Streamlyne Intent to Submit Proposal Quick Guide

Pre-award

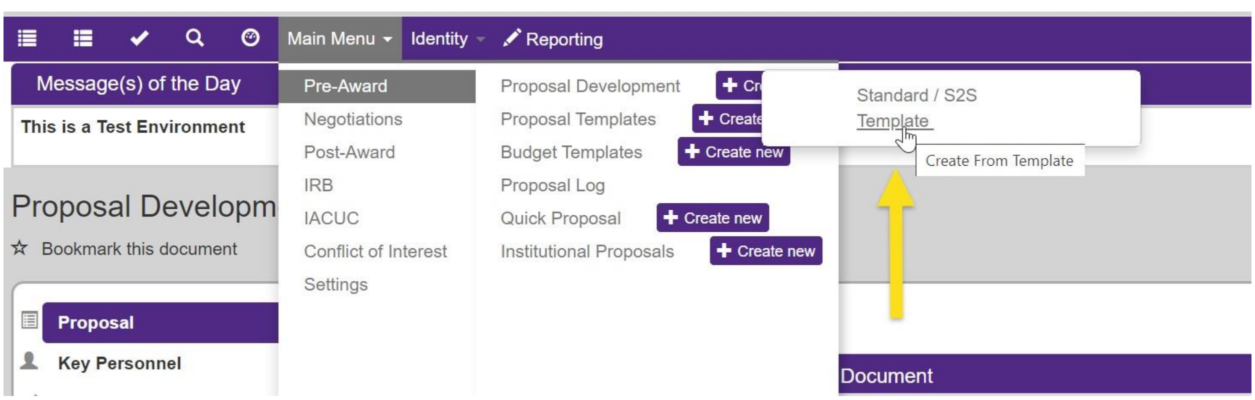
First, log in to Streamlyne:

https://research.tntech.streamlyne.org/

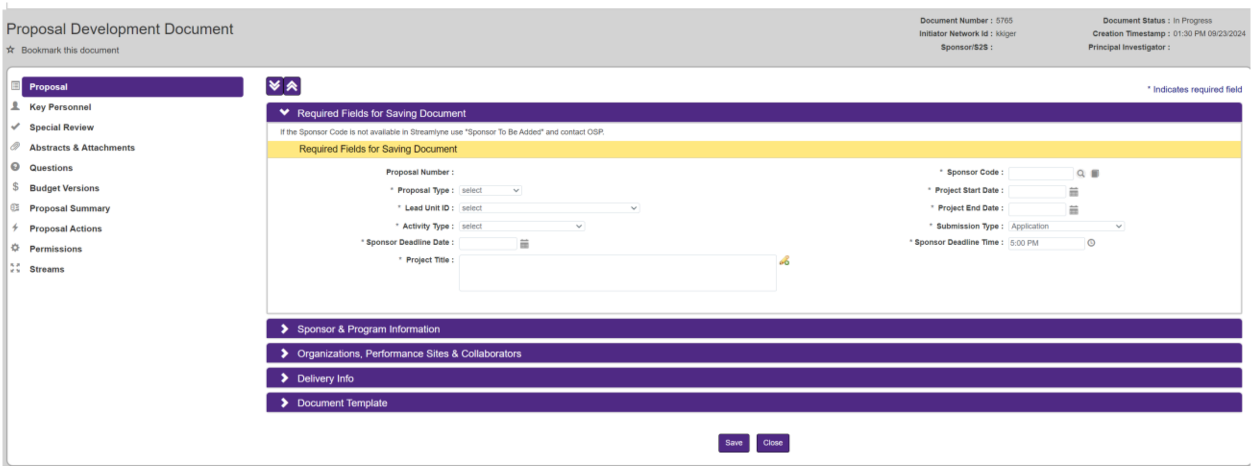
The link can also be found in Tech Express:

Every Intent to Submit is initiated with the same steps:

1) Navigate to the “create” button on Main Menu, Pre-Award, Proposal Development. Move cursor to TEMPLATE for an **Intent to Submit** template (or various TBD templates).



