Proposal Development & Proposal Budget Modules

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Introduction

Proposal Development is by far Streamlyne Research's most popular and complex module. The content herein will help shed some light on the use and functionality of this module.

Foundational Concepts in Proposal Development

The Proposal Development (PD) document aka Development Proposal is intended to record all institution, sponsor, and project information for any application your institution is submitting for external funding. The data entered on the PD is validated, routed for workflow approvals, and submitted to the sponsor. The submission event marks the end of Proposal Development processes.

Grants.gov/S2S vs. Non-Grants.gov/External Submissions

The manner in which a Proposal Development document is submitted can be system-to-system (S2S) or non-S2S. At the time of this writing, the only proposal submission portal that allows S2S integration is Grants.gov.

S2S submissions required that all PDs be prepared according to standards set by the portal, Grants.gov. This requires more data entry than non-S2S submissions. This also requires adherence to rigorous validation rules, which vary depending on the federal forms required for the submission.

When preparation is completed, transmission to Grants.gov happens when:

1. The submission passes all validation rules enforced by Streamlyne, to include Grants.gov validations.
2. The submission is entered into workflow by clicking the Submit button.
3. The user clicks the Submit to S2S button.

Non-S2S submissions require that all PDs be prepared according to your institution's unique business rules. Generally these business rules represent the minimum data requirements from Streamlyne as well as the proposal data your institution would like to report from.

In parallel and outside of Streamlyne, the preparer must complete the submission according to the sponsoring agency's guidelines, which can be on paper, via email, directly to a proprietary online portal, etc. Because these submission options are external to Streamlyne, the preparer can upload a copy of the final submission to the PD document. The preparer then clicks the Submit to Sponsor button to mark the submission as transmitted.

Concurrent Users

Because a PD will most likely be completed by multiple users, Streamlyne Research supports three concurrent users per document any time, but never more than one user per section to avoid data conflicts. Three separate users may concurrently update the Proposal's core data elements, the narrative elements on the Abstracts & Attachments tab, and the Proposal Budget tab, respectively.

Permanent Record of Each Submission Attempt

The Proposal Development document is designed to be a permanent and auditable record of each submission attempt. Given this, it is very important to note the following:

- There can be many PDs/submission attempts for any given competition/opportunity.
- A PD is finalized when the last person is in the approval chain approves the document, or when the Submit to Sponsor/S2S button is clicked, whichever comes first.
- A PD, once finalized, is uneditable.

A Stepwise Approach

This guide is designed to facilitate immediate productivity for new users in a complex and unfamiliar system. To achieve this end, the processes are broken down into manageable chunks with the steps to each process laid out sequentially.

By practicing the steps and experimenting in the application at the detail level, you will gain the knowledge you need to design high-level processes that meet your institution's unique needs.

Every Installation Is Different

Streamlyne Research is highly configurable. During the implementation process at your institution, it is likely you will perform some level of analysis to identify which features you would like to use, which values you would like to change to reflect your institution's terminology, and which features you will skip altogether.

Given this, the processes detailed in this document are representative of general practices and do not necessarily represent the exact manner in which your institution will choose to use the application.

Let's begin!

Initiating a New Development Proposal

Every PD is initiated with the same three steps: you must navigate to the "create" button, you must enter the minimum fields required for saving, and you must click the Save button. A record of your document will not exist in the database until three steps are completed.

All transactional documents are created by clicking the Plus Sign associated with the menu option. Follow this navigation to initiate a new PD:

Navigation	**Main Menu > Pre-Award > Proposal Development > +**

Minimum Required Fields for Saving

These fields are required that must be completed in order to be able to save the record without "required fields" errors:

Tab	Section	Field Name	Field Description	Field Instructions
Proposal	Required Fields for Saving	**Sponsor Code**	Unique identifier for the sponsoring agency	Enter or select the Sponsor ID for the sponsoring organization
Proposal	Required Fields for Saving	**Proposal Type**	Identifies the nature of the proposal: New, Resubmission, Revision, Continuation, Task Order, etc.	Select from a dropdown list of configured values

Tab	Section	Field Name	Field Description	Field Instructions
Proposal	Required Fields for Saving	**Project Start Date**	Anticipated start date of the project	Enter in MM/DD/YYYY format or click the calendar icon to select.
Proposal	Required Fields for Saving	**Lead Unit**	The complete list of all units for which the signed-on user is authorized to submit proposals	Select from a dropdown list of configured values.
Proposal	Required Fields for Saving	**Project End Date**	Anticipated start date of the project	Enter in MM/DD/YYYY format or click the calendar icon to select.
Proposal	Required Fields for Saving	**Activity Type**	Select from a list of configured values	Select from a dropdown list of configured values.
Proposal	Required Fields for Saving	**Submission Type**	Identifies a proposal as a pre-application, application, or change/corrected.	Select from a dropdown list of configured values.
Proposal	Required Fields for Saving	**Project Title**	The formal project title	Enter the text in the freeform field.

Follow these steps:

1. Initiate a new document by navigating to Main Menu > Pre-Award > Proposal Development > +.

2. Complete the Minimum Fields Required for Saving outlined above.

3. Save your work by clicking the Save button at the very bottom of the page. `Save`

Note Once the document is saved, it will remain on your Action List as a pending item with a COM symbol, prompting you to complete the document at our convenience.

The document will remain on your Action List as a COM item until you or a collaborator submits it into your institution's predefined routing path, aka workflow.

Setting Up an S2S Proposal

Skip this section if:

- Your institution has chosen not to use S2S functionality, **or**
- You are not applying to a Grant.gov opportunity.

Overview

Streamlyne Research's S2S functionality is designed to seamlessly populate both mandatory and conditionally required forms using the data collected in the Proposal Development document and in linked tables such as Person, Person Extended Attributes, Sponsor, Organization, Address Book, Unit, and Unit Administrator. All incoming opportunity data, outbound submission data, and inbound submission validation data is transmitted via XML messaging, bypassing the PDF package or the Grants.gov Workspace.

There are certain forms for which no equivalent data can be collected and stored in Streamlyne. These are called User Attached Forms. For these forms, the user must download the unstitched form from the linked library, fill it out, and attach it to the User Attached Forms panel so that the PDF data can be converted to XML and transmitted with the rest of the package.

Prerequisites

There are two prerequisites to setting up a PD for S2S submission:

1. A PD must exist in the database, which we covered in the last section. Complete the Required Fields for Saving section if you haven't already.
2. The Sponsor you selected in the previous step must be correctly configured with a Sponsor Type of Federal.

If you know your Sponsor ID is correct, but the S2S tab is greyed out, it means the Sponsor record is incorrectly configured.

- If you are feeding sponsor data from . an external source system via ETL, the data must be corrected in the source system and new file generated to fix the Sponsor record.
- If you are maintaining data manually, correct the record in Main Menu > Settings > Sponsors.

Stages in S2S Setup

There are three stages to setting up a PD for preparation and eventual S2S submission:

1. You must link your opportunity to the PD on the S2S tab.

2. Using the opportunity instructions, you must select the optional federal forms to include in the submission package.

3. You must identify and access all unstitched User Attached Forms required for your submission.

Linking an Opportunity to the Proposal Development Document

Follow these steps to add a Grants.gov opportunity a proposal:

1. Click the S2S tab header to access the tab.

2. Do you know your opportunity ID or CFDA number? If not, click the hyperlink to the access the Grants.gov site to find of these values.

3. Click the magnifying glass 🔍 next to the **S2S Lookup** field label.

4. Enter or paste either the **Opportunity ID** or the **CFDA Number**, and then click the Search button.

Return Value	CFDA Number	Closing Date	Competition Id	Instruction Page	Opening Date	Opportunity ID
return value		01/06/2019 09:00 PM	FORMS-D	https://trainingapply.grants.gov/apply/opportunities/instructions/oppP...	05/04/2016 09:00 PM	PAR-16-080

5. Streamlyne Research will return the search results below the Lookup window.

Click the return value hyperlink that corresponds to the desired opportunity.

Result Either

- The integration between Streamlyne Research and Grants.gov transfers all relevant data from the website to the PD;
- Or the system returns a mandatory form error, as shown here:

Additional Options

- If you selected the wrong opportunity, simply repeat Steps 3 through 5 to link in the correct opportunity.
- If you decide to submit this application via another method, click the Remove Opportunity button to break the S2S linkage.

Select Conditionally Required Forms

Follow these steps to identify and include conditionally required forms:

1. From within the S2S tab, click the Show button to access the Opportunity detail panel.

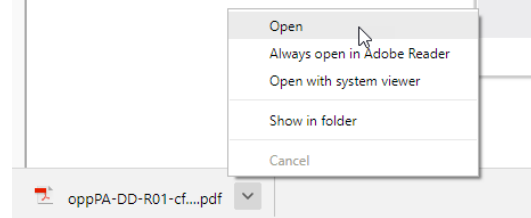|	
Opportunity ID :	PA-DD-R01
Opportunity Title :	G.g. Training and NIH Ext-UAT FOA (R01)
Submission Type :	Application
S2S Revision Type :	
CFDA Number :	93.855
Competition Id :	FORMS-D
Opening Date :	03/02/2016 11:00 PM
Closing Date :	03/02/2019 11:00 PM
Instruction Page :	https://trainingapply.grants.gov/apply/opportunities/instructions/oppPA-DD-R01-cfda93.855-cidFORMS-D-instructions.pdf
Schema URL :	https://trainingapply.grants.gov/apply/opportunities/schemas/applicant/oppPA-DD-R01-cfda93.855-cidFORMS-D.xsd
S2S Provider :	Grants.Gov

2. Click the Instruction Page hyperlink to download the instructions PDF.

Instruction Page : https://trainingapply.grants.gov/apply/opportunities/instructions/oppPA-DD-R01-cfda93.855-cidFORMS-D-instructions.pdf

3. Open the PDF from your browser's interface as usual, and review the document as necessary. You may save these to a sharedrive or upload the instruction to a PD.

Open	
Always open in Adobe Reader	
Open with system viewer	
Show in folder	
Cancel	

📄 oppPA-DD-R01-cf....pdf ⌄

4. Click on the Show button to expand the Forms detail panel.

Show   Forms

Hide   Forms

Form Name	Mandatory	Include
RR_SF424_2_0-V2.0	Yes	Yes
PHS398_CoverPageSupplement_3_0	Yes	Yes
RR_OtherProjectInfo_1_3-V1.3	Yes	Yes
PerformanceSite_2_0	Yes	Yes
PHS398_ResearchPlan_3_0	Yes	Yes
RR_KeyPersonExpanded_2_0	Yes	Yes
PHS398_ModularBudget_1_2-V1.2	No	☐
RR_Budget_1_3	No	☐
RR_SubawardBudget30_1_3	No	☐
PHS_Inclusion_Enrollment_Report	No	☐
PHS_AssignmentRequestForm	No	☐

5. The Forms details panel displays all mandatory and optional forms in this opportunity package. The system differentiates mandatory from conditionally required forms in the Mandatory column; conditionally required fields are marked as No.

PHS_AssignmentRequestForm	No	☑

Using your knowledge of preaward processes and the application instructions, include all relevant conditionally required forms in the package by checking the corresponding checkbox(es) in the **Include** column.

Identify and Download Unstitched User Attached Forms

From the same Forms details panel, you can do a quick scan to see if all the forms you need are available for autopopulation by Streamlyne Research. If a form is Not Available, this is clearly indicated in the Desc column.

Form Name	Mandatory	Include	Desc	Select to Print: (All Included | None)
RR_SF424_2_0-V2.0	Yes	Yes	Available	☐
PHS398_CoverPageSupplement_3_0	Yes	Yes	Available	☐
RR_OtherProjectInfo_1_3-V1.3	Yes	Yes	Available	☐
PerformanceSite_2_0	Yes	Yes	Available	☐
PHS398_ResearchPlan_3_0	Yes	Yes	Available	☐
RR_KeyPersonExpanded_2_0	Yes	Yes	Available	☐
PHS398_ModularBudget_1_2-V1.2	No	☐	Available	☐
RR_Budget_1_3	No	☐	Available	☐
RR_SubawardBudget30_1_3	No	☐	Available	☐
PHS_Inclusion_Enrollment_Report	No	☐	Not Available	☐
PHS_AssignmentRequestForm	No	☐	Available	☐

Print Selected

Downloading the Unstitched Form

Do you need to submit any of the forms that are Not Available? If so, follow these steps to download the unstiched form(s):

1.   Doubleclick on the name of the form filename to highlight it.

PHS_Inclusion_Enrollment_Report

2.   Click Ctrl + C (or rightclick > Copy) to copy the form filename.

❤ S2S

Opportunity Search www.grants.gov ⓘ   Grants.gov Forms Directory
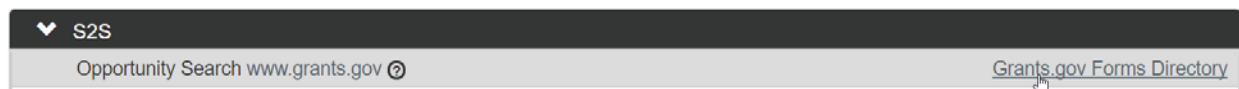
3.   Click the Grants.gov Forms Directory hyperlink on the right side of the grey titlebar.

4.   Streamlyne takes you to the Grants.gov Forms Directory in the Streamlyne Resources library.
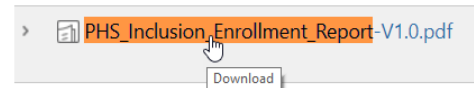
      Click Ctrl + F to bring up a Find window within your browser.

5. Click Ctrl + V, or rightclick>Paste, to paste the filename in the Find window, then Enter.

PHS_Inclusion_Enrollment_Report   ∧ ∨ ✕
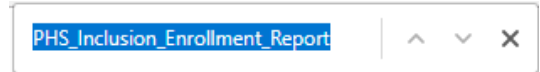
6. The browser's Find feature will take you to the link to the form.

Click the hyperlinked form filename to dowload the form.

› 📄 PHS_Inclusion_Enrollment_Report-V1.0.pdf
       Download

7. The form is downloaded to your browser. At this point, save the form to a place that makes the most sense according to your role and/or business process so that the proposal preparer, if not you, will have access to the form to fill out later.

Your proposal is now ready for preparation.

