150,000.00	$300,000.00
	Recalculate	

Updating the Questionnaire Tab

Your institution may require a completed questionnaire with the Quick Proposal. The questions must be answered before the Quick Proposal can be submitted. General proposal questions, if any, will be configured specifically for your institution. Follow your institution's guidelines for answering these questions.

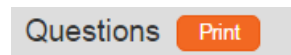1.   Click the tab header on the left-hand menu to access the Questionnaire tab.

Questionnaire

2.   Click the header to expand the Quick Proposal Questions section.

Note   Refer to the subheader title bar for an indication of whether the questions in that subsection are Complete or Incomplete.

3.   Read through each question carefully and answer truthfully.

Some questions may require you to hand key your answers in a freeform text field, while others may be answered by clicking a Yes or No radio button.

4.   If your institution requires a paper version of the certifications with investigator signatures, click the Print button to generate a PDF document that includes all the questions and your responses.

Questions **Print**

5.   Click the Save button at the bottom of the page.   **Save**
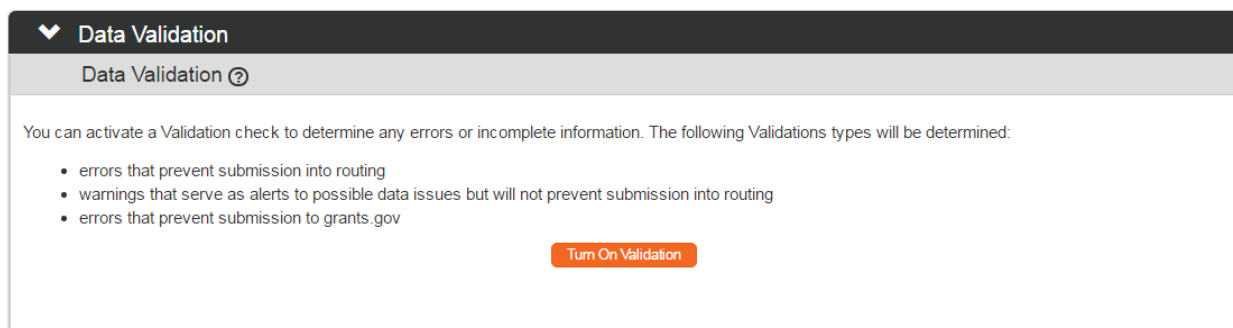
Utilizing Quick Proposal Actions

Click on the tab header on the left-hand menu to access the features on the Quick Proposal Actions tab.

⚡ **Quick Proposal Actions**

Quick Proposal Actions Tab > Data Validation Section

❯ Data Validation

Data Validation ⓘ

You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing
- errors that prevent submission to grants.gov

Turn On Validation

1.   Click the header to access the Data Validation section.   ❯ Data Validation

2.   Click the Turn On Validation button.   Turn On Validation

Note   Streamlyne Research will run a series of validation steps to make sure that all fields are populated as required, that dollar values total correctly, and that field entries do not conflict (wherever possible). This is the same validation routine automatically run when the Proposal is submitted.

If errors are found, Streamlyne Research will display a red error message at the top of the page.   1 error(s) found on page.   ✕

Errors must be corrected prior to finalizing the Quick Proposal. Warnings indicate data issues that should be reviewed but do not have to be changed in order to submit the Quick Proposal.

3.   Streamlyne Research will display a list of errors and warnings found on the document.

Click the Fix button next to the listed error or warning.   Fix

4.   Streamlyne Research returns to the document section where the problem resides.

Make your corrections now.

5.   Repeat Steps 3 and 4 as many times as necessary to resolve all errors.

6.   If you choose, click the Turn Off Validation button to continue working on the Quick Proposal without the system running validations to check for errors or missing data.   Turn Off Validation

7.   When the Quick Proposal is complete and all errors have been resolved, click the Submit button to finalize the document.   Submit

Note   If your Quick Proposal has a Quick Proposal Type of Permanent, Streamlyne Research checks the database for existing QP documents where the Quick Proposal Type is Temporary and the Principal Investigator matches your submission.

If the system finds a match, you will be prompted with the option to merge the two documents. The steps to accomplish the merge are detailed in Merging a Permanent Quick Proposal with a Temporary Quick Proposal.

Quick Proposal Actions > Copy To New Document Section
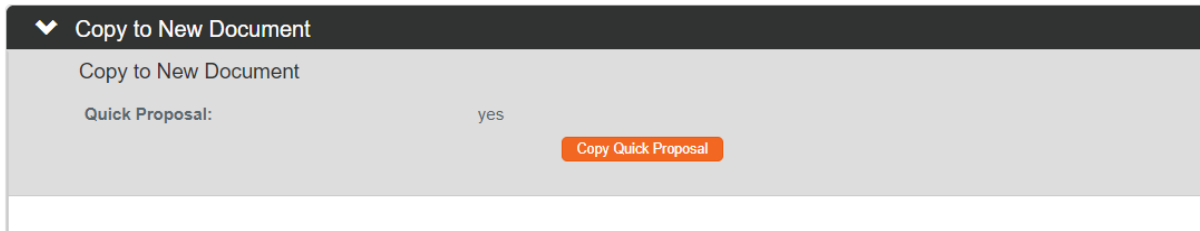
If you have another similar proposal to enter, simply copy the existing document data to a new Quick Proposal as follows:

1. Click the header to access the Copy section.

2. Click the Copy Quick Proposal button.
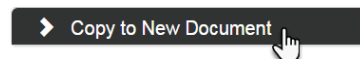
Quick Proposal Actions Tab > Notes and Attachments

To update the Notes and Attachments section, follow instructions detailed in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements.**

Quick Proposal Actions Tab > Ad Hoc Recipients Section

To leverage the Ad Hoc Recipients section, follow instructions detailed in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements.**

Quick Proposal Actions Tab > Route Log Section

To leverage the Route Log section, follow instructions detailed in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements.**

Merging Quick Proposals

Streamlyne Research offers two options to merge a Quick Proposal with other existing documents. Review this section to become familiar with these options.

