PROPOSAL DEVELOPMENT- PRE AWARD TRAINING MANUAL:
PROPOSALS & BUDGETS

Manual author:
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Program Manager- Streamlyne
(NJIT Grants Management Software)
**Background**

Streamlyne is an efficient and focused software system to be utilized for faster grant application review and submission processing. The providing vendor is Vivantech, a software company based in San Diego, CA.

**Objective**

The primary objective of the implementation of Streamlyne at NJIT is to alleviate the legacy paper processing related to Research Administration Proposal, Awards, and Compliance.

**Benefit**

A major benefit of adopting Streamlyne is that the framework is designed to work with information about system users (roles and responsibilities) to support workflow. The desired approach for implementation is to keep current processes at NJIT ‘where it makes sense’.
Streamlyne is accommodating NJIT’s grant proposal submission and award needs. The implementation is currently being conducted in phases according to the following functional modules:

1. **Pre Award** – Creation and routing of proposals, including proposal budgets and submission to Grants.gov.
2. **Award** - Maintenance of funded projects from award notification to closeout, including hierarchy, time & money and award budget.
3. **Negotiation** - Tracking of communication relevant to other Streamlyne documents or stand-alone activities.
4. **Sub Award** - Tracking of outgoing sub awards and generating sub award templates.
5. **Conflict Of Interest (COI)** - Financial entities submission and maintenance, disclosure preparation and submission.
8. **Streamlyne -Banner System Integration** - Communication method between Streamlyne and Banner for future use of Account Creation and Budget Adjustment.
The Streamlyne implementation is currently being conducted in stages by modules.

- The Pre Award module is currently live in Production (since Sept. 15, 2016).
- The Internal Review Board (IRB) and Conflict of Interest (COI) compliance modules are being implemented.

The Negotiation, Award and Sub award modules will be implemented during the 2nd half of Fiscal Year 2017.

Resulting from these training manuals, the faculty members will be able to:

- Create Proposals
- Create Budgets
- Submit Proposals & Budgets to Grants.gov
INITIAL LOG-IN

- The url to access the CONFIG environment in Streamlyne is: https://config-research.njit.streamlyne.org/
- The PI/Initiator logs into Streamlyne (Username is your UCID), enters the following password: Fud1XMMuF4i5
  - Note: This is the testing environment.
- The url to access the PRODUCTION environment in Streamlyne is: https://research.njit.streamlyne.org/
- The PI/Initiator logs into Streamlyne (Username is your UCID, enters the following password: the same password to access NJIT Pipeline

Once the PI/Initiator is logged in, his/her action list will appear along with active or completed proposals (if any).
The PI/Initiator can also view the Outbox- which lists the proposals that have already been taken action on (proposals already submitted/approved and have route statuses of: ‘Final’, ‘Enroute’, ‘Disapproved’ or ‘Cancelled’). He/she clicks on the check mark at top of home screen and the Outbox items will be displayed.

The PI/Initiator has the option to delete the items from the Outbox if he/she chooses.
The PI/Initiator can access existing documents on their action list by clicking the ID link - proposal will appear.
The PI/Initiator can also search for the proposal document by clicking the search icon.

The PI/Initiator will search for the document by Document ID, followed by clicking ‘Search’.

The PI/Initiator can select the proposal document by clicking ID link- proposal will appear.
To create a new proposal, the PI/Initiator will click main menu, followed by Pre Award and plus (+) sign next to Proposal Development. Note: If the PI/Initiator clicks on Proposal Development itself, it would bring up the document lookup screen, as if one were searching for a particular proposal document.

- **REQUIRED FIELDS FOR SAVING DOCUMENT**: The PI/Initiator enters the required fields for the proposal (see next slide for dropdown listings).
➢ The PI/Initiator selects the Proposal Type from the dropdown menu.

➢ The PI/Initiator selects the Lead Unit ID from the dropdown menu.

➢ The PI/Initiator selects the Activity Type from the dropdown menu.
The PI/Initiator enters the Sponsor Code for the Proposal.

If the PI/Initiator does not know the sponsor code off-hand, s/he can lookup the sponsor code. He/she will search for/ select the sponsor by clicking ‘Search’.
To narrow a sponsor search, the PI/Initiator can enter the acronym of the sponsor.

The PI/Initiator can also use wild cards (i.e. %, *, and the like) to narrow a search as well.

Once selected, the Sponsor Code will be populated. If the proposal being created is to be submitted to grants.gov, the S2S (System To System) tab will become enabled. Otherwise, this will be grayed out.
SPONSOR & PROGRAM INFORMATION: The PI/Initiator continues to populate the required fields on the Proposal tab. Note: Sponsor Deadline Date, NSF Science Code and Research Type are required. All other fields are optional.

**NSF Science Code (aka Field of Science) dropdown menu:**

**Research Type dropdown menu:**
The Applicant and Performing Organizations will be populated with NJIT by default.

(Optional) The PI/Initiator can add various performing site or other organization locations for the proposals. He/she will click on the lookup icon to locate an organization to add.

All lookup screens behave the same where the PI/Initiator can refine their search, click the search button and then click on the 'return value' link for selection.

The Performance Site will be listed. The PI/Initiator will click the 'add' button.

Each performance site will be listed as a line item.

Delivery Info section is optional. If there were specific mailing instructions for a proposal, this information would be entered here.
S2S TAB

- There are 4 subpanels on the S2S tab: opportunity, submission details, forms and user attached forms.

**OPPORTUNITY subpanel**
- The PI/Initiator will click the S2S Lookup icon to search for the Opportunity ID.
The PI/Initiator enters the ID in the Opportunity ID field, clicks Search and the listing will be displayed. The PI/Initiator will click return value.

The opportunity details will be populated.

