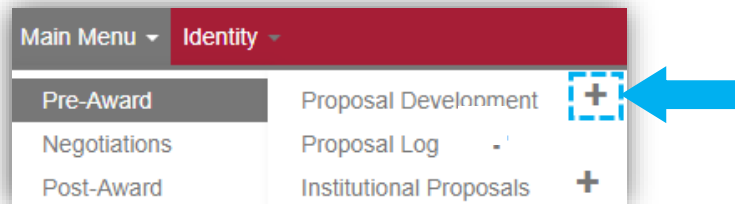


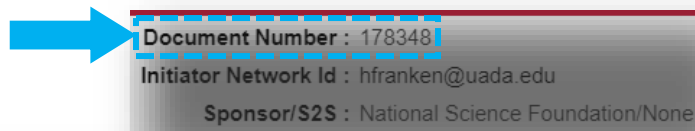
STREAMLYNE: QUICK START GUIDE

- 1) Login to **Streamlyne**, then go to:
Main Menu > Pre-Award > click the + (plus sign) next to Proposal Development



- 2) On the **Proposal** tab, complete the following fields under **Required Fields for Saving Document**:
 - a. Proposal Type
 - b. Lead Unit ID -Will auto-populate
 - c. Activity Type
 - d. Project Title
 - e. Sponsor Code
 - i. Click the **magnifying glass** and enter one or two words of the Sponsor Name in the **Sponsor Name** field. Click the **'Contains'** radio button and click **Search**. Then click **return value** to select the sponsor. (See [How to Search for a Sponsor](#) for more details)
Example sponsor name: national science
 - f. Project Start Date
 - g. Project End Date
 - h. Submission Type
 - i. Sponsor Deadline Time

- 3) Once all required fields are complete, click **Save** at the bottom. Note the five-digit **Document Number** at the top and four-digit **Proposal Number** under **Required Fields for Saving Document**.



▼ Required Fields for Saving Document

Required Fields for Saving Document ?

Proposal Number : 7694

* Proposal Type : New

* Lead Unit ID : CC012390 - UADA | AES | FDSC | Food Science

* Activity Type : Organized Research

* Sponsor Deadline Date : 10/01/2021

* Project Title : Research Project Title

* Sponsor Code : 000500 National Science Foundation

* Project Start Date : 01/01/2022

* Project End Date : 12/31/2025

* Submission Type : Application

* Sponsor Deadline Time : 5:00 PM

NOTE: If you cannot find the sponsor, contact your Pre-Award Grants person or submit a **Request New Sponsor** form to have them added. Each campus has a Streamlyne webpage with a link to the form.

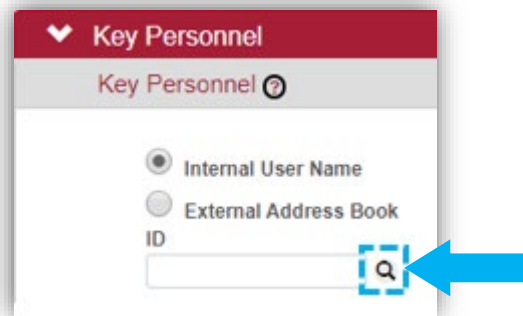
[UAF Streamlyne webpage](#)

[UADA Streamlyne webpage](#)

[UALR Streamlyne webpage](#)

- 4) Click on the **Key Personnel** tab on the left side of the screen.
 - a. Click the **magnifying glass** next to the blank box to search for and add each person that is part of the project. Search for and add a Principal Investigator (PI) and if applicable, Co-Investigator(s) (COI) and/or Key Personnel.

NOTE: If the person is at another institution, you would not add them here as they are not in the system.



1. On the **Person Lookup** screen, enter the person's **email address**, then click the **Search** button at the bottom of the screen.
 2. Click **return value** next to their name to select them.
 3. Select the person's role on the project in the **Proposal Role** drop-down box, then click **Add** to add them.
 4. Repeat this step for each Co-Investigator and/or Key Person that should be listed.
- b. If you are the PI entering the proposal, click your name and click **Show** to answer the **Proposal Person Certification** questions. Click **Save**, then scroll to the top of the screen.

****At this point, you can contact your Pre-Award Grants person for further support in completing the Streamlyne proposal. Please provide the 5 digit Document Number or 4 digit Proposal Number. *****

- 5) Notify your Pre-Award Grants person so they can review the proposal before you submit it into routing. Send them the 5 digit **Document Number** or the 4 digit **Proposal Number**.
- 6) Once your Pre-Award Grants person reviews the proposal you can submit it.
 - a. Open the proposal from your Streamlyne **Action List** by clicking the **'Id'** number.
 - b. Click the **Proposal Actions** tab and click the **Submit** button to start the routing process.