Merging a Permanent Quick Proposal with a Temporary Quick Proposal

This merge feature is designed to catch any duplicate Quick Proposals that may have been unwittingly entered into Streamlyne Research.   This function is triggered automatically upon submission, specifically when submitting a new Quick Proposal with a Type of Permanent.

1.   When the Proposal Log is complete and all errors have been resolved, click the Submit button to finalize the document.

2.   If you are submitting a Quick Proposal with a Type of Permanent, Streamlyne Research will search the database for Quick Proposals with a Type of Temporary, where the Principal Investigator is the same as your submission.
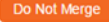
If the system finds such a record, this prompt is displayed:

The following matching temporary proposal logs exist. Select to merge one or select cancel at the bottom.

Proposal Number	Principal Investigator Full Name	Sponsor Code	Sponsor Name	Title	Lead Unit	Unit Name	Comments	
00000727	Biochemistry Professor	000340	National Institutes of Health	PL Void Test 2	105010	Biochemistry	PL Void Test 2	Merge

Do Not Merge   Cancel

If you wish to merge one of the Temporary documents with your Permanent document, click the Merge button that corresponds to the Temporary document.

3.   If you do not wish to merge documents, click the Do Not Merge button. Do Not Merge

4.   If you wish to cancel out of this screen to correct your original document, click the **Cancel** button.

Result   If you clicked the Do Not Merge button, the system will finish the submission process and finalize the document.

If you clicked the Merge button, the system will:

- Update the Proposal Merged With field on both documents with the other document's Quick Proposal Number

Quick Proposal Type : Permanent	Quick Proposal Status : Merged
Proposal Merged With : 00001007	Proposal Type : New

- Update the Status of the QP from Temporary to Merged

Quick Proposal Type	Proposal Log Status
Temporary	Merged

Merging a Temporary Quick Proposal with an Institutional Proposal

When the project tracked on a Quick Proposal is submitted to the sponsor, the document should be promoted to an Institutional Proposal. This process is covered in Promoting a Quick Proposal Document.

Occasionally, an Institutional Proposal is created for the project in such a way that bypasses the promotion process, abandoning the related Quick Proposal. In this case, Streamlyne Research provides the option to merge the Quick Proposal with the existing Institutional Proposal. Note that this function is reserved for Quick Proposals with a Type of Temporary.

Follow these steps to complete this process:

1. Navigate to the Quick Proposal Lookup by clicking Main Menu > Pre-Award > Quick Proposal.

2. Enter the search criteria in the Lookup and click the Search button. Search

3. Streamlyne Research displays the search results at the bottom of the screen.

    Identify the Quick Proposal you wish to merge with an Institutional Proposal by clicking the <u>merge</u> hyperlink next to the desired record.

Actions	Quick Proposal Number	Quick Proposal Type	Proposal Log Status
merge edit view streams	00001654	Temporary	Temporary

4. Streamlyne Research will open the Institutional Proposal Lookup.

    Enter the search criteria in the Lookup and click the Search button. Search

5. Streamlyne Research displays the search results at the bottom of the screen.

select streams	00000786	New	Research	Pending	105010	Biochemistry

    Click the <u>select</u> hyperlink next to Institutional Proposal you wish to merge with a Quick Proposal.

Results Streamlyne Research will update the Quick Proposal's Status to Merged.

No data is added the Institutional Proposal, nor is the Quick Proposal referenced on the Streams tab of the IP.

Promoting a Quick Proposal Document

When the project tracked on a Quick Proposal is submitted to the sponsor, the Quick Proposal must be converted to an Institutional Proposal (IP). This process is also known as "promoting" a Quick Proposal.

This section describes the steps to manually create an Institutional Proposal from a Quick Proposal document. This process applies only for Quick Proposals that were never added to the Proposal Development and Budget module.

If your project is being tracked on a document initiated in the Proposal Development and Budget module, skip this process and proceed to [Accessing an Institutional Proposal](#).

Promoting the Quick Proposal

1. Navigate to Main Menu > Pre-Award > Institutional Proposals > +.

2. Streamlyne Research displays the Quick Proposal Lookup page.

Enter the criteria for the Quick Proposal document you wish to promote and click the Search button. <kbd>Search</kbd>

3. Streamlyne Research displays the results that meet your criteria in the bottom of the page.

Click the select hyperlink next to the Quick Proposal Number you wish to promote.

Actions	Quick Proposal Number	Quick Proposal Type	Proposal Log Status	Proposal Merged With
select	00001875	Permanent	Pending	00001874

Result Streamlyne Research creates and displays your Institutional Proposal document.

Continue to the next set of steps to save and complete this Institutional Proposal.

Updating Institutional Proposals

Quick Proposals are promoted to Institutional Proposals through a manual process. Once you have promoted your Quick Proposal to an Institutional Proposal, you will need to complete the minimum fields required to save the document without validation errors. When Proposal Development documents are submitted via Submit to Sponsor or Submit to S2S, an associated Institutional Proposal is automatically generated. In this case, all of the completed fields in PD that also appear in IP will be populated already.

Note that you cannot create a new Institutional Proposal outright, but you must instead generate it from a Proposal of some sort.

Minimum Required Fields

Consult the table below for details on these fields, and then follow the steps to save your work.

Tab	Section	Field Name	Field Description	Instructions
Institutional Proposal	Document Overview	Description	The short description of document.	Enter freeform text.
Institutional Proposal	Institutional Proposal	Proposal Type	The type of proposal documented on the IP; defaults to the type selected on the associated PL or PD.	Update as necessary by selecting from dropdown list.
Institutional Proposal	Institutional Proposal	Project Title	The full title of the project, defaults from source document.	Update as necessary by editing freeform text.
Institutional Proposal	Institutional Proposal	Status	The status of the IP in relation to funding, defaults to Pending.	Update as necessary by selecting from dropdown list.
Institutional Proposal	Institutional Proposal	Activity Type	The type of project being funded by the IP.	Select configured values from dropdown list.