Opportunity ID: PA-C-R01
Opportunity Title: G.g AT07 and NIH Ext-UAT FOA (R01)
Submission Type: Application
S2S Revision Type: Select
CFDA Number: FORMS-C
Competition Id: FORMS-C
Opening Date: 06/25/2013 12:00 AM
Closing Date: 06/25/2018 12:00 AM
Instruction Page: https://trainingapply.grants.gov/apply/opportunities/instructions/oppPA-C-R01-cidFORMS-C-instructions.pdf
Schema URL: http://trainingapply.grants.gov/apply/opportunities/schemas/applicant/oppPA-C-R01-cidFORMS-C.xsd
S2S Provider: Grants.Gov
If the PI/Initiator doesn’t know the opportunity number off-hand, he/she will click on the link [www.grants.gov](http://www.grants.gov) to locate the opportunity ID. He/she can then search for this opportunity ID they are interested in.

The PI/Initiator can view the grants.gov instruction page, which will prompt a download of a PDF file.
The PI/Initiator will enter the submission type from the dropdown list.

If there were any revisions made to the proposal, the PI/Initiator will also select the S2S Revision Type from the dropdown menu.

Note: Since nothing has been submitted yet, we will revisit this subpanel later in this manual.
FORMS subpanel

This is where the PI/Initiator can view all the forms associated with the Opportunity. He/she is able to select which forms to download and print. **Note: The proposal must be completed in order for the forms to be printed.**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Mandatory</th>
<th>Include</th>
<th>Desc</th>
<th>Select to Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>RR_SF424_2.0-V2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Available</td>
<td>✓</td>
</tr>
<tr>
<td>PerformanceSite_2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>RR_OtherProjectInfo_1.3-V1.3</td>
<td>Yes</td>
<td>Yes</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>RR_KeyPersonExpanded_2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>RR_Budget_1.3</td>
<td>No</td>
<td></td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>RR_SubawardBudget30_1.3</td>
<td>No</td>
<td></td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>PHS398_CoverPageSupplement_2.0-V2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>PHS398_ModularBudget_1.2</td>
<td>No</td>
<td></td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>PHS398_ResearchPlan_2.0</td>
<td>Yes</td>
<td>Yes</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>PlannedReport</td>
<td>No</td>
<td></td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>PHS398_CumulativeInclusionReport</td>
<td>No</td>
<td></td>
<td>Not Available</td>
<td></td>
</tr>
</tbody>
</table>

**APPLICATION FOR FEDERAL ASSISTANCE**

**SF 424 (R&R)**

<table>
<thead>
<tr>
<th>1. TYPE OF SUBMISSION</th>
<th>3. DATE RECEIVED BY STATE</th>
<th>State Application Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-application</td>
<td>Application</td>
<td>NJ</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. DATE SUBMITTED</th>
<th>Application Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-10-23</td>
<td>33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. APPLICANT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Legal Name: New Jersey Institute of Technology</td>
</tr>
<tr>
<td>* Department: Electrical and Computer Engineering</td>
</tr>
<tr>
<td>* Street1: NJIT Office of Sponsored Research Administration</td>
</tr>
<tr>
<td>* City: Newark</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*</th>
<th>*</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name: Norma</td>
<td>Middle Name: Y.</td>
<td>Last Name: Rubio</td>
</tr>
<tr>
<td>Street1: University Heights</td>
<td>City: Newark</td>
<td>Street2:</td>
</tr>
<tr>
<td>County:</td>
<td>Province:</td>
<td>Country: USA: UNITED STATES</td>
</tr>
</tbody>
</table>

* Organizational DUNS: 075162990

**Federal Identifier**:  
**Agency Routing Number**:  
**Previous Grants.gov Tracking ID**

**Phone Number**: 973-596-6053  
**Fax Number**: 973-596-6056  
**Email**: normaصبني@njit.edu

**Expiration Date**: 06/30/2016
In the event that a form is not automatically populated, the PI/Initiator can go to this subpanel, enter in a description, search for the form and click add.

The PI/Initiator attached form will be listed as a line item, giving the he/she the option to view/print the form.
The PI/Initiator will add all the necessary personnel (PI, Co-investigator, and Key Person) to the proposal.

The PI/Initiator will search for and select this person.

The PI/Initiator selects the proposal role for this person (usually begin with the PI/Contact).
Each person will be listed as a separate section.

- Note: The steps to add a PI will be the same for the Co-Investigator and Key Person.
- The key person role field needs to be populated only when the proposal role is Key Person (example: ‘scientist’).

- The PI/Initiator can delete a person by checking off the corresponding box, followed by clicking the ‘delete selected’ button.
PERSON DETAILS subpanel: The PI/Initiator can view all the details of each person by clicking ‘Show’. All fields are editable. In the event a field is edited, the PI/Initiator must click ‘Save’.

- **Note:** These changes will only be reflected for the current proposal he/she is working on.

In the case of ‘Percentage Effort’, the PI/Initiator will enter a % to reflect the amount of time/effort each key person will devote to this particular proposal as compared to other activities. The total effort cannot exceed 100% for all sponsored projects and work-related duties.

- **Note:** This amount does not flow through to the credit split or budget areas.
- **EXTENDED DETAILS subpanel**: will display the additional details of each person.

- **DEGREES subpanel**: the PI/Initiator has the ability to add the person’s degrees, graduation year and school.
UNIT DETAILS subpanel: displays the lead unit(s) associated with each person. The PI/Initiator has the ability to add units if necessary.

PERSON CERTIFICATION QUESTIONS subpanel: each key person is required to answer a set of questions.

Note: It is important to click ‘Save’ button after answering the questions.
The PI/Initiator has the option to print the Person Certification Questions- a PDF file will appear.

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**Questionnaire**

**Questionnaire Name:** version 2 Person Certification Questions  
**Description:** Version 2_Person Certification Questions  
**Module:** Proposal Development  
**Sub Module:** Proposal Person Certification  
**Proposal Number:** 317  
**Title:** QA AD  
**Proposal Person:** Alexander M. Haimovich  
**Principal Investigator:** Alexander M. Haimovich  
**Person Role:** Principal Investigator

As a Principal Investigator/Co-Investigator/Key Person I certify that:

- No. I am not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal Department or agency.  
  No

- No. I have not lobbied or will not lobby a Federal agency on behalf of this award.  
  No

- Yes, I agree and certify that I will abide by current University policies on cost sharing, financial conflict of interest, intellectual property, and the use of human subjects/vertebrate animals in research.  
  Yes

- Yes, I certify that the information contained on this form and within this application is true, accurate and complete and any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.  
  Yes

- Yes, I certify that the proposal budget includes all the Cost Sharing, necessary equipment, installation, shipping, new space, renovation and/or facility modification costs.  
  Yes

- Yes, I accept responsibility for compliance with award terms and conditions and University policies and procedures; particularly for the technical conduct of the work, submission of technical reports, regulatory compliance, and financial management.  
  Yes
The PI/Initiator can also add a Non-NJIT Employee to the proposal if necessary.