Preparing a Proposal

This chapter will detail instruction for every field in Proposal Development.
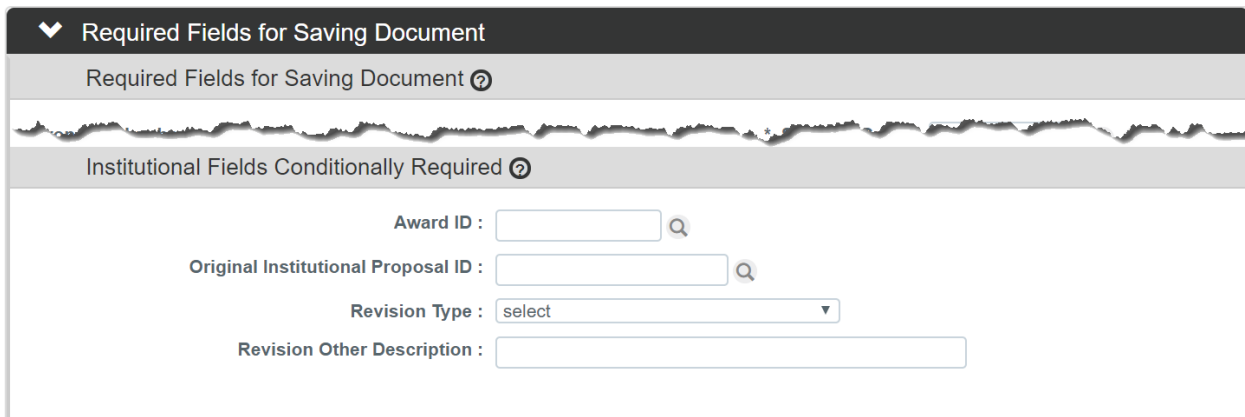
Important Note

The tabs on the lefthand menu are meant to be worked in top-down order. Resist the temptation to skip around too much until the first draft is complete.

Prerequisites

1. You have completed the Miminum Fields Required for Saving.
2. You have performed the S2S Setup, if applicable.
3. You have accessed the saved PD from your Action List.

Proposal Tab > Institutional Fields Conditionally Required

These instructions pertain to the bottom half of the Required Fields for Saving Document section. Follow these steps to complete this subsection:

1. If the Proposal Type is Continuation, Renewal, or Revision for an existing Award, enter the Award Number into the **Award ID** field, or click the magnifying glass 🔍 to search for and select the correct value.

   Otherwise, skip to the next step.

2. If your Proposal Type is Resubmission or Revision for a previous proposal that was not yet awarded, enter the related Institutional Proposal Number in the **Original Institutional Proposal ID** field, or click the magnifying glass 🔍 to search for and select the correct value.
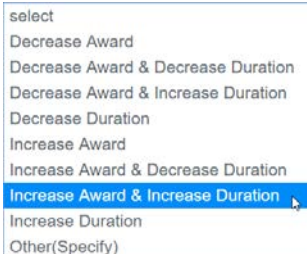
Otherwise, skip to the next step.

3. If your Proposal Type is New and your submission type is Application, AND a previously submitted Pre-Application exists in the system, enter the related Institutional Proposal Number in the **Original Institutional Proposal ID** field, or click the magnifying glass 🔍 to search for and select the correct value.

Otherwise, skip to the next step.

4. If your Proposal Type is Revision, select the best-fitting **Revision Type** from the dropdown list.

Continue to the next step if you selected Other(Specify) here. Otherwise, skip to the next process.

5. Enter a brief freeform description of the revision in **Revision Other Description**.

Proposal Tab > Sponsor & Program Information Section

All fields in the Sponsor & Program Information section of the Proposal tab are optional for non-S2S submissions. Data in this section may be required for S2S submission, depending on the validation rules for the selected Grants.gov opportunity.

1. Click the header to expand the Sponsor & Program Information section.

2. Enter the **Sponsor Deadline Date** by typing the date in MM/DD/YYYY format. You may also click the calendar icon to select the date. This field may be made required in the deliverd configuration.

3. Enter the optional **Sponsor Deadline Time** by clicking the clock icon to select the time.

4. Click the arrows next to the optional **Sponsor Deadline Type** field, and then select the correct type from the list.

5. Click the arrows next to the optional **Notice of Opportunity** field, and then select the type of opportunity from the list.

6. The **CFDA Number** field will auto-populate if the Proposal has been linked to a Grants.gov opportunity, and that opportunity has a CFDA number. If this is the case, skip to the next step.

   Otherwise, enter the **CFDA Number** in the format NN.NNN.

7. A **Prime Sponsor** is the organization from which funds will originate if that organization differs from the **Sponsor**. For example, if your institution is applying for a subaward from another institution as federal pass-through funding, then the Sponsor is the institution that will grant the subaward, and the **Prime Sponsor** is the federal sponsor where the funds will originate.

If your institution is applying as a subrecipient, select a **Prime Sponsor ID**, click the magnifying glass Q to search for and select the correct value.

8. If the Proposal has been linked to a Grants.gov opportunity, then the **Opportunity ID** field will auto-populate accordingly. If this is the case, skip to the next step.

Otherwise, enter the optional **Opportunity ID**, if there is one, for the Proposal.

9. To indicate the field of research activity, click on the arrows next to the **NSF Science Code** field, and then select the correct code from the dropdown list, if applicable.

Entering this code can help when your institution is compiling data for the NSF annual survey or other reporting.

10. If the sponsor has assigned a Proposal ID, enter this in the **Sponsor Proposal ID** field.

Usually this ID is available when a proposal is resubmitted or revised.

11. If you are developing a proposal for the National Science Foundation, enter the 3 letter **Sponsor Division Code** assigned to the NSF Division to which you are applying.
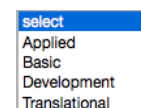
This is required for S2S submissions to NSF.

12. If the Proposal includes subawards, click the checkbox for **Does this proposal include subaward(s)?**

13. Click the arrows next to the **Anticipated Award Type** field, and select the type of funding agreement expected for the Proposal.
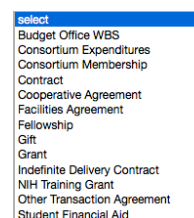
14. Enter the **Sponsor Program Code**, if one has been identified. This is conditionally required for some S2S submissions, including NSF.

15. Click the arrows next to the **Research Type** field, and select the appropriate research descriptor from the dropdown list.

16. Enter the **Agency Routing Identifier**, if one has been provided by the sponsoring agency. This is required for S2S revisions or resubmissions.

17. Enter the **Prev Grants.Gov Tracking ID** if this is a Grants.gov proposal that is being submitted as a Revision or Resubmission. If your submission is a Change/Corrected and created from a copy, this is prepopulated by the system.

18. If the Proposal has been linked to a Grants.gov opportunity, then the **Opportunity Title** field will autopopulate accordingly. If this is the case, skip to the next process.

    Otherwise, enter an **Opportunity Title**, if one has been identified. This is the name assigned by the sponsoring agency to the solicitation or opportunity that you are applying for, also known as the Program Title or Program Announcement.

Proposal Tab > Organization/Location Section

The data recorded in the Organization/Location section is required for S2S submissions. For non-S2S proposals, this section is optional.

1. Click the header to expand the Organization/Location section.
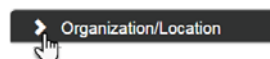
- The **Application Organization** defaults to the institution associated with the Lead Unit. This is critical for S2S submissions because the DUNS configured on the Organization record linked here will populate to the S2S forms.

    If you have to switch Application Organizations, click the magnifying glass to search for and select the correct value.

2. The **Performing Organization** also defaults to the institution associated with the Lead Unit.

    If a different organization will be performing the work, click the magnifying glass $^\mathbb{Q}$ to search for and select the correct value.

3. If applicable, further specify where the work will take place by listing specific sites in the **Performance Site Locations** you have preconfigured in the Address Book.

    If this does not apply to your Proposal, skip to step 5.

    To add a new site, click the magnifying glass $^\mathbb{Q}$ to search for and select the correct value from the Address Book.

4. Click the Add button to complete the action. Add

    Repeat Steps 3 and 4 untilall sites have been added.

5. If applicable, list any organizations that will be affiliated with the project in the **Other Organizations** section.   This could include collaborating institutions and subaward locations. If this does not apply to your Proposal, skip to the next process.
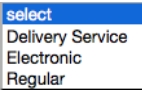
    To add another organization, click the magnifying glass $^\mathbb{Q}$ to search for and select the correct value.

6. Click the Add button to complete the action. Add

Proposal Tab > Organization/Location Section > Congressional Districts Subsection

The Congressional Districts subsection will appear for each address listed in the Organization/Locations section of the Proposal tab.

If you have added performance sites and are submitting S2S, review or add the congressional districts associated with each address, as described below. Otherwise, skip to the next process.
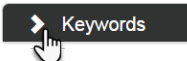
1. Click the Show button next to the Congressional Districts subsection you wish to review or edit.

2. The congressional district for the address will default if it is configured to do so at your institution.

   To remove the defaulted congressional district, click the corresponding Delete button.

3. To add a new/additional congressional district, first click the arrows next to the **State** field and select the appropriate value from the dropdown list.

4. Enter the **District Number**.

5. Click the Add button to complete the action.

6. If necessary, repeat these steps for all remaining addresses.

Proposal Tab > Delivery Info

All fields on the Delivery Info section of the Proposal tab are optional.

1. Click the header to expand the Delivery Info section.

2. Indicate whether the proposal package will be mailed by the department or by the Office of Sponsored Projects by selecting the appropriate value from the **Mail By** dropdown list.

3. Click the arrows next to the **Type** field and select the delivery method from the dropdown list.

4. Enter the account that will be billed for postage in the **Mail Account ID** field.

5. Enter the **Number of Copies** that should be delivered.

6. Select the **Mailing Name & Address** by clicking the magnifying glass 🔍 to search for and select the correct value.

7. Enter any special delivery instructions in the **Mail Description** field.
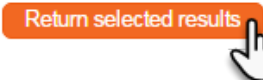
Proposal Tab > Keywords Section

Optional Keywords allow your institution to report on Proposals by research topic.

1. If your institution is tracking this data, click the section header to expand the Keywords section.
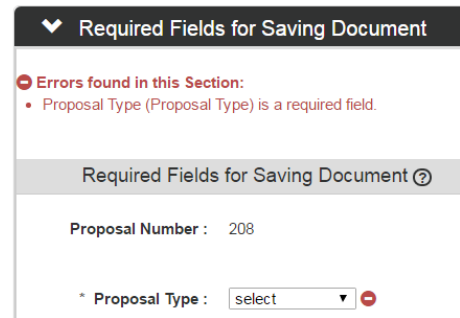
   Otherwise, skip to the next process.

2. Search for and select keywords by clicking the magnifying glass 🔍 to access the Lookup function.

3. Click the checkbox ☑ next to the appropriate keywords. ☑

4. Click the Return Selected Results button to populate the selected keywords to your Proposal.

5. Repeat Steps 2 through 4 to include all relevant keywords on the Proposal.
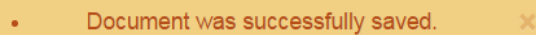
Saving the Proposal Data

1. Click the Save button at the bottom of the page. [Save]

2. Streamlyne Research will validate that all required fields are populated.

If you are missing minimum required fields on your Proposal, the system will display a message with the number of errors at the top of the page, as well as an error message at the section level and the field level, as shown.

If necessary, complete the missing fields and click the Save button again. [Save]

> ❯ Required Fields for Saving Document
>
> ⊖ **Errors found in this Section:**
> • Proposal Type (Proposal Type) is a required field.
>
> Required Fields for Saving Document ⓘ
>
> **Proposal Number :**   208
>
> * **Proposal Type :**   [select ▾] ⊖

3. Confirm that your Proposal is error-free by checking to make sure the Success message displays above the Document Overview section.

> • Document was successfully saved.   ✕
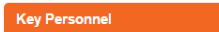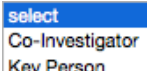
Updating the Key Personnel Tab

On the Key Personnel tab, you identify the Principal Investigator (PI) for the project being proposed as well as any other Co-Investigators (Co-I) or Key Persons who will contribute significantly to the project.

At a minimum, all proposals must have one PI identified on this tab in order to be considered valid.

Adding Key Personnel to the Proposal

1.　Click the tab header to access the Key Personnel tab.

Key Personnel

2.　In the Add Key Person section at the top of the page, you can search for and select people to add to the Proposal. Identify the project key person by clicking the magnifying glass 🔍 to look up the **Employee** or **Non-Employee**.

3.　Click the arrows next to the **Proposal Role** field to select the key person's role from the dropdown list.

| select |
| Co-Investigator |
| Key Person |
| PI/Contact |

Note　A Proposal must have one and only one person with the PI/Contact role. Additional investigators can be added as Co-Investigators.

If your proposal is being submitted to the National Institutes of Health (NIH), the system will display a Multiple PI checkbox when a key person is identified as a Co-Investigator. Click the box to check or uncheck the **Multiple PI** indicator.

	* Person	Unit	* Proposal Role	Multiple PI
Add:	Criminal J Researcher	Criminal Justice	Co-Investigat ▾	✔

4.　If you selected Key Person in Step 3, enter a brief description or position title in the **Key Person Role** field.

5.　Click the Add button to complete this action. **Add**

6.　Repeat Steps 2 through 5 until all Key Personnel are identified according to your institution's procedure.

Note Streamlyne Research adds a new section to the page titled with the key person's name.

Click the header to access Person Details, Contact Information, and Unit Details associated with each key person.
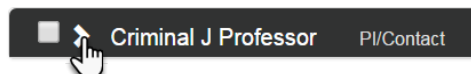
If you find that you have added a key person in error, simply click the checkbox ☑ on the section header, and click the Delete Selected button.

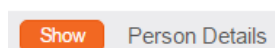## Updating Key Person Attributes > Person Details Subsection

For each Key Person added to a Proposal, Streamlyne Research provides the ability to view and update detailed information in a series of attributes subsections. Much of the Key Person's data is auto-populated from Person tables and Person Extended Attributes tables. Auto-populated data can be modified or added as needed in these subsections.

Note that changing the data for a Person within the Proposal will change that data only for this Proposal and will not overwrite the source data in the configuration tables.

If you are submitting S2S, many fields here maps the PI information fields on federal forms. If you are not submitting S2S, follow your institution's guidelines for filling out this section. For non-S2S submissions, you may find it most useful to focus on capturing the contact information and the percent effort for people on the Proposal.

1. Click the Show button on the Person Details subheader to expand the Person Details subsection.

2.   The **Proposal Person Role Id** displays the Role selected when the Person was added to the proposal. For the PI and Co-Is on the Proposal, you can click on the arrow to select a different role from the list.

3.   Review the **Full Name** and **User Name** for the person. These fields display the information that is stored in the Person table in the database.

It may be the case that project personnel submit research proposals under a name that differs from their current legal name. If this is the case, update the **First Name, Middle Name**, and **Last Name** fields with the name used by the Proposal Person for submissions.

4.   The Organization fields reflect data about the Proposal persons related to their directory other contact information with respect to their positions within your institution.