Tab	Section	Field Name	Field Description	Instructions
Institutional Proposal	Institutional Proposal	Submission Type	Standard Definitions: Application; Preapplication; Change/Corrected Application	Select from dropdown.
Institutional Proposal	Sponsor & Program Info	Sponsor ID	The unique identifier for the sponsoring agency, defaults from source document.	Update by clicking the magnifying glass to search for and select the desired value.

1. After the Quick Proposal is promoted, Streamlyne Research will display the IP document opened to the Institutional Proposal tab.

   Complete the fields outlined in the table above.

2. Click the Save button. `Save`

Note   Once the document is saved, it will remain on your Action List as a pending item with a COM symbol, prompting you to complete the document at your convenience.

Accessing an Institutional Proposal

This process details the steps to access any existing Institutional Proposal.

Sometimes, you will perform these steps when you need to access an IP that you previously created by promoting a Quick Proposal. Other times, you will perform these steps to access an IP that was automatically created by Streamlyne Research when a Proposal Development document was Submitted to Sponsor or Submitted to S2S.

1. From the Action List, navigate to Main Menu > Pre-Award > Institutional Proposals.

2. Streamlyne Research displays the Institutional Proposal Lookup page. Enter the criteria for the Institutional Proposal document you wish to access and click the Search button. `Search`

3.   Streamlyne Research displays the results that meet your criteria in the bottom of the page.

Click the **open** hyperlink next to the **Institutional Proposal Number** you wish to access.

Actions	Institutional Proposal Number	Proposal Type	Activity Type
open streams	00000786	New	Research

Editing an Institutional Proposal

There are several reasons you may want to edit an Institutional Proposal. You may want to enter additional initial information soon after it has been created. You may want to update information, add notes, or change the status along the way. This section will walk you through the processes to complete the required fields in each tab and section of an Institutional Proposal document. IP documents contain seven (7) tabs accessed by clicking the tab headers located on the left-hand side of the screen within the document. Each tab has multiple sections running vertically down the center of the page.

Note that Streamlyne Research automatically transfers any relevant data that you entered earlier. Given this, it may not be necessary to edit many fields in the IP when you are also using Proposal Development.

To edit an Institutional Proposal, access the IP document by completing one of these processes:

- [Promoting a Quick Proposal Document](#)
- [Accessing an Institutional Proposal](#)
- By clicking on a COM item on your Action List

Updating the Institutional Proposal Tab

Once you access the IP document, Streamlyne Research will display the document opened to the Institutional Proposal tab. If the Document Status is FINAL and you have the appropriate permissions, click the Edit button at the bottom of the page.

Edit

Institutional Proposal Tab > Document Overview Section

Update the Document Overview section as detailed in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements.**

Institutional Proposal Tab > Institutional Proposal Section

Institutional Proposal information from the Proposal Development document or the Quick Proposal document will automatically populate in the Institutional Proposal wherever possible.

1. Click the header to expand the Institutional Proposal section.

2. If this is a Continuation or Renewal and the related Award document exists in the system, enter the Award Number into the **Award ID** field or click the magnifying glass 🔍 to search for and select the original **Award ID**.

If this is not a Continuation or Renewal, skip to the next step.

3. Click the arrow to access the dropdown menu next to the **Status** field, and then select most appropriate value from the dropdown list.
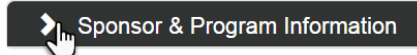
Note The **Status** can be changed up until the point that the IP is added as a Funding Proposal to an Award. Once this occurs, the IP Status updates to Funded and is no longer editable.

4. Click the arrow to access the dropdown menu next to the **Proposal Type** field, and then select the type that applies to this IP.

5. Click the arrow to access the dropdown menu next to the **Activity Type** field, and then select the Activity that corresponds to your IP.

6. Click the arrow to access the dropdown menu next to the **Submission Type** field, and then select the most appropriate value from the dropdown list.

7. Enter a meaningful description in the **Project Title** field.

Institutional Proposal Tab > Sponsor & Program Information Section

Sponsor information from the Proposal Development document or the Quick Proposal document will automatically populate on the Institutional Proposal wherever possible.

1. Click the header to expand the **Sponsor & Program Information** section.

2. The **Sponsor ID** field will reflect the value selected on the Quick Proposal or Proposal Development document.

   If necessary, click the magnifying glass ⌕ next to the **Sponsor ID** field to search for and select a new Sponsor ID.

Note The remaining fields in this section are optional. Most default in from the Proposal Development document if populated there.

3. If the sponsor has assigned a unique identifier to your submission, enter this value in the **Sponsor Proposal ID** field.

4. If necessary, add or update the **Prime Sponsor Id** by clicking the magnifying glass ⌕ to search for and select the correct value.

5. If applicable, add or update the **NSF Science Code**. Click the arrow next to the field and select the appropriate value from the dropdown list.

6. The **Sponsor Deadline Date** will populate from the either the Quick Proposal or the Proposal Development document.

If necessary, add or update this date using MM/DD/YYYY format. You may also click the calendar icon to select the date.

7. If necessary, click the clock icon to add or update the **Sponsor Deadline Time**.

8. If the proposal was submitted to the sponsor before or after the date that the Institutional Proposal was generated, update **Submission Date** using MM/DD/YYYY format. You may also click the calendar icon to select the date.

Note Depending on your institution's processes, the Submission Date may differ from the date the Institutional Proposal was created. The system provides two configuration options for this field:

- Out of the box, Streamlyne Research prepopulates the Submission Date with the same value as the Institutional Proposal Create Date. In this case, administrators would update the field only when the Submission Date differs.
- You may configure Streamlyne Research to leave Submission Date blank, leaving it up to your administrators to manually enter the field each time an Institutional Proposal is generated.