The PI/Initiator will search for and select the Non-Employee.
The PI/Initiator selects the proposal role for the non-employee.

- The non-employee will be listed as a separate section.

**COMBINED CREDIT SPLIT**

- The PI/Initiator can enter the percentages for Combined Credit Split among all key personnel.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Space</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander M. Halmovich</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>701000 - Sponsored Research Administration</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>251000 - Electrical and Computer Engineering</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Unit Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mengchu Zhou</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>251000 - Electrical and Computer Engineering</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Unit Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Investigator Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
The PI/Initiator will indicate the Investigator (green) and Unit (blue) percentages for Responsibility, Space and Financial for each person. Once the figures are entered, he/she clicks ‘Recalculate’.

Note: Both the investigator total and unit total must equal 100% for each column.
The PI/Initiator can upload all the related/necessary/required documents for proposals by selecting the attachment type, the status, uploading the file, entering comments and a description. Once added, each attachment will be listed as a line item.

PROPOSAL ATTACHMENTS: All required attachments for the proposal that is being submitted to the Sponsor.
PERSONNEL ATTACHMENTS: Documentation specific to the key personnel on the proposal. The attachment types are as follows:

INTERNAL ATTACHMENTS: NJIT-specific documentation and Non-Grants.gov proposal documents after they have been submitted to the sponsor. The attachment types are as follows:

The PI/Initiator had the ability to view and edit the Rights for managing the attachments.
During approval process (within the Proposal Actions tab), the PI/Initiator wishes to replace the existing proposal attachment.

The PI/Initiator chooses the attachment to replace the existing proposal attachment.

The PI/Initiator is able to delete the attachment.

The attachment will be deleted upon clicking ‘Yes’.
Following the data validation process, the attachments are showing a status of ‘incomplete’. The PI/Initiator cannot proceed with proposal submission until the attachments are marked as ‘complete’.

Under ‘Mark all attachments’, the PI/Initiator will select ‘Complete’ and then clicks the ‘Update’ button.

The attachments will now be marked as ‘complete’ and the PI/Initiator will be able to proceed with the proposal submission process.
The PI/Initiator can add ABSTRACTS, by selecting type and details. Once added, each abstract will appear as a line item.

The PI/Initiator can add NOTES to the proposal by entering a topic and note text. Once added, each will appear as a line item.

The Abstract types are as follows:

- Project Summary
- Equipment
- Other Resources
- Suggested Reviewers
- Publications
- Reviewers Not to Include
- Deviation Authorization
- Areas Affected
- Relevance
- Technical Abstract
- Layman Abstract
- Labs
- Clinical
- Animal
- Computer
- Office

The PI/Initiator can also delete the abstracts.

The abstract will be deleted upon clicking ‘Yes’.

The PI/Initiator can add NOTES to the proposal by entering a topic and note text. Once added, each will appear as a line item.
The Questions tab will include the Proposal Questionnaire. If the proposal is going to be submitted to Grants.gov, the Grants.gov questionnaire will be available as well. Both questionnaires are to be answered by all key personnel in order for the proposal to be submitted.

**GRANTS.GOV S2S QUESTIONNAIRE:**

The PI/Initiator will answer some questions which will lead to further questions. Example: ‘Is the proposal subject to review by state executive order 12372 process?’ If answered YES, an additional question will appear prompting a response (the entering of a date).

If answered NO, an additional question will be listed asking whether or not the program is covered by executive order 12372.
PROPOSAL QUESTIONNAIRE: The PI/Initiator will also answer the Proposal Questions (internal-specific to NJIT).

- Note: If compliance (IRB/IACUC/Bio-Safety) questions are answered Yes, the PI/Initiator will need to enter the details on the Special Review tab.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your research project include the use of human subjects (IRB)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your research project include the use of animal subjects (IACUC)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your research project include the use of biohazards (Biosafety)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- There is also a question pertaining to Export Controls. Only if answered ‘Yes’, a text box will appear for further elaboration by the PI/Initiator.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your research include any of the following?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign nationals; Work outside of the USA; International Sponsor;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development or use of any data, hardware, materials, technology, software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or services on the US Munitions List/Commerce Control List; Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or Use of encrypted software in which you will have access to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>applicable source code; The shipment of, or travel abroad with material/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>prototype/samples (including biological/hazardous materials/equipment/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hardware/technology/software/technical drawings/schematics/data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(For more information on Export Control, please see <a href="http://www.njit.edu/">http://www.njit.edu/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>research/compliance/export-control.php)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Please explain.                                                          |     |    |

0 of 1000
The PI/Initiator can also print the questionnaires.

Questionnaire

- Will any civil service personnel work on the project?
  - Please record the total number of civil service FTEs by Government fiscal year in the upcoming questions. Up to six (6) fiscal years can be detailed on this form.
    - Select a Government Fiscal Year from the list to report the FTE's (Form version 1-0 supports years 2006-2021)
    - Enter the Number of FTE's for the selected Fiscal Year.
  - Is there another year to report?
    - Select a Government Fiscal Year from the list to report the FTE's (Form version 1-0 supports years 2006-2021)
    - Enter the Number of FTE's for the selected Fiscal Year.

