



STREAMLYNE: HOW TO APPROVE PROPOSALS AS AN APPROVER

This QRG (quick reference guide) does NOT cover the additional step Co-Investigators and Key Persons need to complete.

- 1) You can access the proposal you need to approve in one of two ways:
 - a. Through the Streamlyne Action List Reminder email notification you received.
 - Click the link in the email that says 'To respond to this eDoc'.
 - b. If you no longer have the email notification, you can login to Streamlyne directly and complete the approval. The document you need to approve will be on your Action List. You will see APP in red listed next to the document.
 - Click the ID number next to APP to open the document.
- 2) To approve the document, click the **Proposal Summary** OR **Proposal Actions** tab on the left side of the screen > click the **Approve** button at the bottom of the screen.

	Proposal	× * * * in	dicates required fi
1	Key Personnel	> Data Validation	
~	Special Review	> Print	
Ø	Abstracts & Attachments	> Copy to New Document	
0	Questions	Proposal Data Override	
\$	Budget Versions	Route Log	
•	Permissions	Ad Hoc Decisionts	
4	Proposal Summary		
::	Streams	Submit To Sponsor Delect Deburn To Previous Sand Melification Sand Adding Annova C	lose Recall
		Subinit to Sponsor Reject Retain to Previous Send Notification Send Adhoc Approve	Recail