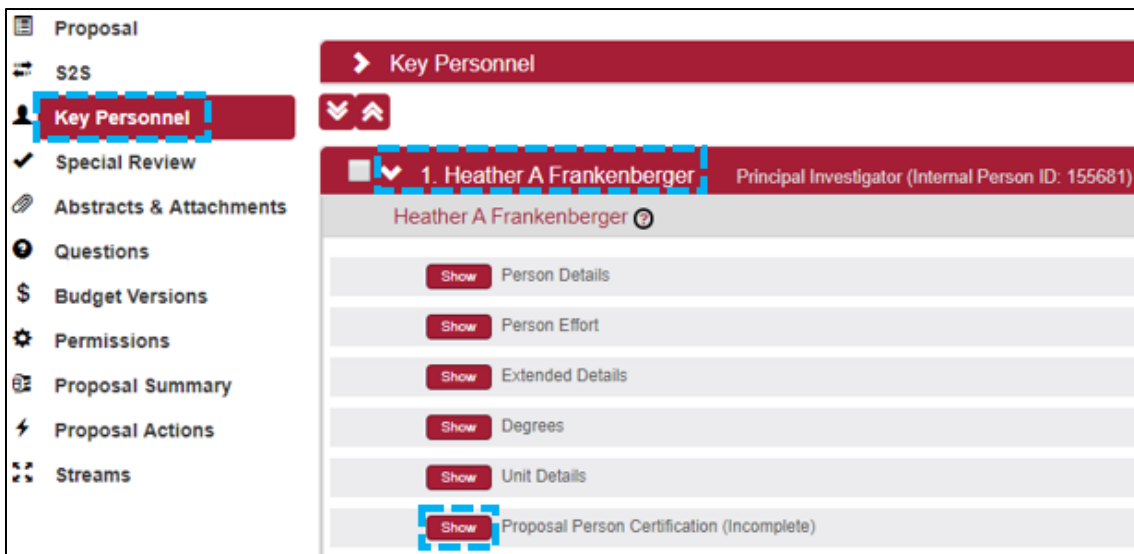


## STREAMLYNE: HOW TO APPROVE PROPOSALS AS A CO-I OR KEY PERSON (KP)

- 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) If you are a Co-Investigator or a Key Person on the project, you will need to answer your **Proposal Person Certification** questions after the proposal is submitted.
  - Click the **Key Personnel** tab on the left > click the red ribbon with **your name** > click **Show** next to **Proposal Person Certification** and answer the questions > click **Save** to save your answers.



- 3) After answering the questions, you will need to approve the document. Click the **Proposal Summary** OR **Proposal Actions** tab on the left > click **Approve** at the bottom of the screen.