Proposal Questions (Complete)

Questionnaire

- Does your research project include the use of mandatory cost share?
  No
- Does your research project include the use of voluntary cost share?
  No
- Does your research project include the use of human subjects (IRB)? If yes, please enter information into the Special Review page.
  No
- Does your research project include the use of animal subjects (IACUC)? If yes, please enter information into the Special Review page.
  No
- Does your research project include the use of biohazards (Biosafety)? If yes, please enter information into the Special Review page.
  No
BUDGET VERSIONS TAB

- The PI/Initiator first needs to enter a name for the budget and then click add.

- The PI/Initiator will open up the budget to navigate to the Budget tabs.

- If an existing budget is attached to the proposal, the PI/Initiator has the option to create another version of the budget based on the existing budget. He/she will click ‘Copy’ button.
The PI/Initiator will have the option to copy all periods or copy 1 period only. For this example, he/she will copy 1 period only.

A new version of the budget will be created based on version 1.

Copy All Periods  Copy One Period Only

The new version (Version 2) of the budget will be listed below the original budget.

<table>
<thead>
<tr>
<th>Budget 11-14-16 1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residual Funds:</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Cost Sharing:</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Unrecovered F&amp;A:</strong></td>
<td>0.00</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>F&amp;A Rate Type:</strong></th>
<th>MTDC - Federal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Updated:</strong></td>
<td>Nov 14, 2016 1:23:31 PM</td>
</tr>
<tr>
<td><strong>Last Updated By:</strong></td>
<td>bozza</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget 11-14-16 1 cc</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residual Funds:</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Cost Sharing:</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Unrecovered F&amp;A:</strong></td>
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<tr>
<td>Comments:</td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>F&amp;A Rate Type:</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Last Updated:</strong></td>
<td>Nov 14, 2016 1:25:57 PM</td>
</tr>
<tr>
<td><strong>Last Updated By:</strong></td>
<td>bozza</td>
</tr>
</tbody>
</table>
PARAMETERS TAB

The PI/Initiator will enter in the Total Direct Cost Limit, Total Cost Limit, Comments, whether the activity is performed on/off campus and whether the cost sharing will/will not be submitted to the sponsor. Once all is entered, he/she clicks ‘Save’.
**RATES TAB**

- The pre-determined rates for RESEARCH F & A, FRINGE BENEFITS & INFLATION rates will be displayed on this tab.
- **Note:** Only for special cases and if absolutely necessary, the PI/Initiator will change the applicable rate.
- The PI/Initiator will enter a new rate under ‘applicable rate’, followed by clicking ‘Save’.

A window will appear, the PI/Initiator will click ‘Yes’.

- **Note:** The rate-changing process is the same for Research F & A, Fringe and Inflation.
- The PI/Initiator chooses to reset the each set of rates back to what were initially entered.
The rate is reset to its initial rate.

The PI/Initiator chooses to have the rates reflect the current NJIT rates. A window will follow, the PI/Initiator will click ‘Yes’.

A window will appear, the PI/Initiator will click ‘Yes’.

The current NJIT rates will now be reflected.

The PI/Initiator can either Reset all sets of rates simultaneously or Sync all rates simultaneously.
The salaries and appointment types for all key personnel selected on the proposal will be displayed.

The PI/Initiator also has the option to delete personnel as well (followed by answering 'Yes').

The PI/Initiator can reinstate the deleted person to the budget by clicking the 'Sync Personnel' button.

The key person will reappear on the screen.
The personnel detail section is where the PI/Initiator will calculate the salary costs for a particular budget based on the full salary stated the Project Personnel section. The PI/Initiator will select the person and the object code name, followed by clicking ‘Add’.

The PI/Initiator can include the personnel into separate groups when multiple persons share similar special charges (i.e. off-campus F&A rate, no inflation, or submit/do not submit cost sharing details), followed by clicking ‘Add’.

The name of the group will be listed on the line item.
The PI will be listed as a line item. The PI/Initiator will select the start and end dates, % effort, % charged and period type (optional). He/she will click ‘Calculate’.

The Requested Salary and Fringe will be calculated driven by the start and end dates. Since this is summer pay, there will be no calculated fringe amount.

The PI/Initiator can view more details, including ‘Submit Cost Sharing?’ If he/she wishes to not submit the cost sharing amount to the sponsor for this particular line item, he/she will uncheck the box. Otherwise, it will be checked by default. Also the PI/Initiator can choose to apply inflation (checked off) or not apply inflation (unchecked).
The PI/Initiator can view additional details pertaining to the F & A rate. He/she can select whether or not Indirect Cost will be applied or not be applied to the budgeted item. Indirect cost will automatically be applied (the box under ‘Apply Rate’ will be checked off by default). If ‘Apply Rate’ was unchecked, the rate cost would be 0.00.

The PI/Initiator wishes to apply cost sharing to the budget. Note: To create the cost sharing, the % effort must be a higher % than % charged. To make an entry that only reflects expenses to be charged to NJIT, the PI/Initiator can enter a % effort and leave % charged as zero.

The Requested Salary will be calculated driven by the % effort and % charged difference.

The PI/Initiator can verify that the Cost Sharing amount is populated.
The PI/Initiator can view additional details pertaining to the cost sharing rate.

The PI/Initiator can view additional details on the Personnel Budget Details screen.
In addition to the key personnel (PI, Co-Investigator and Key Person), the PI/Initiator can also budget additional personnel (i.e. Graduate Assistants). He/she will select ‘Person’ as is ‘Summary’ and the object code name, followed by clicking ‘Add’.

- The PI/Initiator enters the start and end dates and requested salary for the graduate assistant.

- The PI/Initiator can budget the graduate student’s stipend for all periods following period 1.
The PI/Initiator will verify that the graduate student’s stipend has been budgeted for all periods following period 1.

The PI/Initiator can also add a ‘To be Named’ person who will be sought to perform a particular kind of work based on an area of expertise.

The PI/Initiator searches for and selects the person to be named.

The ‘to be named’ person will be listed as a line item in the Project Personnel section.
The PI/Initiator can click the ‘View Personnel Salaries’ button to view a PDF version of all personnel salaries for the budget periods.