9. If necessary, add or update the **Sponsor Deadline Type**. Click the arrow next to the field and select the appropriate vlaue from the dropdown list.
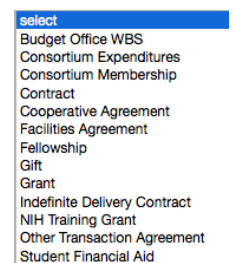
10. If the **Proposal** has subawards associated with it, if necessary, click the checkbox.

11. If necessary, update the **Anticipated Award Type**. Click the arrow next to the field and select the appropriate value from the dropdown list.

12. If necessary, add or update the **CFDA Number** by hand-keying the value.

13. If necessary, add or update the **Research Type**. Click the arrow next to the field and select the appropriate value from the dropdown list.

14. If necessary, add or update the method for **Notice of Opportunity**. Click the arrow next to the field and select the appropriate value from the dropdown list.
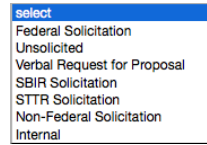
15. If necessary, add or update the opportunity ID by hand-keying the value in the **Opportunity** field.

Institutional Proposal Tab > Financial Section

1. If your IP began as a Proposal Development document with a Proposal Budget, financial data will automatically populate from the original document. Skip to the next process.

   If your document began as a Quick Proposal, or as a Proposal Development document without budget amounts, or if you need to update defaulted values from these sources, click the section header to expand the **Financial** section.
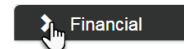
2. Update any **Date** field by clicking the calendar icon 🗓 and clicking the date corresponding to **Start** or **End Dates**. You may also hand-key the dates in MM/DD/YYYY format.

3. Update any **Cost** field by typing a dollar amount.

4. Click the Recalculate button to update the Total values.

Institutional Proposal Tab > Graduate Students Section

1.   This section is optional. If graduate students will be working on the project associated with your IP and your institution has elected to report on this information, click the header to reveal the Graduate Students section.
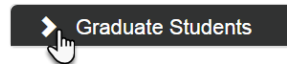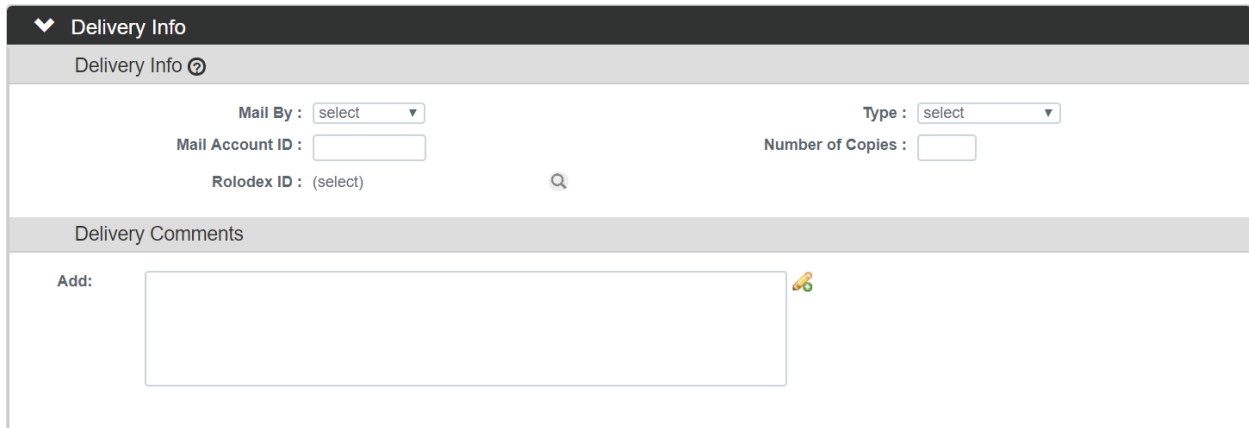
Otherwise, skip to the next process.

2.   Update the **Head Count** field, the **Person Months** field, or both by tabbing into the field(s) and entering a value.

Institutional Proposal Tab > Notes and Attachments

Update the Notes and Attachments section as detailed in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements.**

Institutional Proposal Tab > Delivery Info

1. If you entered delivery information on the original Proposal Development document, that data will appear in this section of the IP. Skip to the next process.

    If your proposal began as a Quick Proposal or as a Proposal Development document that did not include delivery information, click the header to expand the Delivery Info section.

2. All fields in this section are optional. Complete the fields with any information necessary to ensure the Proposal is delivered correctly.

Institutional Proposal Tab > Keywords Section
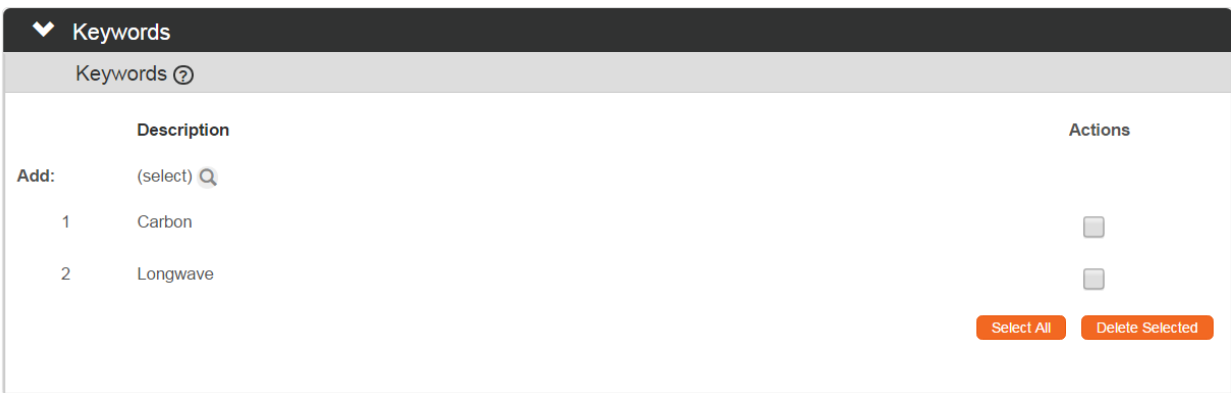
1. Optional Keywords allow your institution to report on IPs by research topic. If your institution is tracking this data, click the section header to expand the Keywords section.

