

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).

Action	Id
Show COM	4110
Show COM	4177
Show COM	4181

	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

3 items found, displaying all.

This is the screen you will need to populate:

Proposal Development Document

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

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 :

* Lead Unit ID :

* Activity Type :

* Sponsor Deadline Date :

* Project Title :

* Sponsor Code :

* Project Start Date :

* Project End Date :

* Submission Type :

* Sponsor Deadline Time :

Institutional Fields Conditionally Required

Award ID :

Original Institutional Proposal ID :

Revision Type :

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