### New Jersey Institute of Technology Proposal Development - Salary requested on proposal budget

<table>
<thead>
<tr>
<th>Proposal Number: 1106</th>
<th>Budget Version: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 01/01/2017</td>
<td>End Date: 12/31/2027</td>
</tr>
</tbody>
</table>

#### Cost Element

<table>
<thead>
<tr>
<th>Name</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9 Month Tenure-Track Faculty</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas J. Bozza</td>
<td>$1,017,500.00</td>
<td>$1,035,000.00</td>
<td>$1,035,000.00</td>
<td>$1,035,000.00</td>
<td>$1,035,000.00</td>
</tr>
<tr>
<td><strong>Calculated Amount</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OH - MTDC Federal</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
</tr>
<tr>
<td>Employee Benefits - Full-Time Employees</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,334,087.23</td>
<td>$2,385,629.46</td>
<td>$2,385,629.46</td>
<td>$2,385,629.46</td>
<td>$2,385,629.46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Period 6</th>
<th>Period 7</th>
<th>Period 8</th>
<th>Period 9</th>
<th>Period 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas J. Bozza</td>
<td>$1,035,000.00</td>
<td>$1,035,000.00</td>
<td>$1,035,000.00</td>
<td>$1,035,000.00</td>
<td>$1,035,000.00</td>
</tr>
<tr>
<td>OH - MTDC Federal</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
<td>$831,473.46</td>
</tr>
<tr>
<td>Employee Benefits - Full-Time Employees</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
<td>$519,156.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,385,629.46</td>
<td>$2,385,629.46</td>
<td>$2,385,629.46</td>
<td>$2,385,629.46</td>
<td>$2,385,629.46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Period 11</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas J. Bozza</td>
<td>$1,035,000.00</td>
<td>$11,367,500.00</td>
</tr>
<tr>
<td>OH - MTDC Federal</td>
<td>$831,473.46</td>
<td>$9,128,243.83</td>
</tr>
<tr>
<td>Employee Benefits - Full-Time Employees</td>
<td>$519,156.00</td>
<td>$5,694,638.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,385,629.46</td>
<td>$26,150,381.83</td>
</tr>
</tbody>
</table>
The PI/Initiator will add EQUIPMENT expenses to the budget by selecting the object code, entering the amount and clicking ‘Add’. Description and Quantity are optional fields. Once added, the equipment expense will appear as a line item.

The PI/Initiator can enter additional details to each expense, including Budget Justification Notes.
➢ Since this particular expense carries indirect cost, the PI/Initiator will verify the indirect cost amount.

➢ The PI/Initiator can budget this equipment expense for all periods following period 1. This step can be done for all Non-Personnel expenses.

➢ The PI/Initiator will add TRAVEL expenses to the budget by selecting the object code, entering the amount and clicking ‘Add’. Description and Quantity are optional fields. Once added, the travel expense will appear as a line item.

➢ The PI/Initiator can enter additional details to each expense, including Budget Justification Notes by clicking the ‘Show’ button.
The PI/Initiator will add PARTICIPANT SUPPORT expenses to the budget by entering the # of participants, selecting the object code, entering the amount and clicking ‘Add’. Description and Quantity are optional fields. Once added, the participant support expense will appear as a line item.

The PI/Initiator can enter additional details to each expense, including Budget Justification Notes by clicking the ‘Show’ button.

Note: Since Participant Support does not carry F & A, the Indirect Cost section will be blank.

The PI/Initiator will add OTHER DIRECT expenses to the budget by selecting the object code, entering the amount and clicking ‘Add’. Description and Quantity are optional fields. Once added, the other direct expense will appear as a line item.
The PI/Initiator can enter additional details to each expense, including Budget Justification Notes by clicking the ‘Show’ button.

The PI/Initiator can view a full-detail summary of period 1 (listed by default).

The PI/Initiator can view a full-detail summary of period 2 by selecting the budget period and clicking ‘Update View’.
If the PI/Initiator wishes to send the budget to the sponsor as a Modular Budget, he/she will check off the box next to ‘Modular Budget’.

Note: Please see the Modular Budget slide (62) for the steps on how to sync the Modular Budget.

If no total cost limit or total direct cost limit were entered prior to creation of the budget, the PI/Initiator can manually enter a cost limit and/or a direct cost limit value for a budget period, followed by clicking ‘Save’.
NON PERSONNEL TAB - The PI/Initiator makes note of the total sponsor cost and cost/direct cost limit.
He/she enters the total base cost of the equipment expense, clicks ‘Add’.

The PI/Initiator verifies that the total sponsor cost changed based on the total base cost entered. He/she can also recalculate the budget using this expense to goal-seek the value to meet the period cost limit entered in the Parameters tab. He/she will click ‘Sync To Period Cost Limit’ or ‘Sync To Period Direct Cost Limit’ button. For this example, we’re syncing Cost Limit.
- The Cost Limit and the Total Sponsor Cost values are now in sync.
- Note: The total base cost value has increased. The total costs will reflect 300,000.00 for period 1 on the Summary tab as well.

PARAMETERS TAB: The PI/Initiator can generate period 2 of the budget based on the details entered for period 1.
➤ Period 2 is populated based on the details and calculations from period 1. You will notice that the amounts are slightly higher than period 1 due to varying rates and inflation.

➤ DISTRIBUTION & INCOME TAB

➤ If Cost Sharing was applied to the budget, the PI/Initiator can view a breakdown of the Cost Sharing amount(s).
In order for cost sharing to be reported to the sponsor, the PI/Initiator must include source accounts for each cost sharing amount, followed by clicking ‘Save’.

The PI/Initiator can also view the Unrecovered F & A for the budget (if any). For this example, there is $19,709.26 in Unrecovered F & A. When there is an Unallocated amount, this needs to be allocated among all periods of the budget. He/she will enter the unallocated amount, followed by clicking ‘Recalculate’.
- The total unrecovered F & A amount will be allocated.

- The PI/Initiator can also add project income data for any budget period.
MODULAR BUDGET TAB

- If the PI/Initiator must submit a modular budget to the sponsor (only when indicated on Parameters tab), he/she will create a Modular Budget based on the existing budget. Modular budgets can be created for each period or for all periods ('View All'). For this example, we will create a modular budget for the entire budget. He/she will click ‘Sync’, followed by clicking ‘Yes’.