    Otherwise, skip to the next process.

2. Search for keywords by clicking the magnifying glass to access the Lookup function.

3. Click the checkbox next to the appropriate keywords. ☑

4. Click the Return Selected Results button to populate the selected keywords to your IP.

5. Repeat Steps 2 through 4 including all relevant keywords on the IP.
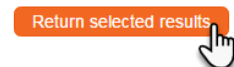
Saving the Institutional Proposal Data

1. Click the Save button at the bottom of the page.

2. Streamlyne Research will validate that all required fields are populated.

If you are missing minimum required fields on your IP, the system will display a message with the number of errors at the top of the page, as well as an error message at the section level and the field level, as shown.
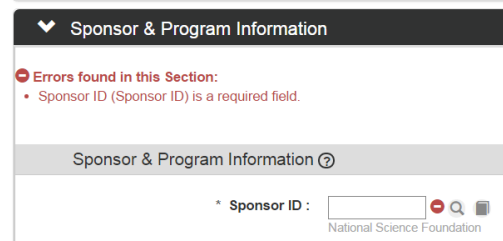
If necessary, complete the missing fields and click the Save button again.

3. Confirm that your IP is error-free by checking to make sure the Success message displays above the Document Overview section.
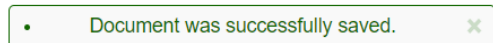
Updating the Contacts Tab

The Contacts tab is the place to identify personnel supporting the Proposal. Units, Roles, and any administrative contacts information is entered here.

Contacts Tab > Project Personnel Section > Project Personnel Subsection
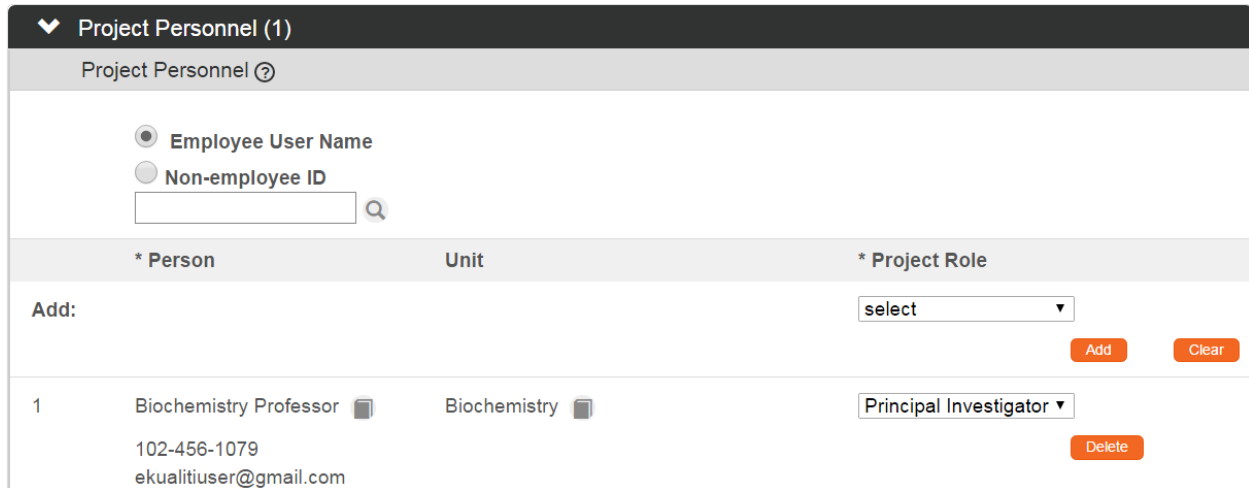
1. Click the Contacts tab header on the left-hand menu to access the Contacts tab.

2. Click the header to expand the Project Personnel section.

3. The Principal Investigator information is pulled in from the source documents (Quick Proposal/Proposal Development) along with other team members who might be receiving some portion of credit for the project.

If you need to add another team member to the Institutional Proposal at this time, click the magnifying glass 🔍 next to either the **Internal Person ID** or **External Address Book ID** fields to search for and select the team member's record.

Otherwise, skip to the next process.

4. Select a **Project Role** for the new person by clicking the arrows to reveal the dropdown list.
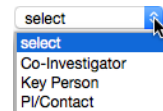
5. If you selected the **Key Person** role in Step 4, provide a description of the role the person will play on the project.

6. Click the Add button to complete the action.

7. Repeat Steps 3 through 6 until all team members are identified according to your institution's procedure.

Contacts Tab > Project Personnel Section > Person Detail & Unit Details Subsection

1. Each team member listed as Key Personnel on the Institutional Proposal will have his or her own Person Effort and Unit Details subsections.

Click the Show button to expand the Person Effort subsection associated with the first team member.

2.   If the team member is a faculty member, indicate this by clicking the **Faculty** checkbox.

3.   Indicate what percentage of effort will occur during the Academic Year and Summer, or the Calendar Year.

4.   Click the Show button next to the Unit Details subsection.

5.   The Unit assigned to the team member's Person record is populated here.

If the person's effort for this Institutional Proposal should be linked to another department, or shared between departments, click the magnifying glass 🔍 next to the **Unit Name** field to search for and select the new **Unit ID**.

Otherwise, skip to Step 11.

6.   Click the Add button to add this Unit to the team member's entry.   Add

7.   Repeat Steps 6 and 7 until all Units are represented for this team member.

8.   Remove any extraneous records by clicking the Delete button.   Delete

9.   Repeat Steps 1 through 9 until all team members' details have been updated.

Contacts Tab > Project Personnel Section > Combined Credit Split Subsection

The Combined Credit Split subsection is configurable based on your institution's needs, and the type of data collected at your institution will determine the types of credit displayed. Alternatively, your institution may elect not to track any credit splits, in which case, this subsection will not display at all.