Review, and if necessary, update the **Email Address** for the Person, making sure to use a valid email address format.

5.   Review, and if necessary, update the **Office Phone**, using the format NNN-NNN-NNNN.

6.   Review, and if necessary, update the **Primary Title** and **Directory Title,** which may differ from one another depending on your institution's use of position titles in your Human Resources system. **Directory Title** maps to federal forms.

7.   Review the **Home Unit** and **Division** for the person. These fields display information that is stored in the Person table in the database and can only be changed from within that table.

Note The **Home Unit** and **Division** are not necessarily the same as the Unit with which the person's effort will be associated on this Proposal. The **Unit Details** section below indicates the Unit to which the person's contribution to the Proposal will be attributed.

8.   Enter the **eRA Commons User** name for the person. This is the unique username associated with the person's user account for the National Institutes of Health's electronic Research Administration system. This is required for PIs

9.   Review, and if necessary, update the **Fax** number, using the format NNN-NNN-NNNN.

10.   Review, and if necessary, update the **Pager** number, using the format NNN-NNN-NNNN.

11.   Review, and if necessary, update the **Mobile** number, using the format NNN-NNN-NNNN.

12.   Review, and if necessary, update the **Office Location**.

13.   Review the display-only **Secondary Office Location**.

Note The **Secondary Office Location** is populated with the value maintained on the user's Person Extended Attributes record. If the **Secondary Office Location** is incorrect, contact your HR Administrator to update the Person Extended Attributes record accordingly.

      If such a change is made, you will need to delete the person from the Proposal, and then add the person again in order for the correct **Secondary Office Location** to appear on the Proposal document.

14.   Review, and if necessary, update the street address in **Address Line 1**. If additional address lines are needed, review and update **Address Line 2**, and **Address Line 3**.

15.   Review, and if necessary, update the **City**.

16.   Review, and if necessary, update the **County**.

17.   Review, and if necessary, click the arrows to select the appropriate **Country** from the dropdown options.

18.   Review, and if necessary, click the arrows to select the appropriate **State** from the dropdown options.

19. Review, and if necessary, update the **Postal Code,** using the 5-digit or zip+4 digit format.

20. Enter the **Percentage Effort** that the person will contribute to the Proposal.

Note This field provides a place to capture effort for Proposal personnel without requiring the entry of a Proposal Budget. The percent effort entered in this field does not flow to the Proposal Budget.

21. If the person is a faculty member, the **Faculty** checkbox should be checked. Click on the checkbox to toggle between checked and unchecked.

Education

Education Level :		Year Graduated :	1999
Major :	Criminal Justice	Degree :	PhD
School :	Criminal Justice University		

22. Review the **Education** details: Education Level, Year Graduated, Major, Degree, and School.

Note The **Education** fields are populated with the values maintained on the user's Person Extended Attributes record. If the **Education** data is incorrect, update your Person Extended Attributes record in Settings > Person Extendedf Attributes.

If such a change is made, you will need to delete the person from the Proposal, and then add the person again in order for the correct **Education** data to appear on the Proposal document.

Updating Key Person Attributes > Extended Details Subsection

streamlyneuser@gmail.com

Hide	Extended Details

Age by Fiscal Year :	[　　]	Race :	[　　　　　]
Education Level :	[　　　　　]	Degree :	PhD
Major :	Criminal Justice	Person Id :	10066
Is Handicapped :	☐	Handicap Type :	[　　　　　]
Veteran :	☐	Veteran Type :	[　　　　　]
Has Visa :	☐	Visa Code :	[　　　　　]
Visa Type :	[　　　　　]	Visa Renewal Date :	[　　　] 🗓
Office Location :	Suite 773	Secondary Office Location :	[　　　　　]
School :	Criminal Justice University	Year Graduated :	1999
Directory Department :	Criminal Justice	Primary Title :	Criminal Justice Professor
Directory Title :	Criminal Justice Professor	Is Vacation Accrual :	☑
Is on Sabbatical :	☐	County :	San Diego
Id Provided :	[　　　　　]	Id Verified :	[　　　　　]
Version Number :		Citizenship Type :	US CITIZEN OR NONCITIZEN NAT ▾

Follow your institution's guidelines for filling out this section. Most data is not required unless you are working on a Proposal for S2S submission.

1. Click the Show button on the Extended Details subheader to expand the Extended Details subsection.
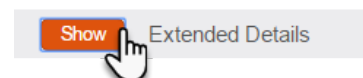
Show	Extended Details

Note   Values maintained on the user's Person Extended Attributes record will default to populate the Extended Details fields. Any modifications you make in the steps that follow will be saved only within this Proposal.

2. Enter or update the **Age by Fiscal Year,** if the Sponsor requests this information as part of Proposal submission.

3. Enter or update the **Race,** if the Sponsor requests this information as part of Proposal submission.

4. Enter or update the **Education Level,** if the Sponsor requests this information as part of Proposal submission.

5. Enter or update the **Degree** using the appropriate abbreviation (e.g. PhD, MD, DDS, etc.), if the Sponsor requests this information as part of Proposal submission.

6. Enter or update the **Major** associated with this Degree.

7. The **Streamlyne Person ID** is a display-only field that shows the system-assigned ID for the person. This cannot be modified.

8. Check or uncheck the **Is Handicapped** checkbox as appropriate, if the Sponsor requests this information as part of Proposal submission.

9. Enter or update the **Handicap Type,** if the Sponsor requests this information as part of Proposal submission.

10. Check or uncheck the **Veteran** checkbox as appropriate, if the Sponsor requests this information as part of Proposal submission.

11. Enter or update the **Veteran Type,** if the Sponsor requests this information as part of Proposal submission.

12. Check or uncheck the **Has Visa** checkbox as appropriate, if the Sponsor requests this information as part of Proposal submission.

13. Enter or update the **Visa Code,** if the Sponsor requests this information as part of Proposal submission.

14. Enter or update the **Visa Type,** if the Sponsor requests this information as part of Proposal submission.

15. Enter or update the **Visa Renewal Date** in MM/DD/YYYY or by clicking on the calendar icon to select the date, if the Sponsor requests this information as part of Proposal submission.

16. Enter or update the **Office Location**, if the Sponsor requests this information as part of **Proposal** submission.

17. Enter or update the **Secondary Office Location**, if the **Sponsor** requests this information as part of **Proposal** submission.

18. Enter or update the **School** where the person received the Degree listed above, if the Sponsor requests this information as part of Proposal submission.

19. Enter or update the **Year Graduated** for the Degree and School listed above, if the Sponsor requests this information as part of Proposal submission.

20. Enter or update the **Directory Department**, if the Sponsor requests this information as part of Proposal submission.

21. Enter or update the **Primary Title,** if the Sponsor requests this information as part of Proposal submission.

22. Enter or update the **Directory Title,** if the Sponsor requests this information as part of Proposal submission.

23. Check or uncheck the **Is Vacation Accrual** checkbox as appropriate, if the Sponsor requests this information as part of Proposal submission.

24. Check or uncheck the **Is on Sabbatical** checkbox as appropriate, if the Sponsor requests this information as part of Proposal submission.

25. Enter or update the **County,** if the Sponsor requests this information as part of Proposal submission.

26. Enter or update the **Id Provided,** if the Sponsor requests this information as part of Proposal submission.

27. Enter or update the **Id Verified,** if the Sponsor requests this information as part of Proposal submission.

28. Select the **Citizenship Type** from the available list, if the Sponsor requests this information as part of Proposal submission.

29. Click the Save button at the bottom of the page to save your changes. [Save]

Updating Key Person Attributes > Degrees Subsection

Follow your institution's guidelines for filling out this section. Most data is not required unless you are working on a Proposal for S2S submission.

Note Populate this data once to ensure it always populates correctly on every PD. Do this on Settings > Person Extended Attributes > Person Degree. Make sure you populate the most advanced degree first.

1. Click the Show button on the Degrees subheader to expand the Degrees subsection.

Note Values maintained on the user's Person Extended Attributes record will default to populate the Degrees fields. Any modifications you make in the steps that follow will be saved only within this Proposal.

2. Review the **Degree** data and update it as needed if the Sponsor requests this information as part of Proposal submission.

To add a new **Degree,** follow steps 3 to 8.

To delete an existing **Degree,** skip to step 9.

Otherwise, skip ahead to the Unit Details section.

3. Using the arrows, select a **Degree Type** from the list.

4. Enter the **Degree Description**.

5. Enter the **Graduation Year** in the YYYY format.

6. Enter the **School** where the Degree was earned using the official name of the institution.

7. Click the Add button to add the **Degree** to the Proposal for the person.

8. Repeat steps 3 to 8 until all Degrees have been added.

Continue to step 9 if there are **Degrees** that need to be removed from this Proposal for the person. Otherwise continue to step 10.

9. Click the Delete button on the line next to the Degree that you want to remove from the Proposal.

The Proposal page will refresh with the Degree removed.

10. Once you have updated the Degrees, click the Save button at the bottom of the page to update your changes.

Updating Key Person Attributes > Unit Details Subsection

Proposal personnel can have one or more Units associated with them to indicate that the Unit(s) have responsibility or involvement with the project being proposed. The PI/Contact as well as any Co-Investigators or Multiple PIs must have at least one Unit associated with them. For project personnel designated as Key Persons, adding Unit Details is optional. Follow your institution's guidelines for adding a Unit to Key Persons.

1. Click the Show button on the Unit Details subheader to expand the Unit Details subsection for a person.
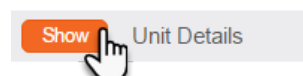
Note For the PI, the Lead Unit selected on the Proposal tab will default to the Units list in addition to the PI's home Unit if they are not the same value.

For Key Persons, in order to add Unit information, click on the Add Unit Details button. The Units list will display, including any Units associated with the person in the Streamlyne maintenance tables.   Not that

2. Review the Unit(s) in the list and add or remove Units as needed.

To add a Unit, continue to Step 3.

To remove a Unit, skip to Step 6.

Otherwise, skip ahead to the next section.

3. Click the magnifying glass under the **Unit Name** to access the Unit Lookup. Search for and return value for the Unit you need to add to the person.

4. Click the Add button to add the selected Unit to the person on the Proposal.

5. Repeat steps 3 to 4 to add all the necessary Units.

To delete a Unit, skip to Step 6.

Otherwise, skip ahead to the next section.

6. Click the Delete button next to each Unit you wish to remove from the person.
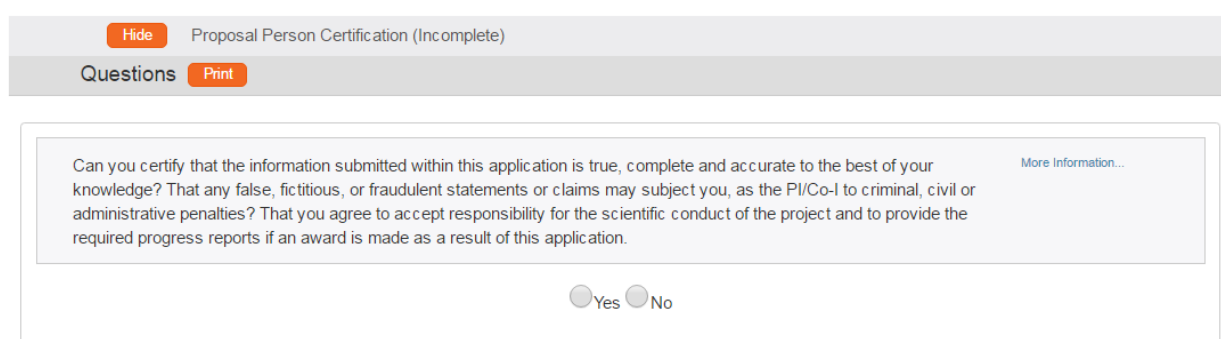
Note   For the Lead Unit under the PI, no Delete button is available. To change the Lead Unit, copy the proposal to a new document with that new Lead Unit.   For more information see section Proposal Actions > Copy To New Document Section.

For Key Persons, you can remove all Units in the list at once by clicking on the Remove Unit Details button.

7.   Click the Save button at the bottom of the page to update your changes. [Save]

Updating Key Person Attributes > Proposal Person Certification Subsection

The Certification section contains verifications and disclosure statements that are required prior to conducting sponsored research. These verifications may be sponsor-specific and/or institutionally mandated. The certification questions that display are configurable by your institution.

Certifications must be completed for the Principle Investigator and any Co-Investigators prior to routing a Proposal for approval. You have the option to require certifications for Key Persons as well.

Follow your institution's guidelines for completing this section. For S2S submissions, sponsor-specific certifications are required.

1.   Click the Show button on the Proposal Person Certification subheader to expand the Certification subsection for a person.
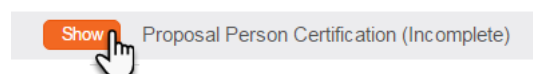
Note   The current status of the Certification for a proposal person displays in parenthesis next to the subheader text. When all questions have been answered for a person, the status will change from (Incomplete) to (Complete).

For Key Persons, in order to add Certification information, click on the Include Certification Questions button. Then click the Show button to expand the subsection.

2. For each proposal person, answer the certification questions.

3. If your institution requires a paper version of the certifications with investigator signatures, click the Print button to generate a PDF document that includes all of the certifications as well as a signature line.

4. Click the Save button at the bottom of the page to update your changes.

Updating Key Personnel > Combined Credit Split Subsection

The Combined Credit Split subsection is configurable based on your institution's needs, and the type of data collected at your institution will determine the types of credit displayed. Alternatively, your institution may elect not to track any credit splits, in which case, this subsection will not display at all.

The instructions in this section detail how to fill out the Combined Credit Split subsection using a sample set of credit types. Your institution's credit types will vary.

1. For each project key person, indicate the percentage of credit allocated for each category set up by your institution—in this example, **Recognition, Responsibility, Space** and **Financial**—by assigning a value between 0.00 and 100.00.

   If you only have one key person assigned to the IP, enter 100 for all credit categories.

2.   If you have a single project key person assigned to more than one department/unit, indicate how the person's credit should be split across units by assigning a value between 0.00 and 100.00 for each category.

3.   The Unit Total should sum to 100.00 for each person, and the Project Person Total should sum to 100.00 for each category.

Recalculate

Click the Recalculate button to confirm there are no errors in your totals.

Updating Key Personnel > Reordering Key Personnel on the Proposal

When you add Key Personnel to a Proposal, the entries are listed in the order added, except for the PI, whose entry will always be listed first. If you need to change the order in which the Key Personnel display, print on forms, and are included on S2S submissions to Grants.gov, follow the steps below.