The Modular Budget is created for the entire budget.
In order to print a budget report, the PI/Initiator clicks ‘Print’ followed by the ‘Open’. The report will appear as a PDF file.
The PI/Initiator can enter and consolidate BUDGET JUSTIFICATION Notes that were previously entered in the Budget Justification Notes fields for each line item on the Personnel and Non-Personnel tabs. He/she will click ‘Consolidate Expense Justification’. The budget justification notes for all Personnel and Non-Personnel line item expenses will be listed in the text box.

The PI/Initiator can enter SUBAWARD details. He/she will search for/select the Organization, upload the PDF file, followed by clicking ‘Add’.

The sub award will appear as a line item. Several action buttons will become enabled for the PI/Initiator to select.
The PI/Initiator can view the attachment details and the sub award details.

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Cost</td>
<td>F&amp;A Cost</td>
<td>Cost Sharing</td>
<td>Total Cost</td>
<td></td>
</tr>
<tr>
<td>1 136,000.00</td>
<td>27,125.00</td>
<td>0.00</td>
<td>163,125.00</td>
<td></td>
</tr>
<tr>
<td>2 108,500.00</td>
<td>27,125.00</td>
<td>0.00</td>
<td>135,625.00</td>
<td></td>
</tr>
</tbody>
</table>

The sub award details can also be viewed on the NON-PERSONNEL tab as ‘Subcontracts’ under ‘Other Direct’ expenses.
DATA VALIDATION: The PI/Initiator can verify if there are any errors or incomplete information which could prevent the budget submission into routing.

Streamlyne will display any errors or warnings. The PI/Initiator will click ‘Show’ to display the error or warning in detail.

For this example: The warnings listed are ‘Budget Rates are out of sync’. The v clicks on the fix button to be directed to the screen needing attention. For this example, he/she will be directed to the Rates tab and click ‘Sync All Rates’ button.

Upon clicking ‘Save’, the PI/Initiator will be redirected back to the ‘Data Validation’ section. There will be one validation error listed.

He/she will click the ‘Fix’ button to be redirected to the screen in question.
BUDGET VERSIONS TAB

➢ To finalize the budget, the PI/Initiator checks the box under ‘Final’, selects budget status as ‘Complete’ and follows by clicking ‘Save’.

BUDGET VERSIONS TAB

<table>
<thead>
<tr>
<th>Name</th>
<th>Version #</th>
<th>Direct Cost</th>
<th>F &amp; A</th>
<th>Total</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>611,558.32</td>
<td>56,172.06</td>
<td>667,730.38</td>
<td>Complete</td>
</tr>
</tbody>
</table>

SUMMARY TAB

➢ The PI/Initiator is able to view the totals of each expense tab for all budget periods.
The PI/Initiator is able to view the breakdown of each line item for each budget period.

### Personnel

<table>
<thead>
<tr>
<th>Show</th>
<th>Salary</th>
<th>37,769.50</th>
<th>36,225.00</th>
<th>73,994.50</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Faculty Summer Research</td>
<td>2,769.50</td>
<td>0.00</td>
<td>2,769.50</td>
</tr>
<tr>
<td></td>
<td>Daniel E. Bunker Principal Investigator</td>
<td>2,769.50</td>
<td>0.00</td>
<td>2,769.50</td>
</tr>
<tr>
<td></td>
<td>Graduate Assistant Stipend</td>
<td>35,000.00</td>
<td>36,225.00</td>
<td>71,225.00</td>
</tr>
<tr>
<td></td>
<td>Summary Line Item</td>
<td>35,000.00</td>
<td>36,225.00</td>
<td>71,225.00</td>
</tr>
</tbody>
</table>

### Non-Personnel

<table>
<thead>
<tr>
<th>Show</th>
<th>Equipment</th>
<th>230,313.82</th>
<th>0.00</th>
<th>230,313.82</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Travel</td>
<td>5,000.00</td>
<td>0.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td></td>
<td>Participant Support</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td>Other Direct</td>
<td>164,125.00</td>
<td>135,625.00</td>
<td>299,750.00</td>
</tr>
<tr>
<td></td>
<td>Subrecipient F&amp;A, No NJIT F&amp;A</td>
<td>27,125.00</td>
<td>27,125.00</td>
<td>54,250.00</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td>Subcontract &lt;= $25K</td>
<td>25,000.00</td>
<td>0.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td></td>
<td>Subcontract &gt; $25K</td>
<td>111,000.00</td>
<td>108,500.00</td>
<td>219,500.00</td>
</tr>
<tr>
<td></td>
<td>Calculated Direct Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
SPECIAL REVIEW TAB

Special Review is used to link Proposals to Compliance Protocols (IRB/IACUC), depending on how the compliance (IRB/IACUC) questions were answered on Questions tab. The PI/Initiator has the option to be able to start a new protocol document by clicking ‘Start Protocol’.

- He/she will select the special review type, search for and select the protocol number and click ‘Add’.
- In the example below, Protocol 1605000221 will be linked with Proposal 640.

The special review will be listed as a line item, along with the option to delete the line item or view the protocol. Clicking ‘View Protocol’ will open up the protocol.

To verify that the protocol has been linked to the proposal, the PI/Initiator will refer to the STREAMS tab (see slides 113-116) for further details.
PERMISSIONS

- The PI/Initiator can assign various roles for the key personnel. He/she clicks on ‘View permissions’ button to view the roles, the rights and descriptions.
The PI/Initiator can assign a role to a key person by searching for/selecting the key personnel names.

For this example, Professor Bucher has been added as a Viewer for this proposal (as shown as a line item).

The PI/Initiator can also edit (add or remove) a particular role for a person.

The PI/Initiator will assign the Narrative Writer role to the person, followed by clicking ‘Save’.

The person will now be listed for the additional roles.

The PI/Initiator can also remove key personnel from the roles and permissions. The person will no longer be listed.
The PI/Initiator can view the Proposal Summary details. Note: the proposal summary sections are view-only, the PI/Initiator cannot enter data.

