### Quick Guide

# **Budget Building in Streamlyne**

To create Budget, find created Streamlyne proposal budget by Proposal #, Document #, or PI:

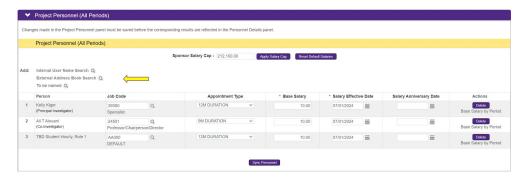


The link can also be found in Tech Express: StreamLn

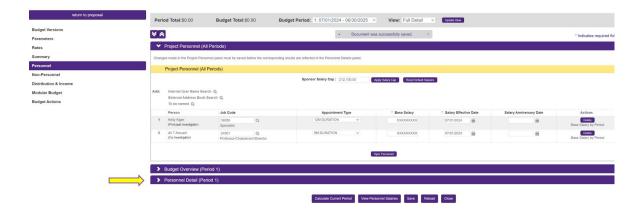
## **Building a Budget**

#### **Add Personnel**

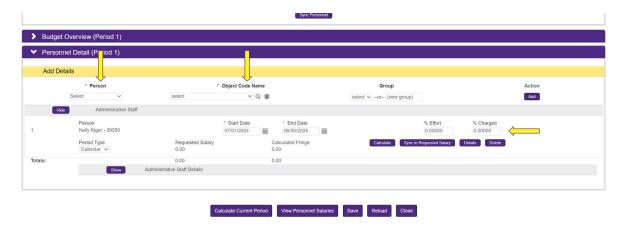
- 1) Search for Internal Users (TTU faculty, staff, students, etc.) by clicking on small magnifying glass and using name or email.
- 2) Select appropriate name and Return selected results
- 3) Repeat for To be named personnel.



After adding all the Personnel for the project, move down to Personnel Detail. This is where to calculate the time / effort needed for each person. Streamlyne populates salary data for named personnel where it is available in the Tennessee Tech personnel records. For positions where personnel have yet to be named or for named personnel without salary data, enter the salary amount that has been budgeted for the position in the Base Salary field.

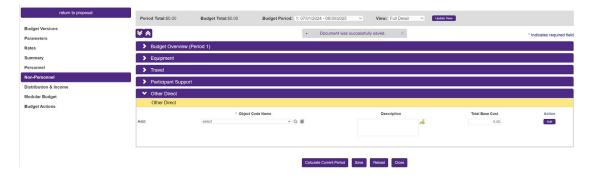


#### This is the screen for adding effort / hours:



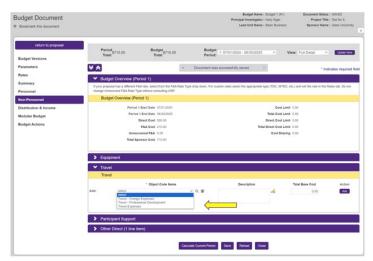
### **Add Non-Personnel**

All non-personnel expenses in the budget are entered into sections listed: Equipment, Travel, Participant Support, and Other Direct

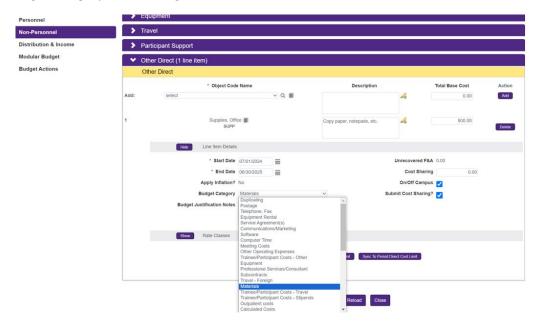


To add items for each section listed:

1) Click on OBJECT CODE NAME dropdown and chose appropriate group.



- 2) Add brief description, and TOTAL BASE COST.
- 3) Add using action button on right.
- 4) If further budget clarification is needed, click on budget category, cost sharing, etc.



5) Repeat for all budget items in all sections. There's a pattern you'll follow when setting up the budgets in Streamlyne. Make sure to set up all the data for a line item (personnel and non-personnel), then add. SAVE often as well.

**NOTE** If grant spans multiple years, you may click for details, and then click Apply To Later Periods to apply information across all years of the budget.

**NEXT: Submission and Approval**