1.   Click the tab header to access the Key Personnel tab.

Key Personnel

☐ ❯ Criminal J Professor	PI/Contact	
☐ ❯ Biochemistry Professor	Co-Investigator ⬇	
☐ ❯ Criminal J Researcher	Key Person ⬆ ⬇	
☐ ❯ Biochemistry Researche	Key Person ⬆	

2.   If a PI and at least two other personnel have been added to the Proposal, up and down arrows display next to the names of personnel added to the Proposal.

To move a Person up one position in the list, click on the **up arrow** next to his/her name.

To move a Person down one position in the list, click on the **down arrow** next to his/her name.

3.   Once you have the Personnel in the order you want for the Proposal, click the Save button to save your changes. Save

Updating the Special Review Tab

The Special Review functionality is designed to record formal reviews or administrative efforts linked to the effort tracked on your Proposal, in such instances as:

- Human subjects research tracked on IRB Protocol documents

- Animal research tracked on IACUC Protocol documents

- Technology/data protections recorded on Intellectual Property Review documents

- Research-related facilities requests or clearances, such as lab transfers or material handling requests

- Biosafety review statuses

1. Click on the tab header to access the Special Review tab.

Special Review

2. Click arrows next to the field to select the Special Review **Type** from the dropdown list configured for your institution.

select
Human Subjects
Animal Usage
Recombinant DNA
Radioactive Isotopes
Biohazard Materials
International Programs
Space Change
Tech Licensing: No conflict (A)
Tech Licensing: Reviewed, no conflict (B1)
Tech Licensing: Potential Conflict (B2)
Tech Licensing: Previously Reviewed
Foundation Relations

3. If your institution uses Streamlyne Research for IRB or IACUC Protocols, the **Approval Status** field will auto-populate based on the **Protocol Status** of the document whose **Protocol Number** you will identify in Step 4. Continue to the next step.

   Otherwise, click on the arrows next to the field to select the appropriate **Approval Status** from the dropdown list.

4. If your institution uses Streamlyne Research for IRB or IACUC Protocols, click the magnifying glass 🔍 next to the **Protocol Number** field to look up this value.

   Otherwise, enter the Protocol or Special Review number in the **Protocol Number** field.

5. Enter the **Application Date, Approval Date,** and **Expiration Date** of your linked project, if these dates are available. Type these values in MM/DD/YYYY format, or click the corresponding calendar icons to select the dates.

6. If you have linked to an IRB Protocol, and the human subjects research falls under one of the six categories of Exempt Research per the Common Rule (45 CFR 46.101(b)), identify the **Exemption #** by clicking the arrows next to the field and selecting the correct E# from the list.

7. Click the Add button to complete this action. Add

8. Repeat Steps 2 through 7 until all related reviews are recorded.

Updating the Custom Data Tab

As the name implies, the fields on the Custom Data tab are 100% configurable by your institution. The data you include here can be configured to flow through to subsequent modules such as Institutional Proposal or Award. You may also choose to collect this data at this point for use only within the Proposal Development module.

Custom Data

If you would like to explore these screens, click on the tab header on the left of the screen to access this section. Fill out the data on this tab according to your institution's procedure.

Updating the Abstracts & Attachments Tab

This section acts as a repository for the narrative attachments that support or describe aspects of the proposed project. Streamlyne Research allows for concurrent users in the Proposal document specifically to allow one user to update the Abstracts & Attachments tab while another is working in the Proposal tab. When one user is updating the Abstracts & Attachments tab, other users working on the Proposal will see a message informing them that the Narrative section is locked for editing.

Abstracts & Attachments Tab > Proposal Attachments Section

The Proposal Attachments section stores all documents that will be shared with the sponsor as part of the proposal package. Note that this is NOT the section for attaching and transmitting S2S/Grants.gov forms, though any ancillary attachments required to support S2S/Grants.gov forms should be included here.

1. Click on the header to access the Proposal Attachments section.


Proposal Attachments (0)

2. Click the arrows next to the **Attachment Type** field and select the most appropriate value from the dropdown list.
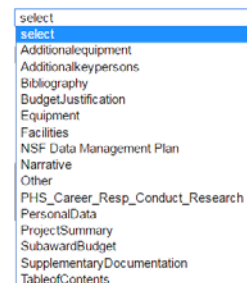
Note If you are submitting a Grants.gov proposal through S2S, then the list of available Attachment Types will include those that are mandatory or conditionally required as part of the submission for the opportunity identified on the S2S tab.

3. Click the Browse button and follow your operating system's prompts to search for and upload the desired file.

4. Click the arrows next to the **Status** field and indicate whether the document is complete or incomplete by selecting from the dropdown list.
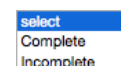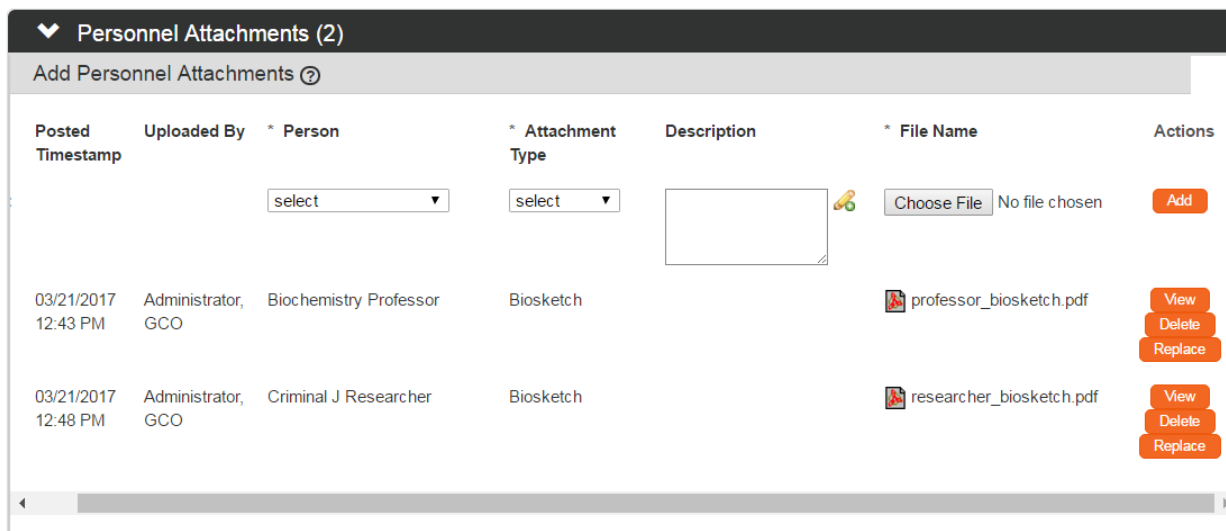

This is helpful if you are using this section as a repository for working drafts of documents that may be edited by multiple users. Setting the **Status** flag to Complete will serve to inform key persons that the attachment has been finalized.

5. Enter the **Contact Name** of the creator of the attachment.

6. Enter the **Email Address** of the creator of the attachment.

7. Enter the **Phone Number** of the creator of the attachment.

8. Enter any information that should be preserved for future reference in the **Comments** field.

9. Enter additional details about the document in the **Description** field.

10. Click the Add button to complete the action.

11. To open a PDF version of any attachment in another window, click the corresponding View button.

12. To delete any attachment, click the corresponding Delete button.

13. To replace an existing attachment with an updated version, first click the corresponding Replace button. replace

   Otherwise, skip to the next process.

14. Click the Browse button and follow your system's uploading prompts to search for and attach the desired file.

15. Click the Add button to complete the replacement. Add

Abstracts & Attachments Tab > Personnel Attachments Section

The Personnel Attachments section stores all documents supporting Key Personnel listed on the Proposal in <u>Updating the Key Personnel Tab</u>.

1. Click on the header to access the Personnel Attachments section.

2. If your institution has opted to include CVs and/or biographical sketches with each user's Person Record, the relevant attachments will default to this section for all Key Personnel.

   To add a new Personnel Attachment, first click the arrows next **Person** field and select the key person the attachment to whom the attachment will pertain.

Note If the key person is not listed in the **Person** dropdown list, return to <u>Updating the Key Personnel Tab</u> to add the key person to Proposal.

3.   Click the arrows next to the **Attachment Type** field and select the most appropriate short description of the attachment from the dropdown list.

select
Biosketch
BudgetDetails
Currentpending
Other
StatementofCommitment

4.   Enter additional details in the **Description** field.

5.   Click the Choose File button and follow your system's uploading prompts to search for and attach the desired file.

6.   Click the Add button to complete the attachment process.   Add

7.   To open a PDF version of any attachment in another window, click the corresponding View button.   View

8.   To delete any attachment, click the corresponding Delete button.   Delete

9.   To replace an existing attachment with an updated version, first click the corresponding Replace button.   replace

Otherwise, skip to the next process.

10.   Click the Choose File button and follow your system's uploading prompts to search for and attach the desired file.

11.   Click the Add button to complete the replacement.   Add

Abstracts & Attachments Tab > Internal Attachments Section

The Internal Attachments section stores documents that support your institution's internal processes only. These documents are not included when the document package is submitted to the sponsor. Follow your institutions guidelines for adding attachments to this section.

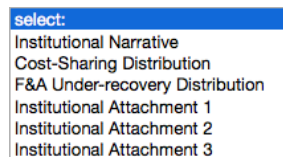|	Posted Timestamp	Uploaded By	* Attachment Type	Description		* File Name	Actions
Add:			select: ▼			Choose File No file chosen	Add

Internal Attachments (0)
Add Internal Attachments ⓘ

1. Click on the header to access the Internal Attachments section.

Internal Attachments (0)

2. Click the arrows next to the **Attachment Type** field and select the appropriate option from the dropdown list.

select:
Institutional Narrative
Cost-Sharing Distribution
F&A Under-recovery Distribution
Institutional Attachment 1
Institutional Attachment 2
Institutional Attachment 3

3. Enter a **Description** according to your institution's procedures.

4. Click the Choose File button and follow your system's uploading prompts to search for and attach the desired file.

5. Click the Add button to complete the action.　Add

6. To open a PDF version of any attachment in another window, click the corresponding View button.　View

7. To delete any attachment, click the corresponding Delete button.　Delete

8. To replace an existing attachment with an updated version, first click the corresponding Replace button.　replace

   Otherwise, skip to the next process.

9. Click the Choose File button and follow your system's uploading prompts to search for and attach the desired file.

10. Click the Add button to complete the replacement.　Add

Abstracts & Attachments Tab > Abstracts Section

The Abstract section is designed to store various types of abstracts and any other documentation describing the work proposed. Generally, most of this information is not needed unless you are submitting a proposal through S2S to Grants.gov.

When you work in this section, you will notice that you do not have the option to upload abstract content as an attached file. The abstract content must be entered directly into the fields in this section to allow the system to execute Grants.gov validation rules on the abstract text.

1.

        Click on the header to expand the Abstracts section.

2.

        Click the arrows next to the **Abstract Type** field, and then select the most appropriate value from the dropdown list.

3.

        Cut and paste the full abstract from the source document into the **Abstract Details** field according to your institution's procedures.

4.

        Click the Add button to complete the action.

Abstracts & Attachments Tab > Notes Section

For more information on the use of this common function, refer back to Notes and Attachments.

Any Notes entered in this section will be limited to internal use only; Note content will not trasmit to sponsors via S2S.

Updating the Questions Tab

Your institution, the sponsor, or both may require a completed questionnaire with the submission. The questions must be answered before the Proposal can be submitted to the sponsor. General proposal questions, if any, will be configured specifically for your institution. Follow your institution's guidelines for answering these questions.

1. Click the tab header on the left-hand menu to access the Questions tab.

2. Click the header to expand the Proposal Questions section.

Note Refer to the subheader title bar for an indication of whether the questions in that subsection are Complete or Incomplete.

3. Read through each question carefully and answer truthfully.

    Some questions may require you to hand key your answers in a freeform text field, while others may be answered by clicking a Yes or No radio button.

4. If your institution requires a paper version of the certifications with investigator signatures, click the Print button to generate a PDF document that includes all of the certifications as well as a signature line.

5. Click the Save button at the bottom of the page.

Note If your PD will be submitted via S2S, many forms questions will also appear on the S2S tab. When this occurs, you will see a section called Grants.gov S2S Questionnaire in addition to any forms-specific questionnaires that pertain to the linked opportunity.

Updating the Budget Versions Tab

The Budget Versions tab allows you to develop the budget for the Proposal. From this section you can create multiple budget versions to explore what-if scenarios; however, only one budget will be identified as the final and complete budget when the package is submitted to the sponsoring agency.

To initiate a new Proposal Budget document, skip ahead to Initiating and Updating a Proposal Budget.

Updating the Permissions Tab

Depending on your role on the Proposal, this page allows you to view, modify, or grant new users permissions to the Proposal.

Permissions Tab> Assigned Roles Section

The Assigned Roles section displays the first and last name of every employee who has some level of access to this particular Proposal, with the users categorized by role name.

Click the View Permissions button to access a pop-up window displaying permissions details by role name.

Permissions Tab > Users Section

The functionality in the Users section allows you to modify user permissions to the Proposal by expanding, restricting, or eliminating default access. You may also grant access to users who would not normally have default access to the Proposal.

Any changes made to this section will be effective for this document only. If a user's permissions need global modification, contact your Streamlyne administrator to change the User record.

1. To grant ad hoc access to the Proposal, begin by clicking the magnifying glass next to the **User Name** field on the topmost **Add:** line to search for and select the desired username.

   Otherwise, skip to Step 4.

2. Click the arrows next the **Role** field, and then select the desired user role from the dropdown list.

3. Click the Add button to complete the action.

4. To modify an existing user's access, begin by clicking the user's corresponding Edit Role button.

5. Streamlyne Research will display a pop-up window with the list of available roles with a checkmark next to the user's currently assigned role.

   Check the box(es) to select the Role(s) that the user needs to have for the Proposal.

6. Click the Save button at the bottom of the pop-up window to update your changes to the user's Roles. These changes become effective immediately.

7. To remove a user's access to a Proposal entirely, click the Delete button next to that user's name.

8. Click on the Save button at the bottom of the page to update your changes.

Understanding the Proposal Summary Tab

The Proposal Summary tab displays all data for the document in summary form. This is the default tab displayed to approvers while the document is in the review and approval process. This tab is most useful as a means to quickly review all Proposal data in a single place.

