## **Quick Guide**

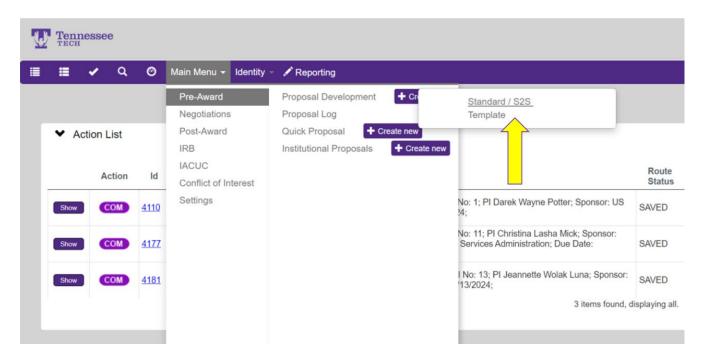
## Creating New Proposal in Streamlyne

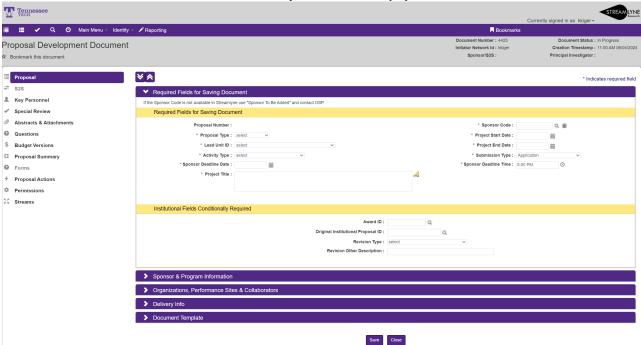
The link can also be found in Tech Express:



## **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).





## This is the screen you will need to populate:

- 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