

Quick Guide

Key Personnel & Budget Creation in Streamlyne

To add Key Personnel and create Budget, find created proposal in Streamlyne by Proposal #, Document #, or PI:

<https://research.tnitech.streamlyne.org/>

The link can also be found in Tech Express:



Add Key Personnel (PI, Co-PI, Key Person):

This information will be found in either the Intent to Submit form, or from communication with grant initiator.

This is the screen to populate:

The screenshot shows the 'Key Personnel' form in the Streamlyne system. The form is titled 'Key Personnel' and includes a search bar with a magnifying glass icon. Below the search bar, there are radio buttons for 'Internal User Name' and 'External Address Book ID'. A yellow arrow points to the magnifying glass icon. The form also has fields for 'Person', 'Unit', and 'Proposal Role'. A 'Save' button is visible at the bottom.

- 1) Click Magnifier icon to open new screen and find PI name by typing name and hit search. A Proposal must have only one person with the PI/Contact role. Additional investigators can be added as Co-Investigators or Key Person.

2) On next screen, click on “return value” on the left beside the correct personnel name. Name and attributes will then auto-populate Key Personnel screen.

3) Find Proposal Role on drop down, then click ADD button to right of name.

SAVE.

Add all Key Personnel and click SAVE. (Credit Split can be applied later)

Creating a Proposal Budget

- After Key Personnel, click on Budget Versions on left of screen.
- Name your Budget, click Add, and then open your budget

Budget Versions (01/01/2025 - 12/31/2030)								
Budget Versions								
	* Name	Version #	Direct Cost	F & A	Total	Final	Budget Status	Actions
Add:	<input type="text"/>							Add

Save Reload Close

Open the budget and populate.

Note Once an initial budget version has been created, you can create additional budget versions by copying and renaming an existing budget. Copy a budget to a new budget version by clicking on the Copy button next to an existing budget.

NEXT: Building the Budget