Click the tab header on the left-hand menu to access the page. From here, click each section header to expand each section. Use the Show and View buttons to drill down to view Proposal data details.
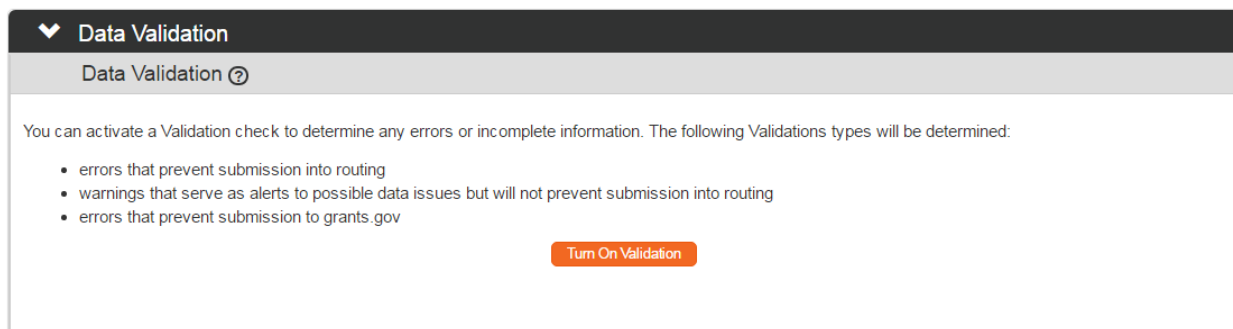

Review, approval, and submission processes are covered in Submitting & Approving.

Using Proposal Actions

Click on the tab header on the left-hand menu to access the features on the Proposal Actions tab.

Proposal Actions Tab > Data Validation Section

1.   Click the header to access the Data Validation section.

2.   Click the Turn On Validation button.

Note Streamlyne Research will run a series of validation steps to make sure that all fields are populated as required, that dollar values total correctly, and that field entries do not conflict (wherever possible). This is the same validation routine automatically run when the Proposal is submitted.

If errors are found, Streamlyne Research will display a red error message at the top of the page.

1 error(s) found on page.	✕

Errors must be corrected prior to finalizing the Proposal. Warnings indicate data issues that should be reviewed but do not have to be changed in order to submit the Proposal.

3. Streamlyne Research will display a list of errors and warnings found on the document.

Click the Fix button next to the listed error or warning. [Fix]

4. Streamlyne Research returns to the document section where the problem resides.
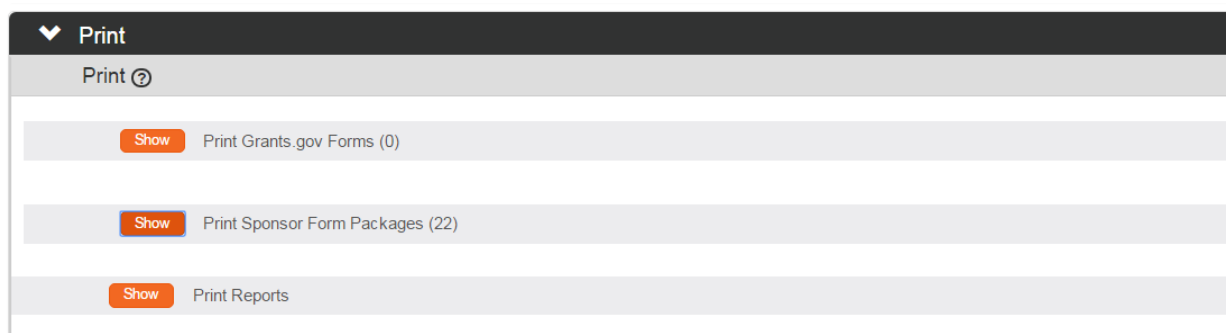
Make your corrections now.

5. Repeat Steps 3 and 4 as many times as necessary to resolve all errors.

6. If you choose, click the Turn Off Validation button to continue working on the Proposal without the system running validations to check for errors or missing data. [Turn Off Validation]
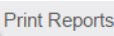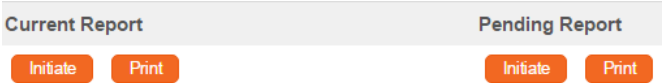
Proposal Actions > Print Section

1. Click the header to access the Print section. [> Print]

2. The number of forms available for printing is noted in parentheses on the Grants.gov Forms and Sponsor Form Packages subsection headers.

To print forms in these subsections, click the corresponding Show button(s). [Show Print Reports]

3. Streamlyne Research will display the list of forms available for printing.

   Click the checkboxes next to the forms you wish to print. You may also use the Select All option.

4. Click the Print Selected button.   **Print Selected**

5. To run current and pending effort reports for an individual user, click the Show button for the Print Reports subsection.   **Show** Print Reports

6. Click the magnifying glass 🔍 to search for and select the Streamlyne Person record to populate the Person for both the Current and Pending reports.

7. Click the Initiate Report button to run the query and display the results on screen. From this view, you can also click links to export the data in CSV, spreadsheet, or XML format.

Current Report		Pending Report	
Initiate	Print	Initiate	Print

8. Click the Print button to generate a PDF of the query results instead of displaying the data on the screen.

Proposal Actions > Copy To New Document Section

There are many reasons to copy a PD to a new document. These include:

- Resubmissions
- Change/Corrected submissions
- Continuations/Renewals
- To change an incorrect lead unit

Follow these steps to copy the existing document data to a new Proposal:

1.   Click the header to access the Copy section.

2.   If you would like to include budget data from the source document, click the **Budget?** checkbox.

         Otherwise, skip to Step 4.

Note   This checkbox becomes available only when the source Proposal has at least one budget version.

3.   Indicate which budget versions should be copied by selecting the appropriate value from the dropdown list.

4.   If you would like to include copies of the source Proposal's attachments, click the **Attachments?** checkbox.

Note   This checkbox becomes available only when the source Proposal being copied has attachments.

5.   The **Lead Unit** for the source document is displayed on the second line of this section.

         Select the **Lead Unit** for new Proposal by clicking the arrows next to the field and selecting the Unit ID from the dropdown list.

6.   If you would like to copy responses logged on the Question tab to the new Proposal, click the **Questionnaires?** checkbox.

7.   Click the Copy Proposal button.

Result   Streamlyne Research will open the new Proposal in a new tab in your browser.

Proposal Actions > Super Copy To New Document Section

Super Copy is a feature targeted for S2S submissions, where all failed submission attempts must be rectified with a copy to a new PD. Super Copy access is driven by a specific role, and kept separate from Super User privileges to support separation of duties.
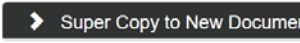
This feature is appropriate for use in situations when a small data mapping issue or data entry issue is preventing the success of a submission, and it is therefore overkill to prompt key persons to recertify, to manually mark all attachments complete, and to manually indicate that the budget is final.

1. Click the header to access the Super Copy section.

2. The setttings are defaulted to facilitate a quick Change/Corrected submission.

   If any given setting is inappropriate for your situation, uncheck the corresponding checkbox.

3. If you need to alter the Lead Unit, select the new value from the dropdown.

4. Click the Super Copy Proposal button.

Result Streamlyne Research will open the new Proposal in a new tab in your browser.

Proposal Actions > Route Log Section

For information on how to use this common function, please refer back to the manual called **Navigation, the Action List, and Common Document Elements.**

Proposal Actions > Ad Hoc Completes

Assigning an Ad Hoc Complete action in Proposal Development works differently than other modules because of the way permissions behave.

In Proposal Development,

tr

Follow these steps to assign an Ad Hoc Complete:

1.   Add the person or people to the Permission tab using the Aggregator role. Return here to complete this step: Permissions Tab > Users Section.

2.   Click the header to access the Ad Hoc Recipients section.

3.   In the Person Requests subsection, click the dropdown in the Action Requestedfield and select COMPLETE.

4.   Click the magnifying glass 🔍 to search for and select Person who will receive the assignment.

5.   Click the Add button to add the recipient.

6.   Click the Send Ad Hoc button at the bottom of the screen to send the assignment to the recipient.

Result A COM action item will be sent to the receipient, and one will remain your Action List as well unless the subsequent aggregator removes your name from the Permissions tab. All aggregators must approve the document when it is submitted into workflow, save the submitter.

Initiating and Updating a Proposal Budget

The optional Proposal Budget document allows you to work up versions of a proposed budget to explore various what-if scenarios during the development of the Proposal. Prior to review and approval, one budget must be selected as the final version that will be submitted to the sponsor.

Initiating Budget Document

Follow these steps to create a new Budget document for a Proposal:

7. From within the Proposal document, click on the tab header to expand the Budget Versions tab.

8. Enter a meaningful short title for this budget in **Name** field.

9. Click the Add button to initiate the Budget document. [Add]

The new budget version will display on the Budget Versions list.

Note Once an initial budget version has been created, you can create additional budget versions by following steps 2 & 3 above or by copying an existing budget.

Copy a budget to a new budget version by clicking on the Copy button next to an existing budget.

10. Click the Open button to access the Budget document. [Open]

Note Streamlyne Research will create and display a new Budget document.

To return to the Proposal document at any time, click the Return to Proposal button that appears at the top of the left-hand tab menu.

[return to proposal]

Updating the Parameters Tab

Streamlyne Research displays the new Proposal Budget document open to the Parameters tab. Follow the processes in

[Parameters]

this section to use the features on the Parameters tab.

Parameters Tab > Budget Overview Section

Streamlyne Research will display the Parameters Tab open to the Budget Overview section.

1. The **Project Start Date** and **Project End Date** display the project dates from the Proposal. This date can be changed from the Proposal tab.

    Changing the dates on the Proposal tab may require additional changes to the Budget to accommodate those date changes. Error and warning messages will indicate where data needs to be updated within a Budget to address changed start or end dates.

2. Click the **Modular Budget?** checkbox if the Budget is for an NIH opportunity that accepts funding requests in the modular format (e.g., $25,000 increments up to $250,000 per year).

3. Enter **Residual Funds** to document any funds remaining from previous awards.

4. Entering a **Total Direct Cost Limit** sets the maximum funding amount (excluding indirect costs) that will be requested from the sponsor in the Budget. Leave this field blank to create a Budget without a pre-set limit.

    When an amount is entered in this field, warning messages will display if the direct costs in the Budget exceed this limit.

5.   Entering a **Total Cost Limit** sets the maximum funding amount (including direct and indirect costs) that will be requested from the sponsor in the Budget. Leave this field blank to create a Budget without a pre-set limit.

When an amount is entered in this field, warning messages will display if the total costs in the Budget exceed this limit.

6.   The **Budget Status** field defaults to Incomplete and only becomes active once the Budget has been marked as Final.

Click the arrows next to the **Budget Status** to indicate whether the final Budget is Complete or Incomplete.

7.   Click the **Final?** checkbox to indicate that this Budget is the version that will be submitted to the Sponsor.

Once the Budget has been marked both Final and Complete, the **Final?** checkbox becomes read-only. To make the checkbox editable, make sure the **Budget Status** is set to Incomplete.

8.   Click the arrows next to the **F&A Rate Type** field, and select the rate type that applies to this budget.
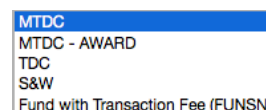
9.   Click the arrows next to the **Unrecovered F&A Rate Type** field, and then select the rate type that applies to this budget. Generally, this rate type will be the same as the F&A Rate selected in the previous step.

Note   The **On/Off Campus flag** determines whether expenses added to the budget will be added as on- or off-campus expenses based either on the flag set in this field or on the default for the object codes for those expenses. This becomes significant when on-campus and off-campus items in the budget must have F&A calculated at different rates.

Setting the **On/Off Campus flag** to Default sets the campus indicator for expense line items to the default on/off designation maintained at the Object Code level, allowing the user to override that default as needed each time a line item is added to the budget.

Selecting **All On** or **All Off** will set all budget line items to the campus type selected here, disallowing overriding at the line item level.

10. Click the arrows next to the **On/Off Campus** field and select the appropriate value from the dropdown list.

11. If cost share data should be transmitted to the Sponsor, click the **Submit Cost Sharing** checkbox.

12. Enter any information that should be preserved for future reference in the **Comments** field.

Parameters Tab > Budget Periods & Totals Section

The Budget Periods & Totals section holds summary budget data for the Proposal Budget period(s). Budget Periods are initially established using the Project Start and End Dates entered on the Proposal. From this tab, you can adjust the Budget Periods as necessary as long as the dates fall within the Project Start and End Dates.

In this section, you can also create a simple summary Proposal Budget by entering values in the fields for each Budget Period. Enter summary budget amounts here if you will not be creating a detailed budget.

If the default periods are appropriate and you plan to create a detailed budget by entering in personnel and non-personnel costs, you can skip this section entirely. The system will populate the summary data automatically based on the detailed budget expenses you will add later on the other tabs.

Follow these steps to update the budget periods and/or create a simple budget in the Budget Periods & Totals section:

1.   Click the header to expand the Budget Periods & Totals section.

Note   The system will default to display the Budget Period(s) based on the Project Start/End Dates, automatically assuming a 12-month project period duration. The default periods can be modified or new periods can be added as needed.

Budget periods cannot overlap. Make sure to review project period start and end dates to prevent an overlap of days across periods.

2. The **Period Start Date** represents first day of the budget period. If the defaulted date is acceptable or if you are not adding a new budget period, skip to the next step.

Otherwise, enter this date in MM/DD/YYYY format or click the calendar icon to select the date from the calendar.

Note The **Period Start Date** for the first budget period must be equal to or later than the Project Start Date, and the **Period End Date** for the final budget period must be equal to or earlier than the Project End Date.

3. The **Period End Date** represents last day of the budget period. If the defaulted date is acceptable or if you are not adding a new budget period, skip to the next step.

Otherwise, enter this date in MM/DD/YYYY format or click the calendar icon to select the date from the calendar.

Note Do not enter a value in the **Total Sponsor Cost** field. This value will be calculated automatically whether you are entering direct costs and F&A costs to this section to create a summary budget or entering detailed expenses to develop the budget.

4. If you are entering budget detail to the Personnel and Non-Personnel tabs, the system will automatically calculate the **Direct Cost.** Skip to Step 8.

Otherwise, enter the direct cost limit as a dollar value in the **Direct Cost** field.

5. If you are entering budget detail to the Personnel and Non-Personnel tabs, the system will automatically calculate the **F&A Cost.**

Otherwise, enter the facilities and administrative cost as a dollar value in the **F&A Cost** field.

6. If you are entering budget detail to the Personnel and Non-Personnel tabs, the system will automatically calculate the **Unrecovered F&A.**

Otherwise, enter the unrecoverable facilities and administrative cost as a dollar value in the **Unrecovered F&A** field.

7. If you are entering budget detail to the Personnel and Non-Personnel tabs, the system will automatically calculate **Cost Sharing.**

Otherwise, enter the cost-sharing amount as a dollar value in the **Cost Sharing** field.

8. If you want to be able to default detail budget line amounts based on the cost limit (direct plus indirect), enter the total cost limit for the budget period in the **Cost Limit** field.