The PI/Initiator can also view the Budget Summary details and have the ability to print budget forms.
The PI/Initiator can also view the Key Personnel section. He/she will have the ability to do the following: review the Proposal Person Certification questions, review the Combined Credit Split for the key personnel and have the option to print the person certification questions for all key personnel.

<table>
<thead>
<tr>
<th>Key Person</th>
<th>Role</th>
<th>Unit</th>
<th>Proposal Person Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel E. Bunker</td>
<td>Principal Investigator</td>
<td>Biological Sciences Center for Solar Terrestrial Research</td>
<td>View (Incomplete)</td>
</tr>
<tr>
<td>Dirk M. Bucher</td>
<td>Co-Investigator</td>
<td>Biological Sciences</td>
<td>View (Incomplete)</td>
</tr>
</tbody>
</table>

The PI/Initiator can view the Grants.gov S2S Questionnaire, along with the option to print to a PDF file.

**DATA VALIDATIONS:**

The PI/Initiator can activate the validation check to check to see if any errors or incomplete information could prevent submission into routing. Streamlyne will also provide alerts to possible data issues and errors preventing submission to grants.gov.

**Note:** Data Validations can also be performed on the Proposal Actions tab.

You can activate a Validation check to determine any errors or incomplete information. The following Validation types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing
- errors that prevent submission to grants.gov

[Turn On Validation]
The list of validation errors and warnings that need attention will appear. The descriptions for the errors will be listed which need to be fixed. The PI/Initiator will click on the Fix button(s), this will direct him/her to the screen which will include the error(s) or warning(s) in question.

For this example, the PI/Initiator needs to complete the Proposal Questionnaire in order to be able to submit the proposal.

When all questions are answered, the PI/Initiator will click ‘Save’ and he/she will be redirected back to the Data Validation section to correct any other errors or warnings (if any). In this example, Streamlyne is saying that the PI needs to submit his Conflict Of Interest (COI) Proposal Project Disclosure. This must be completed before he can submit the proposal.

Note: There is a separate module being in Streamlyne for Conflict Of Interest that is currently being implemented. Future state: the PI/Initiator will refer to the COI Training Manual and the COI Training Video (which will both be linked on the Research page of the NJIT website).
The PI/Initiator can PRINT all forms and reports pertaining to the proposal. In the example below, he/she selects a sponsor form, followed by clicking ‘Print Selected’. The form will print to a PDF file.
PROPOSAL ACTIONS

- The PI/Initiator can also PRINT select reports associated with proposals.

- The PI/Initiator will search for/select a key person, then click the ‘Initiate’ button to view the list of agencies/reports associated with proposals for a particular person. He/she can also print the list of reports.

- The PI/Initiator will view the list of agencies/reports associated with proposals for a particular person.
COPY TO NEW DOCUMENT:

- If/When a proposal that has already been submitted is incomplete or needs to be corrected, the PI/Initiator will be notified via email.
- The PI/Initiator will then mark a check next to ‘Budget’ (select all versions or final version), mark a check next to Attachments (if any), select the lead unit and mark a check next to Questionnaire, followed by the clicking ‘Copy Proposal’ button.

The new document will appear. At the top of the screen, the new document number (6306) will be displayed as well as the original document number (6266). The PI/Initiator will then make the necessary corrections prior to re-starting the workflow process.
The 1st subsection of Route Log pertains to the document ID in question and will include the audit trail details and the route status of the proposal document.

The Actions Taken subsection will display all actions taken thus. In this example, the only action listed is ‘SAVED’, and taken by the initiator of the proposal.

The Pending Action Requests subsection will list the next person in the route log chain to take action. In this example, the initiator will be submitting the proposal document into workflow.
The Future Action Requests subsection will list the chain of approvers following the pending action request. Key Personnel can click on Unit Approver Type link to view the approver names and their alternates for a certain level of approval.

Each line of approval following the PI and Co-PI will include multiple names of the people who can approve for that line of approval. For this example, 2 people can approve as the Chair. Click on the link to view the names.
The last line of approval before submission is Sponsored Research Administration. There are 8 people listed who can approve on behalf of Sponsored Research. Click on the link to view the names.

<table>
<thead>
<tr>
<th>Group Id</th>
<th>10059</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Namespace</td>
<td>KC-WKFLW - KC Workflow Infrastructure</td>
</tr>
<tr>
<td>Active?</td>
<td>Yes</td>
</tr>
<tr>
<td>Group Name</td>
<td>Unit Approver Type SRA Unit Number 000001</td>
</tr>
<tr>
<td>Group Description</td>
<td>Sponsored Research Administration</td>
</tr>
</tbody>
</table>

### Assignees

<table>
<thead>
<tr>
<th>Type Code</th>
<th>Member Identifier</th>
<th>Namespace</th>
<th>Name</th>
<th>Full Name</th>
<th>Active From Dt</th>
<th>Active To Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>31386348</td>
<td></td>
<td>bozza</td>
<td>Thomas Bozza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>21837573</td>
<td></td>
<td>irp3</td>
<td>Iris Pantoja</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>31437461</td>
<td></td>
<td>jsamoe</td>
<td>Justin Samoewicz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>21470500</td>
<td></td>
<td>margol</td>
<td>Felicia Margoles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>21647788</td>
<td></td>
<td>novoaj</td>
<td>Jesus Novoa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>31382999</td>
<td></td>
<td>pettit</td>
<td>Matthew Petit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>21470615</td>
<td></td>
<td>efedric</td>
<td>Rose Federici</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>21236506</td>
<td></td>
<td>rubio</td>
<td>Norma Rubio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once the PI/Initiator clicks 'Submit' (submits into workflow), the ad-hoc recipient will receive an email notification that he/she has been added to the workflow. The ad-hoc recipient will also appear in the Route Log section as the next person to approve.

The PI/Initiator is able to add another recipient to the normal workflow routing. AD HOC RECIPIENTS can be both persons and/or groups. Allowable action requests include Complete, Approve, Acknowledge or FYI.

