



Streamlyne Intent to Submit Proposal Quick Guide

Pre-award

First, log in to Streamlyne:

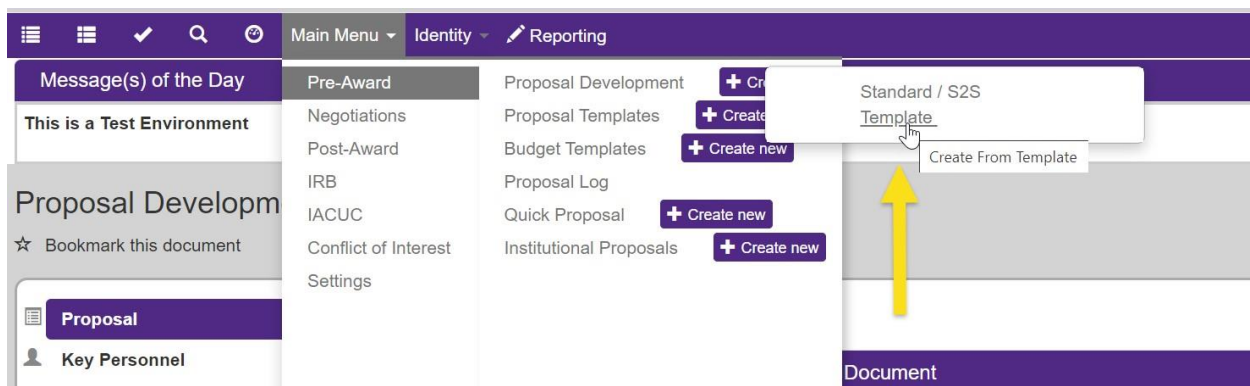
<https://research.tntech.streamlyne.org/>

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**:

Proposal Development Document

Document Number : 5705
Initiator Network Id : kklger
Sponsor: S25

Document Status : In Progress
Creation Timestamp : 01:30 PM 09/23/2024
Principal Investigator :

☆ Bookmark this document

Proposal

Key Personnel

Special Review

Abstracts & Attachments

Questions

Budget Versions

Proposal Summary

Proposal Actions

Permissions

Streams

* Indicates required field

Required Fields for Saving Document

If the Sponsor Code is not available in Streamlyne use "Sponsor To Be Added" and contact OSP

Required Fields for Saving Document

Proposal Number :
* Proposal Type : select
* Lead Unit ID : select
* Activity Type : select
* Sponsor Deadline Date :
* Project Title :

* Sponsor Code :
* Project Start Date :
* Project End Date :
* Submission Type : Application
* Sponsor Deadline Time : 5:00 PM

Sponsor & Program Information

Organizations, Performance Sites & Collaborators

Delivery Info

Document Template

Save Close

- 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:

Proposal Development Document

Document Number : 5247
Initiator Network Id : kklger
Sponsor: S25

Document Status : In Progress
Creation Timestamp : 11:16 AM 06/04/2024
Principal Investigator :

☆ Bookmark this document

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S25

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* Indicates required field

Key Personnel

The text search only works with the Streamlyne ID (email address without "@itech.edu"). If you don't know the person's ID, use the magnifying glass to search.

Internal User Name
External Address Book ID

* Person Unit * Proposal Role

Add:

Principal Investigator is a required field prior to submission. Only one PI is allowed.

Save Reload Close

- 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.

Person Lookup

Person Id:

First Name:

Email Address:

Active: ☒ Yes ☐ No ☐ Both

Campus Code:

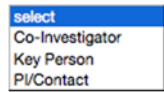
Last Name: Kiger

User Name:

Office Phone:

Home Unit:

Return Value	Person Id	Full Name	User Name	Email Address	Directory Department	Directory Title (S2S)	Office Location
return value	11794	Christina Kiger	ckiger	ckiger@ntech.edu	Foreign Languages	Administrative Associate 3	
return value	11977	Kelly Kiger	kkiger	kkiger@ntech.edu		Specialist	

- 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

Proposal Development Document Document Number : 6794
Initiator Network Id : kkiger
Sponsor/S2S : National

☆ Bookmark this document

Proposal

Key Personnel

✓ Special Review

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Key Personnel

1. Christina Kiger Principal Investigator (Internal Person ID: 11794)

Christina Kiger

Person Details

Unit Details

Proposal Person Certification (Incomplete) 

2. Kelly Kiger Co-Investigator (Internal Person ID: 11977)

Kelly Kiger

Person Details

Unit Details

Proposal Person Certification (Incomplete) 

Combined Credit Split

- 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.

Proposal Development Document

Document Number : 6794
Initiator Network Id : kkgier
Sponsor/525 : National Science Foundation/None

Document State
Creation Timestamp
Principal Investigator

Bookmark this document

Proposal

Key Personnel

Special Review

Abstracts & Attachments

Questions

Budget Versions

Proposal Summary

Proposal Actions

Permissions

Streams

Document was successfully saved.

Special Review

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.

Type	Approval Status	Protocol Number	Application Date	Approval Date	Expiration Date	Exemption #
select	select					

Add:

Comments:

Human Subjects

Animal Usage

Recombinant DNA

Radioactive Isotopes

Biohazard Materials

International Travel

Facility Change - Space (walls, hood, etc.)

University Advancement

Export Critf

Laser - Class 3/4

Hazardous Material - new to university

Facilities Change - Utilities

Save Reload Close

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 Development Document

Bookmark this document

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Proposal Actions - Submit

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

The screenshot shows the 'Proposal Actions' menu on the left-hand side of the interface. The 'Data Validation' section is expanded, displaying a 'Data Validation' header and a message: 'You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:'. Below this, there are three bullet points: 'errors that prevent submission into routing', 'warnings that serve as alerts to possible data issues but will not prevent submission into routing', and 'errors that prevent submission to grants.gov'. A 'Turn On Validation' button is located to the right of the text. Below the validation section, there are four buttons: 'Print', 'Copy to New Document', 'Route Log', and 'Ad Hoc Recipients'. A red arrow points to the 'Submit' button, which is located at the bottom of the interface, next to 'Send Notification', 'Send AdHoc', 'Save', 'Reload', 'Close', and 'Cancel'.

- 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.

The screenshot shows the 'Budget Versions' section of the interface. The 'Budget Versions' header is expanded, displaying a table with columns: 'Name', 'Version #', 'Direct Cost', 'F & A', 'Total', 'Final', 'Budget Status', and 'Actions'. The 'Add' button is highlighted in the 'Actions' column. Below the table, there are 'Save', 'Reload', and 'Close' buttons. The 'Add' button is also highlighted with a red arrow.

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.