Otherwise, skip to the next step.

9.   If you want to be able to default budget line amounts based on the direct cost limit, enter the total direct cost limit for the budget period in the **Direct Cost Limit**.

Otherwise, skip to the next step.

10.   To add a new budget period to the summary, click the Add button.   Add

Otherwise, click the Save button at the bottom of the page to update your changes.

11.   Repeat Steps 2 through 11 until all budget periods are included on the budget document.

12.   If necessary, click the Delete button to remove any budget periods that were created in error.

13.   Click the Calculate All Periods button to update the totals.   Calculate All Periods

Parameters Tab > Generate All Periods Button

If you are working with a multi-period budget with detailed costs, the Generate All Periods button at the bottom of the page will copy all expenses from Budget Period 1 to subsequent budget periods.   Generate All Periods

Do not click this button until all Period 1 costs are entered on the Non-Personnel and Personnel tabs.

Skip to the next process if the Non-Personnel and Personnel costs have not yet been completed for Budget Period 1. You will be referred back this section at the end of the chapter dedicated to Non-Personnel costs, as detailed here: Parameters Tab > Generate All Periods Button.

Once Personnel and Non-Personnel costs are added to initial period in the Proposal Budget, follow these steps to copy costs from Budget Period 1 to all subsequent periods:

1.   Click the Save button to ensure that the most current budget data will be used in the copy.   Save

2.   Click on the Generate All Periods button at the bottom of the page.   Generate All Periods

Result   Budget costs will be added to all subsequent periods. These costs will be inflated where appropriate. You can edit, update, or delete the copied data for each period on the Personnel and Non-Personnel tabs.

Updating the Rates Tab

The options on the Rates tab are dependent on the Rates configuration for your institution. The sections on this tab display these configured Rates grouped by class. Within each rate class section, you have the ability to optionally override the percentage values where rates for the Proposal differ from institution-wide default rates. The institution-wide default rates are called **Institute Rates**, and the rate that applies to the Proposal is called the **Applicable Rate.**

Each time rates are modified on this tab, the budget will recalculate and apply the updated rates. Further, when **Applicable Rates** are less than **Institution Rates**, Streamlyne Research will recognize the discrepancy and calculate the **Cost Share** or **Unrecovered F&A** amount for the budget period accordingly.

Rates Tab > Syncing All Rates

When a Proposal is created by copying an earlier Proposal, it is possible that the copied rates differ from the current rates configured at your institution. To ensure you are always working with the most current rates, click the Sync All Rates button at the bottom of the Rates tab to update the Proposal Budget document with the latest Institute Rates.

Rates Tab > F&A Section
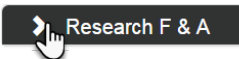
The title of the F&A section reflects the Activity Type selected on the Proposal, for example, "Research F&A" or "Clinical Trial F&A." This section displays the default F&A rate types set up for your institution that are effective for the Proposal Activity Type during the fiscal year(s) covered by the Proposal Budget.

Calculations using the F&A rates set up in this section will be applied automatically to line item costs on the Personnel and Non-Personnel tabs, taking into account other factors, including Object Code Type, Unrecovered F&A Rate Type, Overhead Rate Type, and Activity Type.

1. Click on the tab header to access the Rates tab.   **Rates**

2. Click on the section header to expand the F&A section.   **> Research F & A**

3. The **Applicable Rate** fields are automatically populated with the corresponding **Institute Rates**.

   Identify which **Applicable Rates** within the F&A rate class should change for this Proposal, if any.

4. Enter the changes to the **Applicable Rate** fields where appropriate.

Note If you would like to reset the **Applicable Rate** values to match the **Institute Rate** values for this section only, click the Reset Rates button.   **Reset Rates**

You may also sync the **Institute Rates** with the current Institute Rates for this section only by clicking the Sync Rates button.   **Sync Rates**   This should not be necessary if you performed the Sync All Rates action in the Rates Tab > Syncing all Rates section.

Rates Tab > Fringe Benefits

This section displays the default Fringe Benefits rate types set up for your institution that are effective for the Proposal Activity Type during the fiscal year(s) covered by the Proposal Budget.

Calculations using Fringe Benefits rates set up in this section will be automatically applied to line item costs within the Personnel tab, according to the Object Code Type.

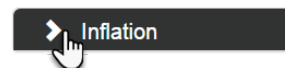| Description	On CampusContract	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
Research Rate	No	2017	07/01/2016	25.00	25.00
Research Rate	Yes	2017	07/01/2016	27.00	27.00
UROP Rate	No	2017	07/01/2016	25.00	25.00
UROP Rate	Yes	2017	07/01/2016	27.00	27.00
EB on LA	No	2006	07/01/2005	25.00	25.00
EB on LA	Yes	2006	07/01/2005	27.00	27.00

Sync Rates   Reset Rates

1. Click on the section header to expand the Fringe Benefits section.

2. The **Applicable Rate** fields are automatically populated with the corresponding **Institute Rates.**

   Identify which **Applicable Rates** within the Fringe Benefits rate class should change for this Proposal, if any.

3. Enter the changes to the **Applicable Rate** fields where appropriate.

Note If you would like to reset the **Applicable Rate** values to match the **Institute Rate** values for this section only, click the Reset Rates button.

You may also sync the **Institute Rates** with the current Institute Rates for this section only by clicking the Sync Rates button. This should not be necessary if you performed the Sync All Rates action in the Rates Tab > Syncing all Rates section.

Rates Tab > Inflation Section

This section displays the Inflation rates that are effective for the Proposal Activity Type during the fiscal year(s) covered by the Proposal Budget. The rates that prepopulate this section are the default Inflation Rate types set up for your institution.

Calculations using Inflation rates set up here will be applied automatically to line item costs on the Personnel and Non-Personnel tabs. Generally, Inflation Rates map to line item costs by Object Code, such as employee salaries, student wages, tuition, and materials and services.

1. Click on the section header to expand the Inflation section.

2. The **Applicable Rate** fields are automatically populated with the corresponding **Institute Rates**.

   Identify which **Applicable Rates** within the Inflation rate class should change for the Proposal, if any.

3. Enter the changes to the **Applicable Rate** fields where appropriate.

Note If you would like to reset the **Applicable Rate** values to match the **Institute Rate** values for this section only, click the Reset Rates button.

You may also sync the **Institute Rates** with the current Institute Rates for this section only by clicking the Sync Rates button. This should not be necessary if you performed the Sync All Rates action in the Rates Tab > Syncing all Rates section.
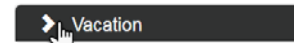
Rates Tab > Vacation Section

The Vacation rate class is optional; it is intended for use when your institution's vacation accrual benefit is calculated independently from employee benefits. This section may or may not display, depending on how rates have been configured for your institution.

When it is in use, section displays the Vacation Rates that are effective for the Proposal Activity Type during the fiscal year(s) covered by the Proposal Budget. This section prepopulates with the default Vacation Rate types set up for your institution.

Calculations using rates in this section will be automatically applied to line item costs within the Personnel tab, according to the Object Code Type.

1.   Click on the section header to expand the Vacation section.

2.   The **Applicable Rate** fields are automatically populated with the corresponding **Institute Rates**.

      Identify which **Applicable Rates** within the Vacation rate class should change for the Proposal, if any.

3.   Enter the changes to the **Applicable Rate** fields where appropriate.

Note   If you would like to reset the **Applicable Rate** values to match the **Institute Rate** values for this section only, click the Reset Rates button.

      You may also sync the **Institute Rates** with the current Institute Rates for this section only by clicking the Sync Rates button.   This should not be necessary if you performed the Sync All Rates action in the Rates Tab > Syncing all Rates section.

Rates Tab > Other Section

The Other rate class is used to designate custom rates specific to your institution.

Description	On CampusContract	Fiscal Year	Start Date	Institute Rate	* Applicable Rate
Other	No	1980	07/01/1979	0.00	0.00
Other	Yes	1980	07/01/1979	0.00	0.00

Sync Rates   Reset Rates

1. Click on the section header to expand the Other section.

> Other

2. The **Applicable Rate** fields are automatically populated with the corresponding **Institute Rates**.

Identify which **Applicable Rates** within the custom rate class should change for the Proposal, if any.

3. Enter the changes to the **Applicable Rate** fields where appropriate.

Note If you would like to reset the **Applicable Rate** values to match the **Institute Rate** values for this section only, click the Reset Rates button. [Reset Rates]

You may also sync the **Institute Rates** with the current Institute Rates for this section only by clicking the Sync Rates button. [Sync Rates] This should not be necessary if you performed the Sync All Rates action in the Rates Tab > Syncing all Rates section.

Updating the Summary Tab

Click the tab header for the Summary tab to view condensed, read-only budget data for the first five (5) budget periods created for the Proposal. If there are additional budget periods, use the Back and Next buttons to view the additional periods.

Summary

< back   next >

Budget costs for each period, as well as the total budget cost, are broken down into Personnel and Non-Personnel subsections. Detail budget data is accessible by clicking the Show button to expand the various subsections. Alternatively, you may navigate directly to the Personnel or Non-Personnel tabs by clicking the Edit button.

Show

Edit
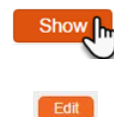
Updating the Personnel Tab

All budget expenses related to project personnel are managed on the Personnel tab. Click the tab header to access the Personnel tab. `Personnel`

Note that the tab view defaults to the first period for multi-period budgets. To work with a different budget period, click the dropdown list next to the **Budget Period** field and select the date range with which you wish to work. Then, click the Update View button to update the data on the page. `Update View`

Budget Period: 1: 07/01/2017 - 06/30/2018 ▾   View: Full Detail ▾   `Update View`

The page view also defaults to Full Detail. This is the appropriate view for data entry. Later, if you do not wish to view the line item detail for each expense item, click the arrows next to the **View** field and select Simple from the dropdown list. Then, click the Update View button to condense the data on the page. `Update View`

Personnel Tab > Project Personnel (All Periods) Section

All project personnel, both named and to-be-named, must be identified in the Project Personnel (All Periods) section in order for salaries to be added to a budget period(s).

1. Click on the section header to expand the Project Personnel (All Periods) section.

2. Streamlyne Research initially populates this section with all named personnel from Key Personnel tab on the Proposal document.

    It may be the case that additional personnel are added to the Proposal document after this section is initially populated. When this situation occurs, you must manually trigger the data sync to pull those personnel into the list.

    Click the Sync Personnel button to ensure all named personnel on the Proposal also appear on the Project Personnel (All Periods) panel in the Proposal Budget document.

3. To add additional personnel to the budget, click the magnifying glasses 🔍 to search for and select **Employee** and/or **Non-Employee** person records.

Alternatively, if you know the project will require hiring or appointing new personnel, click the **To Be Named** magnifying glass 🔍 to the search for and select the position name that will be filled at a later date.

4. For each named personnel or position, the system populates as many fields as possible based on the completeness of the configuration in the corresponding Person or Job records.

It may be necessary to manually populate the **Job Code** for a given row by clicking the magnifying glass 🔍 to search for and select the **Job Code**.

5. Click the arrows next to the **Appointment Type** field, and then select the appropriate value from the dropdown list.
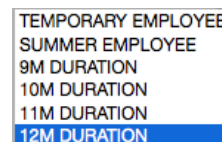
6. Streamlyne Research populates salary data for named personnel where it is available in the Person records.

For positions where personnel have yet to be named or for named personnel without salary data in Streamlyne Research, enter the salary amount that will be budgeted for the position in the **Base Salary** field.

7. For personnel added to the budget, Streamlyne Research populates the Project Period Start Date to the **Salary Effective Date** field. This date can be modified for each person as needed.

8. Streamlyne Research populates the **Salary Anniversary Date** for named personnel if the data is available. If cost-of-living increases are budgeted for this Proposal using an **Inflation Rate**, this increase will take effect on the Salary Anniversary Date.

If this date is not populated, identify it by entering the date is MM/DD/YYYY format, or by clicking the calendar icon to select the value.

If no date is entered in this field, the budget will calculate inflation based on the default inflation date set up by your institution unless you manually set a base salary for the person as described in step 9.

9. For Proposal Budgets with multiple periods, you can manually set a person's salary for each Budget Period. This is useful when you know that a project person will have a non-standard increase in salary between one period and the next.

Click on the **Base Salary by Period** link to open a pop-up window where you can enter the person's salary for each period.

10. Enter the Base Salary for each period manually.

Alternatively, click the Calculate button to use the Inflation Rate on the Rate tab to calculate the salary increase from one period to the next. Calculate

11. Once you have entered the Base Salary data, click the Save button to update the Project Personnel. Save

12. Click the Close button to close the pop-up window. Close

13. If a named person or position was listed in error, click the corresponding Delete button to remove the line. Delete

Note If details for the person have been added to a budget period, those details must be deleted first before the person can be deleted from the Project Personnel (All Periods) section.

14. Repeat these steps until all named personnel and to-be-named positions have been added to the Project Personnel (All Periods) section.

15. Click the Save button at the bottom of the screen to save your changes. Save

Personnel Tab > Budget Overview Section

This section displays the budget period's cumulative totals, which will be updated each time costs are added. To access this section, click the section header.
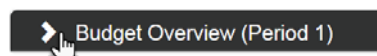
Personnel Tab > Personnel Detail Section

In order for a person to be added in the Personnel Detail section for a budget period, the person must first be named to the Project Personnel section. If persons are missing from this section, return to Personnel Tab > Project Personnel (All Periods) Section to add the missing records.

1. Click on the section header to expand the Personnel Detail section.

2. Click the dropdown arrows next to the **Person** field to select a named person from the dropdown list.

Note The **Person** dropdown list is populated with all of the persons that have been added to Project Personnel section.
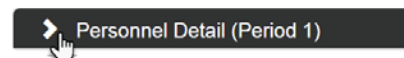
3. Click the arrows next to the **Object Code Name** field to select the most appropriate personnel category for this individual. Values listed here will be specific to your institution.

4. When personnel are added to the budget, they are automatically grouped by their common Object Code. Your institution's configuration governs budgeting attributes for all personnel assigned to the **Object Code,** including their eligibility for inflation increases, the application of on- or off-campus rates, and the use of justification notes.

Groups allow you to organize and manage personnel by other criteria than Object Code. If it is helpful to add this person to a either a predefined or new ad hoc group in order to define a new set of budget attributes for all personnel assigned to the group, select or enter a value in the **Group** field.

5. Click the Add button to update the Detail record for this person.

6. Repeat steps 2 through 5 until detail records are created for all project personnel.

Personnel Tab > Personnel Detail Section > Salary Detail Subsection

1. From within the Personnel Detail subsection, click the Show button to expand the Object Code or Group subsection and add details to calculate salary for the persons added in the previous section.