The instructions in this section detail how to fill out the Combined Credit Split subsection using a sample set of credit types. Your institution's credit types will vary.

	Recognition	Responsibility	Space	Financial
Biochemistry Professor	50.00	60.00	100.00	80.00
105010 - Biochemistry	100.00	100.00	100.00	100.00
Unit Total:	100.00	100.00	100.00	100.00
Pediatrics Professor	50.00	40.00	0.00	20.00
105030 - Pediatrics	100.00	100.00	100.00	100.00
Unit Total:	100.00	100.00	100.00	100.00
Totals				
Investigator Total:	100.00	100.00	100.00	100.00

Recalculate

1. For each project team member, indicate the percentage of credit allocated for each category set up by your institution—in this example, **Recognition, Responsibility, Space** and **Financial**—by assigning a value between 0.00 and 100.00.

    If you only have one team member assigned to the IP, enter 100 for all credit categories.

2. If you have a single project team member assigned to more than one department/unit, indicate how the person's credit should be split across units by assigning a value between 0.00 and 100.00 for each category.

3. The **Unit Total** should sum to 100.00 for each person, and the **Project Person Total** should sum to 100.00 for each category.

    Click the Recalculate button to confirm there are no errors in your totals.

    Recalculate

Contacts Tab > Unit Contacts Section

1. Click the section header to expand the **Unit Contacts** section.
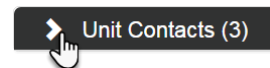

2. If you would like to pull in default **Unit Contacts** and **Central Administrator Contacts** assigned to the **Lead Unit**, click the **Sync All** button.

   If clicked, a warning message will appear prompting you to confirm the action.

3. If additional unit personnel should be added, click the magnifying glass 🔍 to look up and select the **Person**.

4. Click the arrow next to the **Project Role** field, and then select the most appropriate role from the dropdown list.
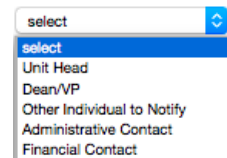
5. Click the **Add** button to complete the process.

6. Repeat Steps 3 through 5 as many times as necessary until all **Unit Contacts** are updated.

7. Click the **Save** button at the bottom of the page to save your work. `Save`

Contacts Tab > Central Administration Section

The **Central Administration Contacts** section stores read-only contact information for the administrative personnel assigned to the **Lead Unit** for this **Institutional Proposal**.

Click on the header to expand the section should you need to access this data.

> Central Administration Contacts (10)

	Person	Unit	Project Role
1	GCO Administrator 102-456-1063 ekualitiuser@gmail.com	Grants & Contracts Office	OSP Administrator
2	IRB Administrator 102-456-1064 ekualitiuser@gmail.com	Human Subjects Office	IRB Administrator
3	IACUC Administrator 102-456-1065 ekualitiuser@gmail.com	Animal Care & Use Office	IACUC Administrator

Updating the Custom Data Tab

As the name implies, the fields on the **Custom Data** tab are 100% configurable by your institution. If you would like to explore these screens, click on the tab header on the left of the screen to access this section. Fill out the data on this tab according to your institution's procedure. `Custom Data`

Updating the Special Review Tab

The Special Review functionality is designed to record formal reviews or administrative efforts linked to the effort tracked on your Institutional Proposal, in such instances as:

- Human subjects research tracked on IRB Protocol documents

- Animal research tracked on IACUC Protocol documents

- Technology/data protections recorded on Intellectual Property Review documents

- Research-related facilities requests or clearances, such as lab transfers or material handling requests

1. Click on the tab header to access the **Special Review** tab.

2. Click arrows next to the field to select the **Special Review Type** from the dropdown list configured for your institution.
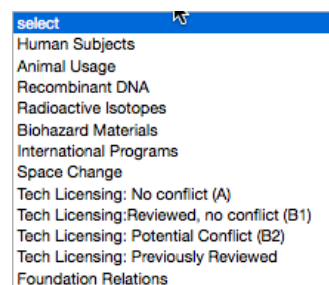
3. If your institution uses Streamlyne Research for IRB or IACUC Protocols, the **Approval Status** field will auto populate based on the Protocol Status of the document whose Protocol Number you will identify in Step 4. Continue to the next step.

   Otherwise, click on the arrows next to the field to select the appropriate **Approval Status** from the dropdown list.

4. If your institution uses Streamlyne Research for IRB or IACUC Protocols, click the magnifying glass 🔍 next to the **Protocol Number** field to look up this value.

   Otherwise, enter your institution's custom document tracking number in the **Protocol Number** field.

5. Enter the **Application Date, Approval Date,** and **Expiration Date** of your project, if necessary. Type these values in MM/DD/YYYY format or click the calendar icon to select the date.
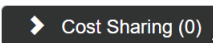
6. In the case of an IRB Protocol, if the human subjects research falls under one of the eight categories of Exempt Research per the Common Rule (45 CFR 46.104), and if necessary, identify the **Exemption #** by clicking the arrows next to the field and selecting the correct **E#** from the list.