On next screen select INTENT TO SUBMIT from the dropdown, and then click CONTINUE:

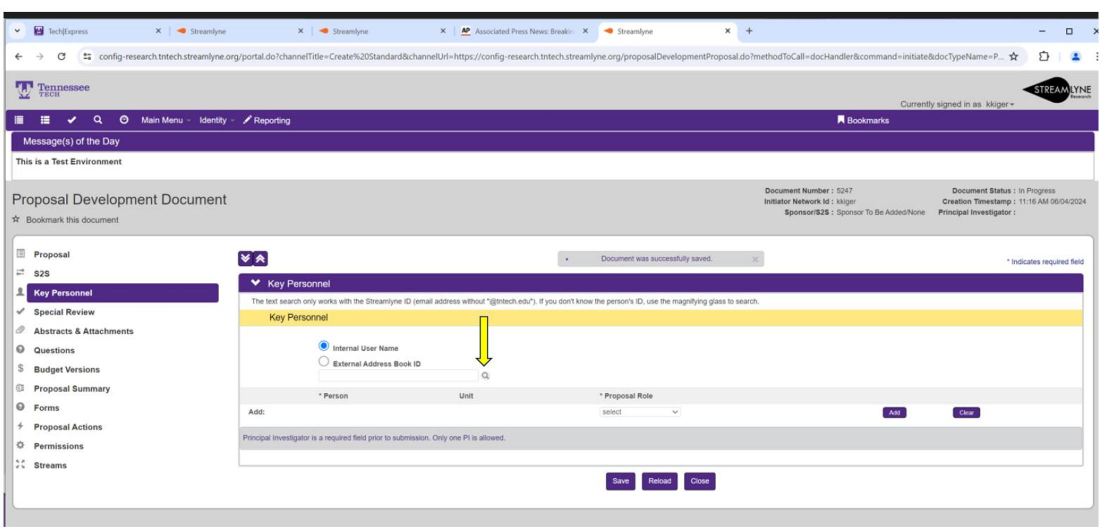


2) Using grant information and Key Personnel info, enter the required fields for saving (fields with asterisks are required). Note: If the Sponsor Code is not available in Streamlyne use "Sponsor To Be Added" and contact OSP.
3) If available, add any pertinent info for **Sponsor and Program Information** and **Organizations, Performance Sites and Collaborators**
4) When all required (and Optional) fields are completed, click the Save button. The Intent to Submit form is now in the system and has an associated document number.

NOTE Keep this proposal and document number handy.

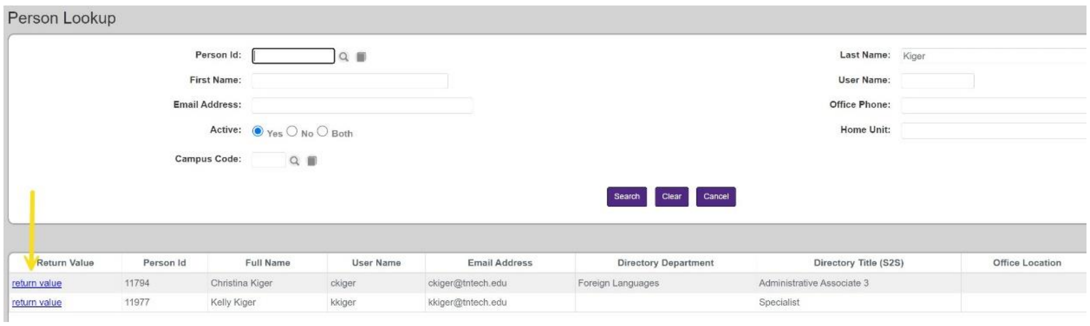
Updating the Key Personnel Tab:

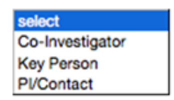
This is the screen to populate:



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.

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.