2. The **Start/End Dates** defaulted here are based on the Period Start/End Dates.

If the person's effort will be calculated using a different date range, enter the dates in MM/DD/YYYY format or click the calendar icon to select the dates.

3. Enter the **% Effort** to indicate the amount of effort that the person will expend during the project period.

4. Enter the **% Charged** to indicate the amount of effort that will be charged to the Sponsor for the person's salary.

Note The **% Effort** and **% Charged** will usually be the same. If the **% Charged** is less than the **% Effort**, then the budget will automatically calculate the difference as Cost Share.

5. Select the **Period Type** from the dropdown list. This allows you to label the line, but salary calculations are not affected.

6. Click the Calculate button to calculate the **Requested Salary** and **Calculated Fringe**.

`Calculate`

7. Repeat steps 1 through 6 until detail records are created for all project personnel in the budget period.

8. Click the Details button to view a pop-out window of this person's salary details. From this view you can also add an optional **Description** of the person's effort.

`Details`

9. Click the Delete button if this person's record was added in error.

`Delete`

Personnel Tab > Personnel Detail Section > Object Code Subsection > Object Code Details Subsection

1. From within the Object Code Group subsection, click the Show button to expand the Details subsection.

`Show`

2. Review the details for the expense item(s).

If the defaulted values for the Object Code Group are appropriate, skip to the next process.

If the defaulted values should be altered for this Object Code Group, continue to the next step.

3. If you would like to change the **Budget Category** associated with this expense, click the arrows next to the field and select a more appropriate value from the dropdown list.

This field is used to map expenses to federal sponsor expense categories for S2S submissions, so take care when making changes for Grants.gov Proposals.

Note The **Unrecovered F&A** field displays the under-recovery amount calculated by the system for this expense item. No action is required for this field.

4. The **Apply Inflation?** checkbox becomes available only when inflation eligibility is configured for the expense at the Object Code level.

If appropriate, check or uncheck the box to apply or remove inflation at the Object Code Group level.

5. To indicate that the item's cost share amount should not be submitted to the Sponsor, uncheck the **Submit Cost Sharing?** box.

6. Budget Justifications for cost line items can be consolidated to form a budget justification narrative using the Budget Justification Consolidation feature on the Budget Actions tab.

Record any justification notes for the salary costs in the **Budget Justification** note field.

Note The **# of Persons** field reflects the number of persons that have been added to this Object Code Group.

If the **% Charged** is less than the **% Effort** for any of the person lines in the Object Code Group, the total dollar amount is automatically calculated and displayed in the **Cost Sharing** field.

7. The **On/Off Campus** checkbox defaults to the status maintained for this Object Code unless All On or All Off campus has been set in the Parameters page.

If On/Off Campus has been set to Default on the Parameters tab, you have the option to reverse the status for this line item.

For On Campus, check the box. For Off Campus, uncheck the box.

8. Click the Save button at the bottom of the screen to save your changes.

Personnel Tab > Personnel Detail Section > Object Code Subsection > Object Code Details Subsection > Rate Class Subsection

Rate Class	Rate Type	Apply Rate?	Rate Cost	Rate Cost Sharing
Employee Benefits	Research Rate	✔	2,700.00	0.00
Employee Benefits	EB on LA	✔	0.00	0.00
Vacation	Vacation on LA	✔	0.00	0.00
MTDC	MTDC	✔	6,985.00	0.00

1.   From within the Object Code Group subsection, click the Show button to expand the Rate Class subsection.

2.   The rate classes configured for this Object Code at your institution will be listed along with the calculated amounts.

Uncheck any **Apply Rate** checkboxes to remove one or more rates from the Object Code Group's salary cost calculations.

3.   Click the Save button at the bottom of the screen to save your changes.

Personnel Tab > Calculate Current Period

When all personnel entries and corresponding cost detail have been entered for the period, click the Calculate Current Period button at the bottom of the screen to initiate calculations.

Personnel Tab > Personnel Detail Section > Object Code Subsection > Object Code Details Subsection > Apply to Later Periods

Once all details for a Personnel Object Code Group have been entered for the first period, those details can be copied to subsequent periods. This streamlines data entry when budget periods will have similar personnel costs. This also allows you to copy specific object code expenses from one period to the others without copying the whole Period 1 budget to all subsequent budget periods.

If you are working with a multi-period budget, follow the steps below. Otherwise, skip to the next section.

1. From within the Object Code Group subsection that you wish to copy, click the Show button to expand the Object Code Details subsection.

2. Click the Apply to Later Periods button to copy the Object Code Group to all subsequent periods.

Result The personnel details for this Object Code Group will be copied to all additional budget periods, applying inflation as appropriate. The copied personnel details can be edited or deleted in subsequent budget periods as necessary.

Updating the Non-Personnel Tab

All non-personnel expenses in the budget are managed on the Non-Personnel tab.

Non-Personnel Tab > Budget Overview Section

Click the tab header to access the Non-Personnel tab.

For a multi-period budget, note that the tab view defaults to the first budget period. To work with a different budget period, click the dropdown list next to the **Budget Period** field and select the date range with which you wish to work. Then, click the Update View button to update the data on the page.

Budget Period: 1: 07/01/2017 - 06/30/2018 ▼   View: Full Detail ▼   Update View

The view also defaults to Full Detail. This is the appropriate view for data entry. Later, if you do not wish to view the line item detail for each expense item, click the arrows next to the **View** field and select Simple from the dropdown list. Then, click the Update View button to condense the data on the page.

Streamlyne Research will display the page with the Budget Overview section expanded. This section displays the Proposal's cumulative budget totals, which will be updated each time costs are added to the Non-Personnel tab in the processes that follow.

Non-Personnel Tab > Equipment Section

1.   Click on the section header to expand the Equipment section.

2.   Click the arrows next to the **Object Code Name** field, and then select the expense description from the dropdown list.

    The options that display in this list will be specific to your institution.

3.   Enter a description of the expense in the **Description** field.

4.   Enter the quantity of units included in the expense in the **Quantity** field.

    This is anecdotal information and does not affect calculations for the line.

5.   Enter the total cost for this particular expense in the **Total Base Cost** field.

**6.**   Click the Add button to complete the action. Add

7.   Repeat Steps 2 through 6 until all equipment expenses are recorded.

8.   If you added an expense in error, click the corresponding Delete button to remove the line. Delete

Result   Streamlyne Research will add each expense to the budget and make the expense Line Item Details section available for editing.

1	Equipment - Not MTDC 🗑 421818	laser 🖉	1	45,000.00	Delete
	Show Line Item Details				

Non-Personnel Tab > Equipment Section > Line Item Details Subsection

Hide Line Item Details			
* **Start Date** 07/01/2017 🗓		**Unrecovered F&A** 0.00	
* **End Date** 06/30/2018 🗓		**Cost Sharing** 0.00	
Apply Inflation? No		**On/Off Campus** ☑	
Budget Category Equipment ▼		**Submit Cost Sharing?** ☑	
Budget Justification Notes 🖉			

1.   Click the Show button to expand the Line Item Details subsection.   Show Line Item Details

2.   Review the details for this expense item.

        If the defaulted values for this expense are appropriate for this Proposal Budget, repeat Steps 1 and 2 for all other expense items.

        If the defaulted values should be altered for this expense item, continue to the next step.

3.   Update the **Start Date** for the expense if it should not be the same as the Budget Period Start Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

4. Update the **End Date** for the expense if it should not be the same as the Budget Period End Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

5. The **Apply Inflation?** checkbox becomes available only when inflation eligibility is configured for the expense at the Object Code level.

If appropriate, check or uncheck the box to apply or remove inflation at the line item level.

Note For Non-Personnel costs, inflation is applied only when items are copied by Object Code from Budget Period 1 to subsequent periods.

6. If you would like to change the **Budget Category** associated with this expense, click the arrows next to the field and select a more appropriate value from the dropdown list.

This field is used to map expenses to federal sponsor expense categories for S2S submissions, so take care when making changes for Grants.gov Proposals.

7. Budget Justifications for cost line items can be consolidated to form a budget justification narrative using the Budget Justification Consolidation feature on the Budget Actions tab.

Record any justification notes for the expense in the **Budget Justification** note field.

Note The **Unrecovered F&A** field displays the under-recovery amount calculated by the system for this expense item. **Unrecovered F&A** is calculated when the Applicable F&A Rate for the Proposal Budget is less than the Institute Rate, and the item's Object Code is configured to apply indirect costs.

8. If your institution will be contributing to this expense, enter the dollar amount in the **Cost Sharing** field.

9. The **On/Off Campus** checkbox defaults to the status maintained for this Object Code unless All On or All Off campus has been set in the Parameters page.

If **On/Off Campus** has been set to Default on the Parameters tab, you have the option to reverse the status for this line item.

For On Campus, check the box. For Off Campus, uncheck the box.

10. To indicate that the item's cost share amount should not be submitted to the Sponsor, uncheck the **Submit Cost Sharing?** box.

11. Click the Save button at the bottom of the screen to save your changes.

Non-Personnel Tab > Equipment Section > Line Item Details Subsection > Rate Classes Subsection

The Rate Classes subsection displays the Rate Class, Rate Type, the default application, the calculated cost, and calculated cost sharing for the line item, if applicable. Features in this section allow you to adjust or remove individual rates at the expense item level. If no rates are applicable for the line item object code, then no rates will display here.

Hide	Rate Classes			
Rate Class	**Rate Type**	**Apply Rate?**	**Rate Cost**	**Rate Cost Sharing**

Apply To Later Periods   Sync To Period Cost Limit   Sync To Period Direct Cost Limit

1.   Click the Show button to expand the Rate Class subsection.

Show   Rate Classes

2.   Review the data displayed in each column.

3.   The **Apply Rate?** checkbox setting matches the configuration at the Object Code level.

If necessary, check or uncheck **Apply Rate?** checkbox to remove the default setting.

4.   If necessary, edit the **Rate Cost** amount and/or **Rate Cost Sharing** amount for this expense within this budget period only.

5.   Click the Sync To Period Cost Limit to automatically generate this cost amount based on the Period Cost Limit entered on the Parameters tab.

Sync To Period Cost Limit

Clicking this button will update the direct and indirect costs for the line item to the amount needed to set the Budget Total equal the Period Cost Limit. Depending on the current budget total, the amount for this cost line item may be increased or decreased.

If clicked, the system will prompt you to confirm the action before proceeding.

6.   Click the Sync to Period Direct Cost Limit to automatically generate this cost amount based on the Period Direct Cost Limit entered on the Parameters tab.

Sync To Period Direct Cost Limit

Clicking this button will set the direct cost for the line item to the amount needed to make the Budget Direct Cost equal the Period Direct Cost Limit. Depending on the current direct costs total in the budget, the amount for this cost line item may be increased or decreased.

If clicked, the system will prompt you to confirm the action before proceeding.

7. Click the Save button at the bottom of the screen to save your changes. [Save]

Non-Personnel Tab > Equipment Section > Line Item Details Subsection > Rate Classes Subsection > Apply to Later Periods Button
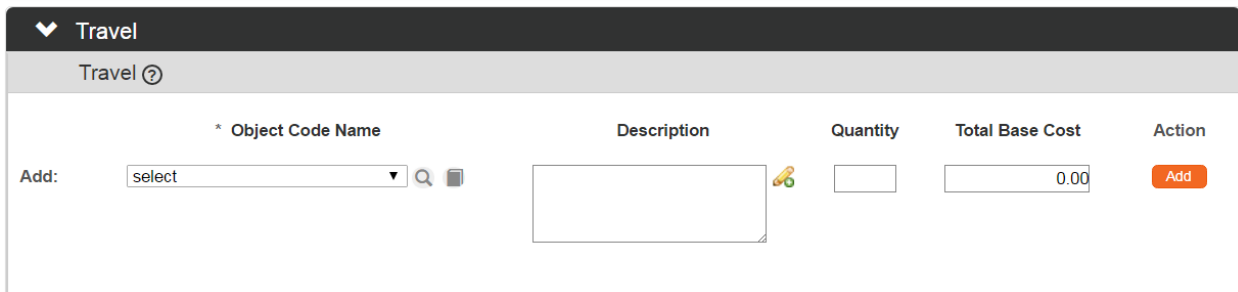
Once all details for the Equipment Rate Classes have been entered for the first period, those details can be copied to subsequent periods. This streamlines data entry when budget periods will have similar equipment costs. This also allows you to copy specific object code expenses from one period to the others without copying the whole Period 1 budget to all subsequent budget periods.

If you are working with a multi-period budget, follow the steps below. Otherwise, skip to the next section.
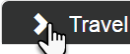
1. From within the Rate Classes subsection for the expense that you wish to copy, click the Apply to Later Periods button to copy the equipment expense to all subsequent periods. [Apply To Later Periods]

Result The details for this line item will be copied to all additional budget periods, applying inflation as appropriate. The copied expense details can be edited or deleted in subsequent budget periods as necessary.

Non-Personnel Tab > Travel Section

❯ Travel					
Travel ⓘ					
	* Object Code Name	Description	Quantity	Total Base Cost	Action
Add:	select ▼ 🔍 🗑			0.00	Add

1. Click on the section header to expand the Travel section. [❯ Travel]

2. Click the arrows next to the **Object Code Name** field and select the expense description from the dropdown list.

3. Enter a description of the expense in the **Description** field.

4. Enter the quantity of units included in the expense in the **Quantity** field.

5. Enter the total cost for this particular expense in the **Total Base Cost** field.

6. Click the Add button to complete the action. [Add]

7. Repeat Steps 2 through 6 until all travel expenses are recorded.

8. If you added an expense in error, click the corresponding Delete button to remove the line. [Delete]

Result Streamlyne Research will write each expense to the budget and make the Line Item Details section available for editing.

Non-Personnel Tab > Travel Section > Line Item Details Subsection

1. Click the Show button to expand the Line Item Details subsection.

2. Review the details for this expense item.

If the defaulted values for this expense are appropriate for this Proposal Budget, repeat Steps 1 and 2 for all other expense items.

If the defaulted values should be altered for this expense item, continue to the next step.

3. Update the **Start Date** for the expense if it is not the same as the Budget Period Start Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

4. Update the **End Date** for the expense if it is not the same as the Budget Period End Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

5. The **Apply Inflation?** checkbox becomes available only when inflation eligibility is configured for the expense at the Object Code level.

If appropriate, check or uncheck the box to apply or remove inflation at the line item level.

Note For Non-Personnel costs, inflation is applied only when items are copied by Object Code from Budget Period 1 to subsequent periods.

6. If you would like to change the **Budget Category** associated with this expense, click the arrows next to the field and select a more appropriate value from the dropdown list.