7. Click the Add button to complete this action.

8. Repeat Steps 2 through 7 until all related reviews are recorded.

Updating the Distribution Tab
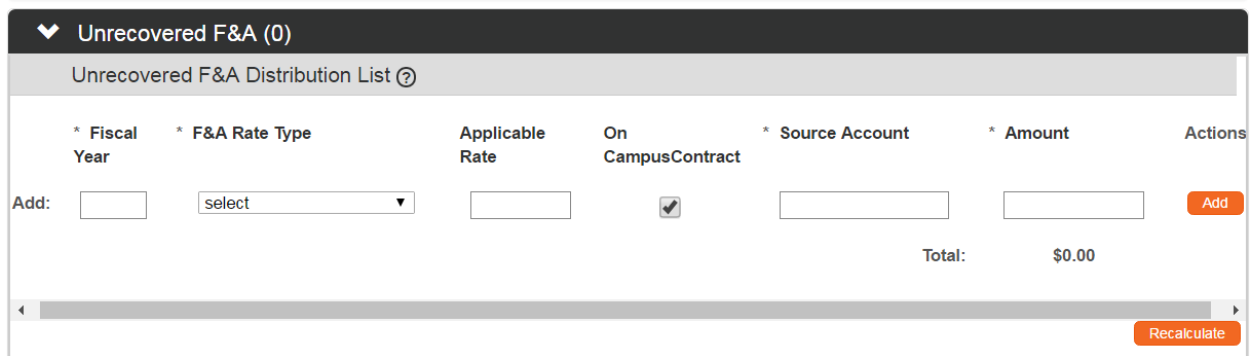
Distribution Tab > Cost Sharing


1. Click the tab header on the left-hand menu to access the Distribution tab.

2. Click the header to access the **Cost Sharing** section.

   If you entered Cost Sharing information on the original Proposal document in the Proposal Development and Budget module, that data will appear in this section of the IP.

3. If adding a new cost share, enter the year (YYYY) in which the funds will be allocated into the **Project Period** field.

   Depending on your institution's procedures, the year may indicate the fiscal year, project year, or calendar year.

4. Click the arrow next to the **Cost Share Type** field, and then select the most appropriate option from the dropdown list.

5. Enter the percentage of cost share into the **Percentage** field, if calculated by percentage.

6. Enter the account number for the **Cost Share Type** into the **Source Account** field.
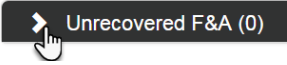
7.   Enter the **Cost Share Amount** into the **Amount** field.

8.   Click the Add button to complete the action. `Add`

9.   Repeat Steps 3 through 8 until all Cost Sharing information is correctly entered.

10.   If there is more than one Cost Share line, click the Recalculate button to `Recalculate`
        update the Total.

Distribution Tab > Unrecovered F&A
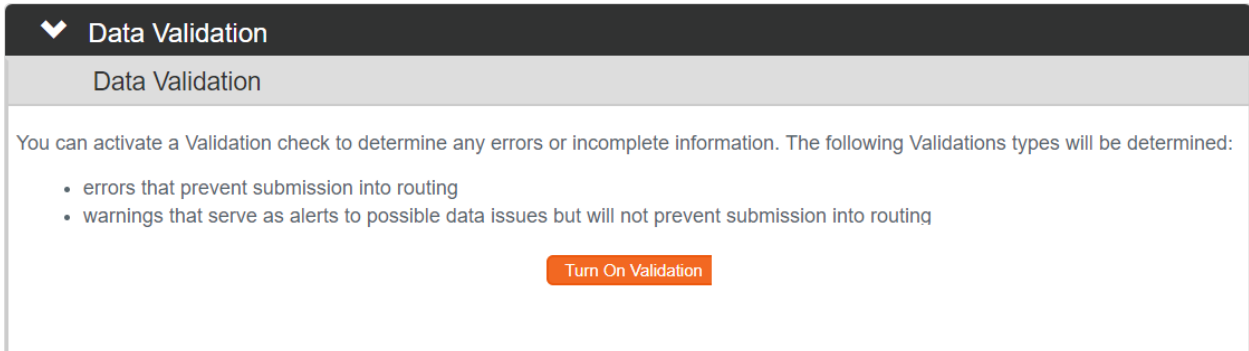

1.   If you need to add or review unrecovered facilities and
        administrative costs, click the header to access the
        Unrecovered F&A.

2.   To add an Unrecovered F&A line item, enter the year (YYYY) in which the funds will be
        allocated into the **Fiscal Year** field.

3.   Click the arrow next to the **F&A Rate Type** field to access the dropdown menu, and
        then select the most appropriate option.

4.   Enter the applicable F&A rate in the **Applicable Rate** field.

5.   The **On CampusContract** box defaults to checked.

        If the F&A Rate is Off Campus, clear the checkbox.

6.   Enter the account number for the account that will cover the charges into the **Source
        Account** field.

7.   Enter the dollar amount for this item into the **Amount** field.

8.   Click the Add button to complete the process. `Add`

9.   Repeat steps 2 through 8 until all unrecovered F&A is correctly entered to the IP.

10. If there is more than one line, click the Recalculate button to update the Total. [Recalculate]

11. Click the **Save** button located under this section to save your work. [Save]

Utilizing Institutional Proposal Actions

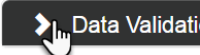### Institutional Proposal Actions Tab > Data Validation Section

❯ Data Validation

Data Validation

You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing

[Turn On Validation]

1. Click the tab on the left-hand menu to access the Institutional Proposal Actions tab.

[Institutional Proposal Actions]

2. Click the header to access the Data Validation section.

[Data Validation]

3. Click the Turn On Validation button. [Turn On Validation]

4. Streamlyne Research will run a series of validation steps to make sure all fields are populated correctly, that dollar values total correctly, and that field entries do not conflict (wherever possible). This is the same validation routine automatically run when the Institutional Proposal is submitted.