The Proposal is now ready to be submitted into workflow. The PI/initiator will click 'Submit'.

Upon clicking 'Submit', the PI/Initiator will be asked whether he/she wishes to receive future approval requests because his/her name appears more than once in the routing path.

Your name appears more than once in the routing path, which gives you the option to approve this document again. Do you wish to receive future approval requests? NOTE: Answering 'No' here will complete all your approvals simultaneously.
Upon clicking ‘Yes’ or ‘No’, Streamlyne will display the following success message (the proposal has been submitted into workflow).

Once submitted into workflow, the next person to approve will receive email notifications. (This example: the PI and the Co-Investigator are next people to approve).

The PI’s & the Co-Investigator’s action list will list the document ID in question to be approved. The ‘APP’ icon indicates that approval action is being requested.

Continuing with this proposal as the example, the PI & Co-Investigator will approve by clicking the ‘Approve’ button.

The approval process is repeated for all lines of approval: the Chair, Dean, Division Chief and Sponsored Research Administration.
Once the SRA member clicks the ‘Approve’ button, the proposal will be submitted to the sponsor. Also, a message will be displayed: ‘Institutional Proposal (number ID) has been generated’.

Also upon SRA Approval, the Notification Editor screen will appear. The SRA member will have the ability to send a notification to the PI/Initiator of the proposal. The SRA member can add recipients, edit the message and send to the recipient(s).

An email will be sent to the PI/initiator of the proposal notifying him/her that the proposal has been submitted. The recipient will be able to click on the Proposal Number link to access the proposal in question.
(If a grants.gov proposal) Once the proposal is approved by the entire routing chain, a member of Sponsored Research Administration will submit the proposal to Grants.gov:

**S2S TAB:**

After the SRA member submits to grants.gov, Streamlyne will display the submission details: Status, S2S Tracking ID and comments. To verify that the submission has been validated, the PI/Initiator will click ‘Refresh’ button.

Streamlyne will display the updated submission details: status, the S2S tracking ID, Comments and time stamp of submission.
Key Personnel have the ability to voluntarily send notifications to other users with information/details pertaining to the proposal document in question. Common reasons include missing attachments required prior to submission to sponsor. The person (sender) clicks ‘Send Notification’ button.

The sender will search, select and add the recipient, subject and message in the text box. ‘Include Document Link’ will be checked by default (the receiver will be able to access the document from the notification). The sender will click ‘Send’ button.

The recipient will receive the notification via email.
Once a proposal has been submitted into workflow, the pending approver has the ability to DISAPPROVE the proposal document.

The pending approver enters a reason for disapproval and clicks ‘Yes’.

The disapproved document will appear in the initiator’s action list. The ACK icon indicates the document is pending acknowledgement by the initiator. Disapproved documents cannot be edited and resubmitted.
The pending approver has the ability to REJECT the proposal document. This will allow the approver to return a proposal back to the PI/Initiator for revision. (Note: this can be done on either the Proposal Summary or Proposal Actions tab).

The pending approver enters a reason for the reject. Also, an attachment can be added.

The missing attachment will appear in the Internal Attachments section of the Abstract & Attachment tab.

The rejection reason will appear in the Notes section.
A proposal has been approved by all key personnel and is awaiting final approval from SRA.

The aggregator of a proposal document has the ability to RECALL a proposal document for revision after the document has been submitted into workflow.

The PI/Initiator enters a reason for recall and clicks ‘Yes’.

The annotation of the recall will appear in the Notes section of Abstracts and Attachments tab.

Once a document is recalled, the requested action in the action list of current approvers (SRA) will change from approve to FY I. The document will appear in the action list of the PI/Initiator who recalled it.

Recalled documents can be edited only by users with edit access for that document (in this example: the PI/Initiator and the SRA team).

Once revisions are complete, the PI/Initiator who recalled the document must ‘Submit’ in order to restart the workflow.

Since the original document was previously approved, please reach out to an SRA member with Super User Access who has the ability to approve on behalf of all persons in the workflow to avoid another round of approvals.
The log action message is an optional section where key personnel can add a message to the route log. He/she enters the message followed by clicking the LOG ACTION MESSAGE button.

The log message will be added to the most recent action taken.
The P/I initiator has the ability to DELETE/CANCEL a ‘Saved’ proposal document from his/her action list.

The P/I initiator navigates to the Proposal Actions tab, clicks the ‘Cancel’ button.

Note: A warning message will follow asking ‘Are you sure you want to cancel?’. The PI/Initiator will click ‘Yes’.

The proposal document will no longer be listed on the initiator’s action list. However, when searching for this document, ‘CANCELED’ status will be displayed.
STREAMS functions as a relational cross-reference, allowing the key personnel to view different types of documents when they are associated with each other. STREAMS allows the key personnel to view fields of information and to navigate directly to each document.

From the Institutional Proposal, the key person clicks ‘Institutional proposal’, the IP details will be displayed.
The key person clicks ‘Development proposal’, the DP details will be displayed. He/she can also navigate to the proposal document from here.

The initial development proposal screen will appear, along with the other development proposal tabs.
Conversely, from the Development Proposal, the key person can open the Institutional proposal from here.

The Institutional Proposal screen will appear, along with the other Institutional proposal tabs.
The key person can view proposal notes.

The key person is directed to the Abstracts and Attachments tab - notes section. If there were notes entered initially, they would be listed as a line item here.
Contact Information

- For all proposal-specific & budget-specific questions, please direct them to the ambassador of your respective college:
  - **Nancy Henderson**, Program Manager- College of Computing Sciences
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  - **John McCarthy**, Director of Research- Newark College of Engineering
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  - **Iris Pantoja**, Program Manager- School of Management & College of Architecture and Design
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  - **Cristo Yanez-Leon**, Director of Research- College of Science & Liberal Arts
    973-596-6426; leonc@njit.edu

- For all technical questions pertaining to Streamlyne, please direct them to:
  - **Thomas Bozza**, Streamlyne Program Manager- Office of Sponsored Research Administration
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