Quick Guide

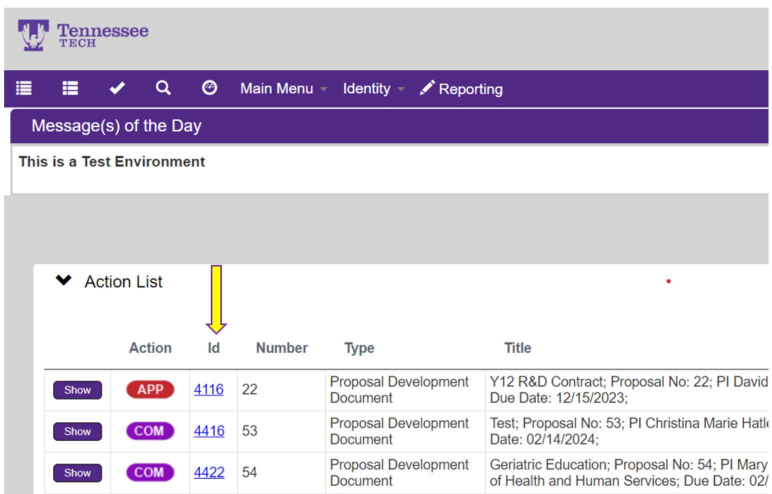
Submitting and Approving Streamlyne Proposal

To complete Proposal Submission for approval, log in to proposal by Proposal #, Document #, or PI:

The link can also be found in Tech Express:

To find your current Proposal for submission:

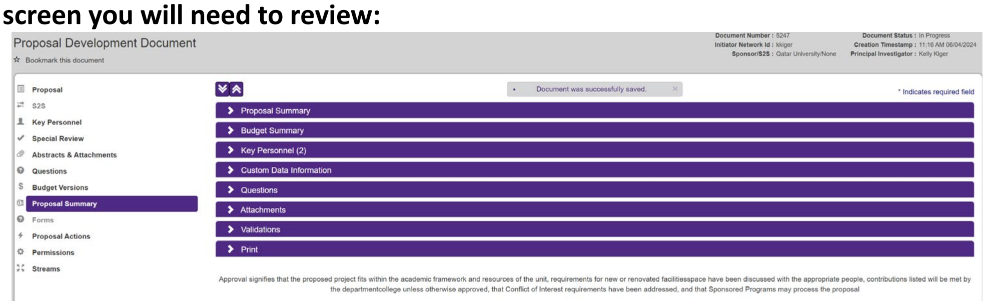
1) Navigate to the Main Menu, to your main dashboard by clicking on the Main Dashboard icon on the top left.
2) Chose the desired Proposal Development Document from your action list and click ID



3) Click on the Proposal Summary tab.

The Proposal Summary tab displays all data for the document in summary form. This is the default tab displayed to approvers while the document is in the review and approval process. This tab is most useful as a way to quickly review all Proposal data in a single place.

This is the screen you will need to review:

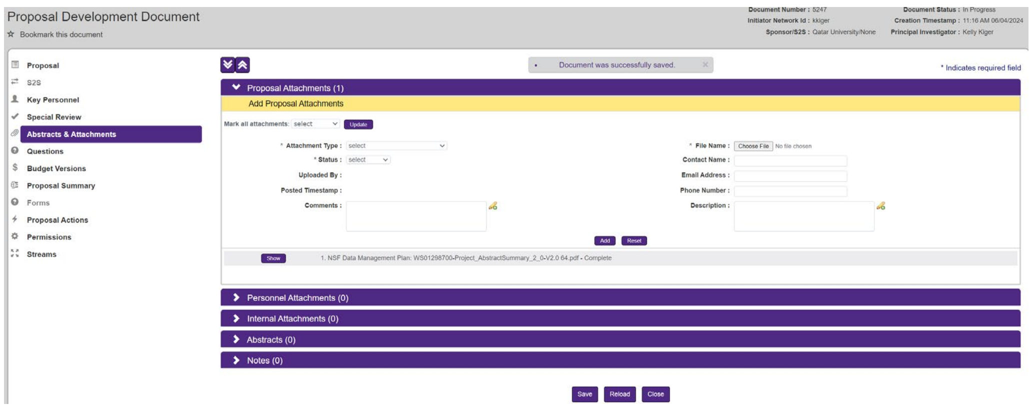


4) Review all tabs to ensure information is correct. Pay close attention to attachment additions.

5) Open Validation tab and turn on to determine errors or incomplete information.
   Turn On Validation
6) To see issues needed addressing, click on button at left of screen.
   Fix

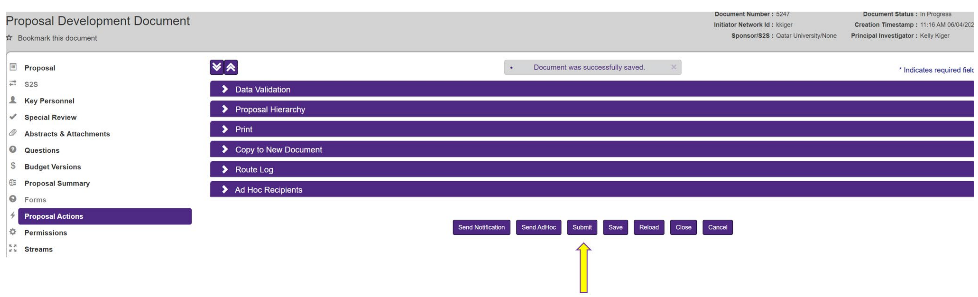
Review Abstracts & Attachments and Questions.

The Abstracts & Attachments section acts as a repository for the narrative attachments that support or describe aspects of the proposed project and complete questionnaire from Questions tab.



Submit Proposal into Workflow Review

When data entry and budget development for a given Proposal document are complete and correct, the document is ready for submission, review, and approval.



1) Click the Submit button at the bottom of the page.

Approval Routing of Proposal for Submission

When a document is submitted into workflow for route approval, each approver will receive an email as an Action List Reminder for the proposal.

If on routing list for submission approval, follow these steps to complete a review of the Proposal:

1) Click the link at bottom of the email to access your **Actions List**.
2) Review the data in all proposal sections for accuracy, click the Action Button on bottom of screen that corresponds to your decision.

Once all Approvals are submitted, Office of Research will submit to Funding Source.