If errors are found, Streamlyne Research will display a red error message at the top of the page, and display a list of errors found on the document.
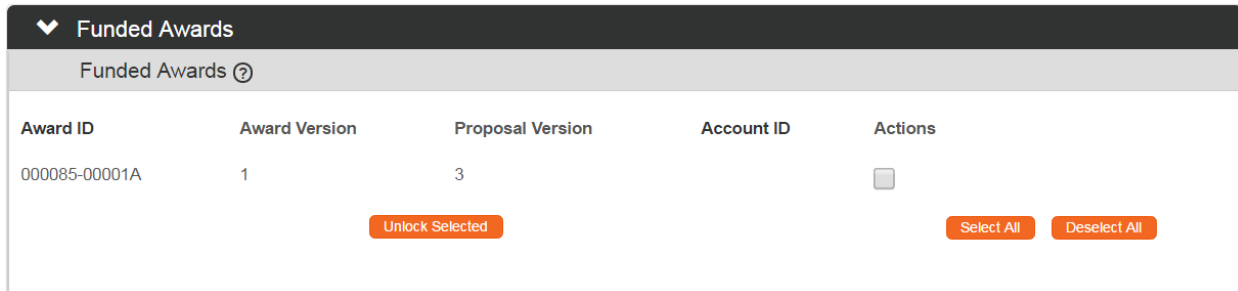
[1 error(s) found on page. ×]
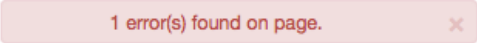
If errors exist, the **Fix** button next to the first listed error. [Fix]

Otherwise, skip to the next process.

5. Streamlyne Research returns to the document section where the problem resides.

Make your corrections and save the updated document.

6. Repeat Steps 4 and 5 as many times as necessary to resolve all errors.

Institutional Proposal Actions Tab > Funded Awards Section

If an Award document lists this IP as a funding source, the **Award ID** will appear on this read-only section.
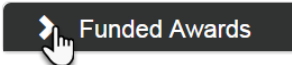

Institutional Proposal Actions Tab > Funded Awards Section > Unlinking an IP from an Award

When an Award document lists an IP as a funding source, Streamlyne Research updates the IP's Status from Pending to Funded. If this Award ID has been linked to this IP in error, editing the IP can unlink it.

Follow these steps to break the association between an Institutional Proposal and an Award.

1. Click the Edit button at the bottom of the Institutional Proposal tab to open the IP for editing if it's not open already.

2. Click the tab header on the left-hand menu to access the Institutional Proposal Actions tab.

3. Click on the header to expand the Funded Awards section.

4. Click the checkbox to select an individual award to unlink from the IP or use the Select All and Deselect All buttons to select awards.

5. Click on the Unlock Selected button to unlink the IP from the award(s) selected.

Note   If the IP is unlinked from all awards, the Status of the IP will change from Funded to Pending.

Institutional Proposal Actions Tab > Ad Hoc Recipients Section

Leverage the Ad Hoc Recipients section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.

Institutional Proposal Actions Tab > Print Section

❯ Print	
Print	

Hide	Print Notice	
Proposal Notice		Print

Hide	Print Reports

Person Lookup

[   ] 🔍

Current Report		**Pending Report**	
Initiate	Print	Initiate	Print
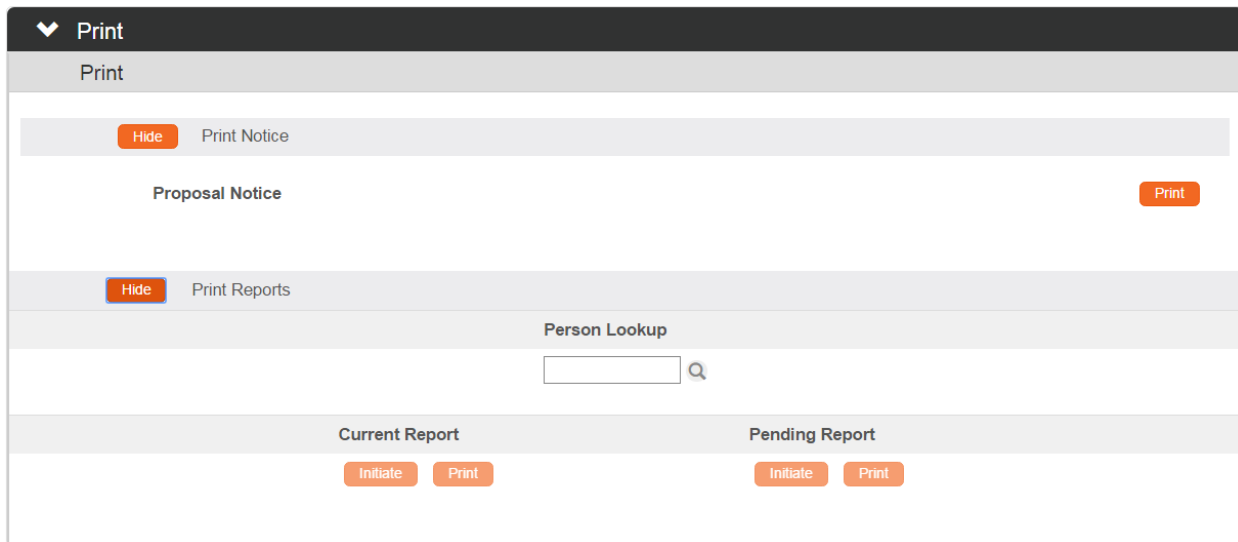
1. If you need to print the Proposal Notice or current and pending effort reports for IP personnel, click the header to reveal the **Print** section.

2. To print the PDF of the Proposal Notice, click the Show button next to Print Notice.

3. Click the Print button.

4. Streamlyne Research will generate a PDF of the Proposal Notice.

    Follow your browser's prompts to open, save, or print this document.

5. To generate current and pending effort reports at the person level, click the Show button next to Print Reports.

6. Click the magnifying glass 🔍 to search for and select the **Person** for whom you will generate the **Current** or **Pending** report. The selected name will populate for both reports.

7. Click the **Initiate** button for one or both reports.

8. Click the **Print** button for one or both reports.

9.   Streamlyne Research will generate a PDF of the selected reports.

Follow your browser's prompts to open, save, or print this document.

Institutional Proposal Actions Tab > Route Log Section

Leverage the Route Log section as outlined in the **NEW USER MANUAL: Navigation, the Action List, and Common Document Elements.**

Submitting an Institutional Proposal

When the Institutional Proposal is complete and all errors have been resolved, click the Submit button to finalize the document. [Submit]