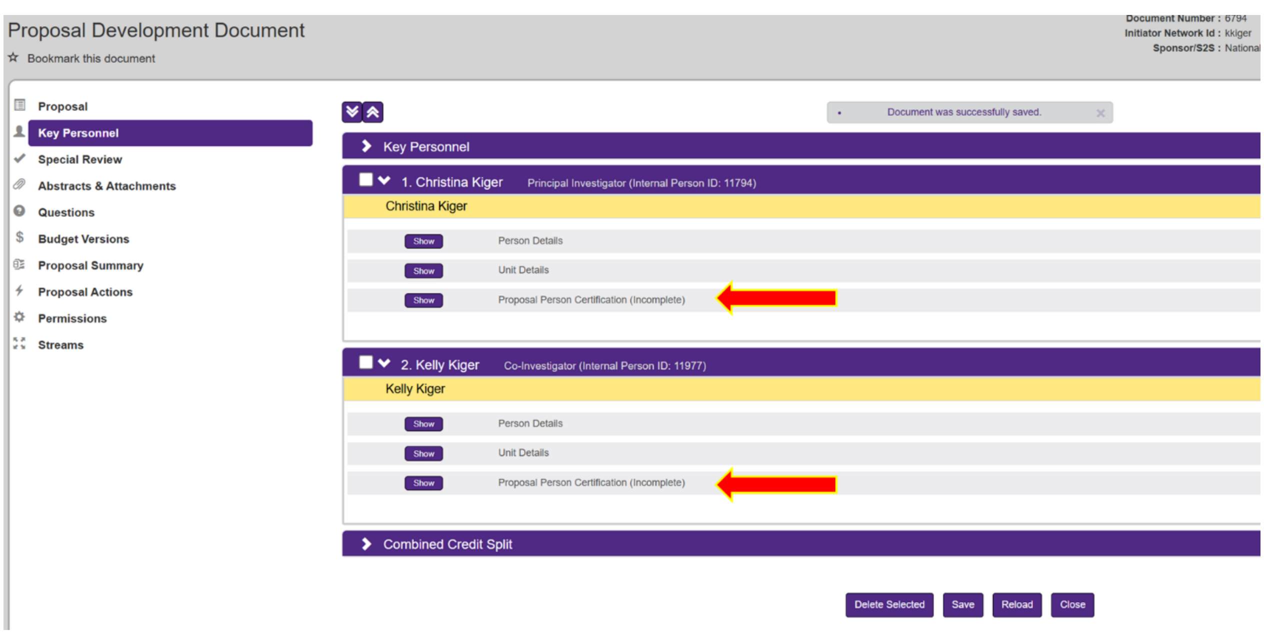


3) Find Proposal Role on drop down, then click ADD button to right of name.  SAVE.

4) Add all key Personnel.

Certification Questions

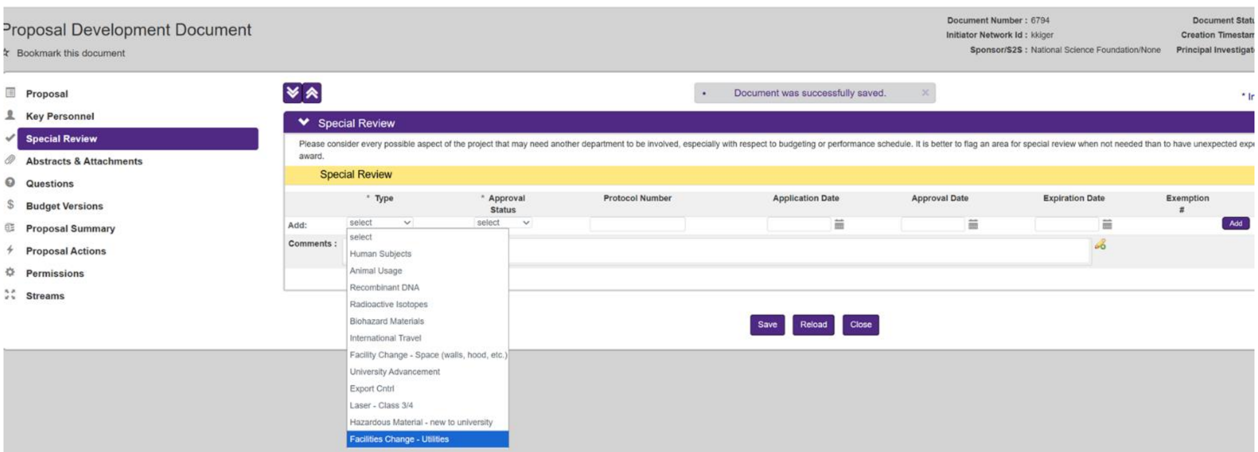
1) Highlight names and open with download arrow



2) Click on SHOW and complete certifications questions

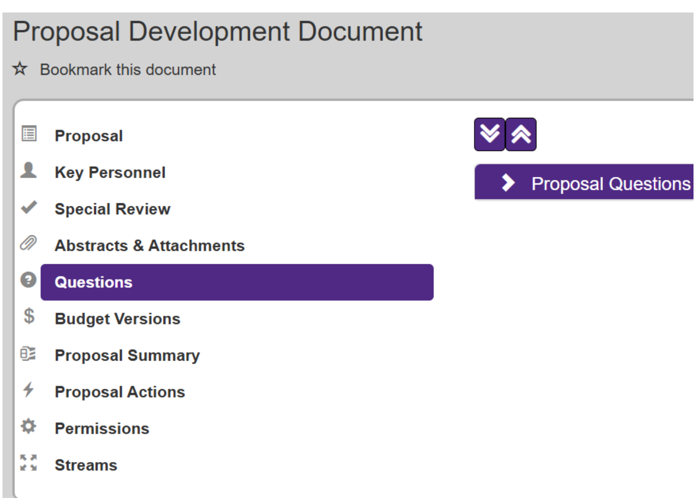
Special Review (As Needed)

Please consider every possible aspect of the project that may need another department to be involved, especially with respect to budgeting or performance schedule. It is better to flag an area for special review when not needed than to have unexpected expenses or delay after award.



