

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.

▼ Project Personnel (All Periods)

Changes made in the Project Personnel panel must be saved before the corresponding results are reflected in the Personnel Details panel.

Project Personnel (All Periods)

Sponsor Salary Cap : 212,100.00 [Apply Salary Cap](#) [Reset Default Salaries](#)

Add: Internal User Name Search
 External Address Book Search
 To be named

Person	Job Code	Appointment Type	* Base Salary	* Salary Effective Date	Salary Anniversary Date	Actions
1 Kelly Higer (Principal Investigator)	33350 Specialist <input type="text"/> <input type="button" value="Q"/>	12M DURATION	10.00	07/01/2024		Online Base Salary by Period
2 Ali T Alouani (Co-Investigator)	24501 Professor/Chairperson/Director <input type="text"/> <input type="button" value="Q"/>	9M DURATION	10.00	07/01/2024		Online Base Salary by Period
3 TBD Student Hourly, Role 1	AA000 DEFAULT <input type="text"/> <input type="button" value="Q"/>	12M DURATION	10.00	07/01/2024		Online Base Salary by Period

[Save 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.

return to proposal

Period Total:\$0.00 Budget Total:\$0.00 Budget Period: 1: 07/01/2024 - 06/30/2025 View: Full Detail Update View

Document was successfully saved. * Indicates required field

Project Personnel (All Periods)

Changes made in the Project Personnel panel must be saved before the corresponding results are reflected in the Personnel Details panel.

Project Personnel (All Periods)

Sponsor Salary Cap : 212,100.00 Apply Salary Cap Reset Default Values

Add: Internal User Name Search External Address Book Search To-be named

Person	Job Code	Appointment Type	Base Salary	Salary Effective Date	Salary Anniversary Date	Actions
1 Kelly Kliger (Principal Investigator)	30350 Specialist	13M DURATION	XXXXXXXXXX	07/01/2024		Base Salary by Period
2 Ali T Abouani (Co-Investigator)	24501 Professor/Chairperson/Director	9M DURATION	XXXXXXXXXX	07/01/2024		Base Salary by Period

Sync Personnel

Budget Overview (Period 1)

Personnel Detail (Period 1)

Calculate Current Period View Personnel Salaries Save Reload Close

This is the screen for adding effort / hours:

Sync Personnel

Budget Overview (Period 1)

Personnel Detail (Period 1)

Add Details

* Person * Object Code Name Group Action

Select select select --or-- (new group) Add

Hide Administrative Staff

Person	* Start Date	* End Date	% Effort	% Charged	Actions
1 Kelly Kliger - 39350	07/01/2024	06/30/2025	0.00000	0.00000	Calculate Sync to Requested Salary Details Delete
Period Type: Calendar	Requested Salary: 0.00	Calculated Fringe: 0.00			
Totals:	0.00	0.00			

Show Administrative Staff Details

Calculate Current Period View Personnel Salaries Save Reload Close

Add Non-Personnel

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

return to proposal

Period Total:\$0.00 Budget Total:\$0.00 Budget Period: 1: 07/01/2024 - 06/30/2025 View: Full Detail Update View

Document was successfully saved. * Indicates required field

Budget Overview (Period 1)

Equipment

Travel

Participant Support

Other Direct

Other Direct

Add: Object Code Name Description Total Base Cost Action

select

Calculate Current Period Save Reload Close

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 **Show** to add detail from more in-depth 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 **Show** for details, and then click **Apply To Later Periods** to apply information across all years of the budget.

NEXT: Submission and Approval