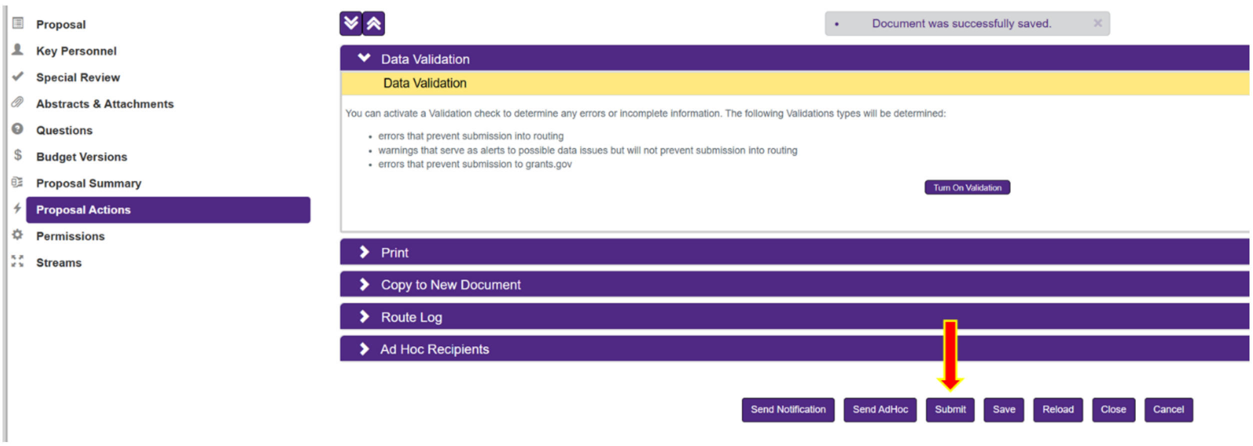
Questions

Open Questions on left hand menu and answer YES to "Are you preparing this proposal as a Notice of Intent to Submit?" Answer all following questions.



Proposal Actions - Submit

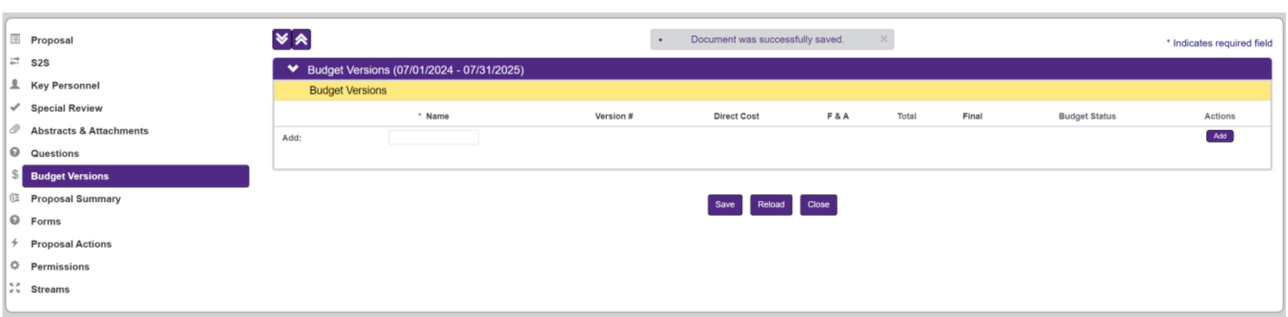
On the Proposal Development Document, click on Proposal Actions on the left-hand menu.



1) Open Validation and use Turn On Validation button. You can activate a Validation check to determine any errors or incomplete information. Click on any Validation warning and use the FIX button on right of screen to highlight (and fix) any error.
2) Once warnings have been cleared, use SUBMIT button to route the Intent to Submit.

(Optional before Submit) Adding Initial Budget Information

To create budget, open Budget Versions on left of screen. Create a budget name ADD and then Save.



Open budget to provide budget periods with any available information - Total Sponsor Cost**,** Direct Cost, F&A Cost, Unrecovered F&A, Cost Sharing, Cost Limit, and Direct Cost Limit.