This field is used to map expenses to federal sponsor expense categories for S2S submissions, so take care when making changes for Grants.gov Proposals.

7. Budget Justifications for cost line items can be consolidated to form a budget justification narrative using the Budget Justification Consolidation feature on the Budget Actions tab.

Record any justification notes for the expense in the **Budget Justification** note field.

Note The **Unrecovered F&A** field displays the under-recovery amount calculated by the system for this expense item. **Unrecovered F&A** is calculated when the Applicable F&A Rate for the Proposal Budget is less than the Institute Rate, and the item's Object Code is configured to apply indirect costs.

8. If your institution will be contributing to this expense, enter the dollar amount in the **Cost Sharing** field.

9. The **On/Off Campus** checkbox defaults to the status maintained for this Object Code unless All On or All Off campus has been set in the Parameters page.

If **On/Off Campus** has been set to Default on the Parameters tab, you have the option to reverse the status for this line item.

For On Campus, check the box. For Off Campus, uncheck the box.

10. To indicate that the item's cost share amount should not be submitted to the Sponsor, uncheck the **Submit Cost Sharing?** box.

11. Click the Save button at the bottom of the screen to save your changes.

Non-Personnel Tab > Travel Section > Line Item Details Subsection > Rate Class Subsection

The Rate Classes subsection displays the Rate Class, Rate Type, the default application, the calculated cost, and calculated cost sharing for the line item, if applicable. Features in this section allow you to adjust or remove individual rates at the expense item level. If no rates are applicable for the line item object code, then no rates will display here.

Rate Class	Rate Type	Apply Rate?	Rate Cost	Rate Cost Sharing
Employee Benefits	EB on LA	✔	0.00	0.00
Vacation	Vacation on LA	✔	0.00	0.00
MTDC	MTDC	✔	2,750.00	0.00

1. Click the Show button to expand the Rate Class subsection.

2. Review the data displayed in each column.

3. The **Apply Rate?** checkbox setting matches the configuration at the Object Code level.

If necessary, check or uncheck **Apply Rate?** checkbox to remove the default setting.

4. If necessary, edit the **Rate Cost** amount and/or **Rate Cost Sharing** amount for this expense within this budget period only.

5. Click the Sync To Period Cost Limit to automatically generate this cost amount based on the Period Cost Limit entered on the Parameters tab.

Clicking this button will update the direct and indirect costs for the line item to the amount needed to set the Budget Total equal the Period Cost Limit. Depending on the current budget total, the amount for this cost line item may be increased or decreased.

If clicked, the system will prompt you to confirm the action before proceeding.

6. Click the Sync to Period Direct Cost Limit to automatically generate this cost amount based on the Period Direct Cost Limit entered on the Parameters tab.

[Sync To Period Direct Cost Limit]

Clicking this button will set the direct cost for the line item to the amount needed to make the Budget Direct Cost equal the Period Direct Cost Limit. Depending on the current direct costs total in the budget, the amount for this cost line item may be increased or decreased.

If clicked, the system will prompt you to confirm the action before proceeding.

7. Click the Save button at the bottom of the screen to save your changes. [Save]

Non-Personnel Tab > Travel Section > Line Item Details Subsection > Rate Classes Subsection > Apply to Later Periods Button

Once all details for the Travel Rate Classes have been entered for the first period, those details can be copied to subsequent periods. This streamlines data entry when budget periods will have similar travel costs. This also allows you to copy specific object code expenses from one period to the others without copying the whole Period 1 budget to all subsequent budget periods.

If you are working with a multi-period budget, follow the steps below. Otherwise, skip to the next section.

1. From within the Rate Classes subsection for the expense that you wish to copy, click the Apply to Later Periods button to copy the travel expense to all subsequent periods.

[Apply To Later Periods]

Result The details for this expense line item will be copied to all additional budget periods, applying inflation as appropriate. The copied expense details can be edited or deleted in subsequent budget periods as necessary.

Non-Personnel Tab > Participant Support Section

1. Click on the section header to expand the Participant Support section.

2. Enter the **Number of Participants** for the project associated with the Award.

3. Click the arrows next to the **Object Code Name** field and select the expense description from the dropdown list.
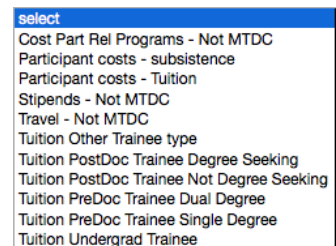
4. Enter a description of the expense in the **Description** field.

5. Enter the quantity of units included in the expense in the **Quantity** field.

6. Enter the total cost for this particular expense in the **Total Base Cost** field.

7. Click the Add button to complete the action.

8. Repeat Steps 3 through 7 until all participant expenses are recorded.

9. If you added an expense in error, click the corresponding Delete button to remove the line.

Result   Streamlyne Research will write each expense to the budget and make the Line Item Details section available for editing.

Non-Personnel Tab > Participant Support Section > Line Item Details Subsection

1. Click the Show button to expand the Line Item Details subsection.

2. Review the details for this expense item.

   If the defaulted values for this expense are appropriate for this Proposal Budget, repeat Steps 1 and 2 for all other expense items.

   If the defaulted values should be altered for this expense item, continue to the next step.

3. Update the **Start Date** for the expense if it is not the same as the Budget Period Start Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

4. Update the **End Date** for the expense if it is not the same as the Budget Period End Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

5. The **Apply Inflation?** checkbox becomes available only when inflation eligibility is configured for the expense at the Object Code level.

   If appropriate, check or uncheck the box to apply or remove inflation at the line item level.

Note For Non-Personnel costs, inflation is applied only when items are copied by Object Code from Budget Period 1 to subsequent periods.

6. If you would like to change the **Budget Category** associated with this expense, click the arrows next to the field and select a more appropriate value from the dropdown list.

This field is used to map expenses to federal sponsor expense categories for S2S submissions, so take care when making changes for Grants.gov Proposals.

7. Budget Justifications for cost line items can be consolidated to form a budget justification narrative using the Budget Justification Consolidation feature on the Budget Actions tab.

Record any justification notes for the expense in the **Budget Justification** note field.

Note The **Unrecovered F&A** field displays the under-recovery amount calculated by the system for this expense item. **Unrecovered F&A** is calculated when the Applicable F&A Rate for the Proposal Budget is less than the Institute Rate, and the item's Object Code is configured to apply indirect costs.

8. If your institution will be contributing to this expense, enter the dollar amount in the **Cost Sharing** field.

9. The **On/Off Campus** checkbox defaults to the status maintained for this Object Code unless All On or All Off campus has been set in the Parameters page.

If **On/Off Campus** has been set to Default on the Parameters tab, you have the option to reverse the status for this line item.

For On Campus, check the box. For Off Campus, uncheck the box.

10. To indicate that the item's cost share amount should not be submitted to the Sponsor, uncheck the **Submit Cost Sharing?** box.

11. Click the Save button at the bottom of the screen to save your changes. Save

Non-Personnel Tab > Participant Support Section > Line Item Details Subsection > Rate Classes Subsection

The Rate Classes subsection displays the Rate Class, Rate Type, the default application, the calculated cost, and calculated cost sharing for the line item, if applicable. Features in this section allow you to adjust or remove individual rates at the expense item level. If no rates are applicable for the line item object code, then no rates will display here.

1. Click the Show button to expand the Rate Class subsection.

2. Review the data displayed in each column.

3. The **Apply Rate?** checkbox setting matches the configuration at the Object Code level.

   If necessary, check or uncheck **Apply Rate?** checkbox to remove the default setting.

4. If necessary, edit the **Rate Cost** amount and/or **Rate Cost Sharing** amount for this expense within this budget period only.

5. Click the Sync To Period Cost Limit to automatically generate this cost amount based on the Period Cost Limit entered on the Parameters tab.

   Clicking this button will update the direct and indirect costs for the line item to the amount needed to set the Budget Total equal the Period Cost Limit. Depending on the current budget total, the amount for this cost line item may be increased or decreased.

   If clicked, the system will prompt you to confirm the action before proceeding.

6. Click the Sync to Period Direct Cost Limit to automatically generate this cost amount based on the Period Direct Cost Limit entered on the Parameters tab.

   Clicking this button will set the direct cost for the line item to the amount needed to make the Budget Direct Cost equal the Period Direct Cost Limit. Depending on the current direct costs total in the budget, the amount for this cost line item may be increased or decreased.

   If clicked, the system will prompt you to confirm the action before proceeding.

7. Click the Save button at the bottom of the screen to save your changes.

Non-Personnel Tab > Participant Support Section > Line Item Details Subsection > Rate Classes Subsection > Apply to Later Periods Button

Once all details for Participant Support Rate Classes have been entered for the first period, those details can be copied to subsequent periods. This streamlines data entry when budget

periods will have similar participant costs. This also allows you to copy specific object code expenses from one period to the others without copying the whole Period 1 budget to all subsequent budget periods.
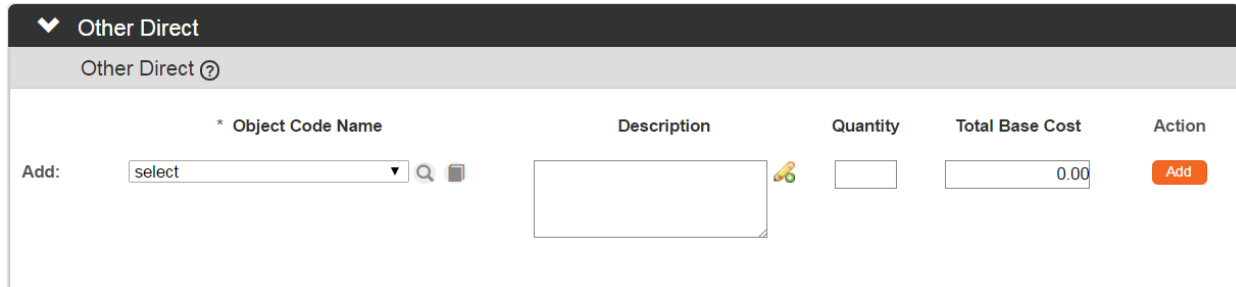
If you are working with a multi-period budget, follow the steps below. Otherwise, skip to the next section.
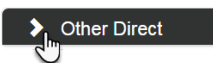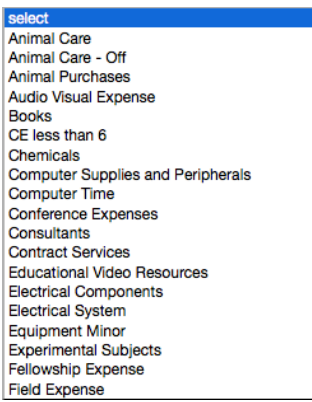
1. From within the Rate Classes subsection for the expense that you wish to copy, click the Apply to Later Periods button to copy the participant support expense to all subsequent periods. Apply To Later Periods

Result The details for this expense line item will be copied to all additional budget periods, applying inflation as appropriate. The copied expense details can be edited or deleted in subsequent budget periods as necessary.

Non-Personnel Tab > Other Direct Section

The Other Direct section is used to record custom expense items not covered in other sections.

1. Click on the section header to expand the Other Direct section.

2. Click the arrows next to the **Object Code Name** field and select the expense description from the dropdown list.

3. Enter a description of the expense in the **Description** field.

4. Enter the quantity of units included in the expense in the **Quantity** field.

5. Enter the total cost for this particular expense in the **Total Base Cost** field.

6. Click the Add button to complete the action.

7. Repeat Steps 2 through 6 until all other expenses are recorded.

8. If you added an expense in error, click the corresponding Delete button to remove the line.

Result Streamlyne Research will write each expense to the budget and make the Line Item Details section available for editing.

Non-Personnel Tab > Other Direct Section > Line Item Details Subsection

1. Click the Show button to expand the Line Item Details subsection.

2. Review the details for this expense item.

    If the defaulted values for this expense are appropriate for this Proposal Budget, repeat Steps 1 and 2 for all other expense items.

    If the defaulted values should be altered for this expense item, continue to the next step.

3. Update the **Start Date** for the expense if it is not the same as the Budget Period Start Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

4. Update the **End Date** for the expense if it is not the same as the Budget Period End Date. Enter this in MM/DD/YYYY format or click the calendar icon to select a date.

5. The **Apply Inflation?** checkbox becomes available only when inflation eligibility is configured for the expense at the Object Code level.

    If appropriate, check or uncheck the box to apply or remove inflation at the line item level.

Note   For Non-Personnel costs, inflation is applied only when items are copied by Object Code from Budget Period 1 to subsequent periods.

6. If you would like to change the **Budget Category** associated with this expense, click the arrows next to the field and select a more appropriate value from the dropdown list.

    This field is used to map expenses to federal sponsor expense categories for S2S submissions, so take care when making changes for Grants.gov Proposals.

7.   Budget Justifications for cost line items can be consolidated to form a budget justification narrative using the Budget Justification Consolidation feature on the Budget Actions tab.

Record any justification notes for the expense in the **Budget Justification** note field.

Note   The **Unrecovered F&A** field displays the under-recovery amount calculated by the system for this expense item. **Unrecovered F&A** is calculated when the Applicable F&A Rate for the Proposal Budget is less than the Institute Rate, and the item's Object Code is configured to apply indirect costs.

8.   If your institution will be contributing to this expense, enter the dollar amount in the **Cost Sharing** field.

9.   The **On/Off Campus** checkbox defaults to the status maintained for this Object Code unless All On or All Off campus has been set in the Parameters page.

If On/Off Campus has been set to Default on the Parameters tab, you have the option to reverse the status for this line item.

For On Campus, check the box. For Off Campus, uncheck the box.

10.   To indicate that the item's cost share amount should not be submitted to the Sponsor, uncheck the **Submit Cost Sharing?** box.

11.   Click the Save button at the bottom of the screen to save your changes. Save

Non-Personnel Tab > Other Direct Section > Line Item Details Subsection > Rate Classes Subsection

The Rate Classes subsection displays the Rate Class, Rate Type, the default application, the calculated cost, and calculated cost sharing for the line item, if applicable. Features in this section allow you to adjust or remove individual rates at the expense item level. If no rates are applicable for the line item object code, then no rates will display here.

1. Click the Show button to expand the Rate Class subsection.

2. Review the data displayed in each column.

3. The **Apply Rate?** checkbox setting matches the configuration at the Object Code level.

If necessary, check or uncheck **Apply Rate?** checkbox to remove the default setting.

4. If necessary, edit the **Rate Cost** amount and/or **Rate Cost Sharing** amount for this expense within this budget period only.

5. Click the Sync To Period Cost Limit to automatically generate this cost amount based on the Period Cost Limit entered on the Parameters tab.

Clicking this button will update the direct and indirect costs for the line item to the amount needed to set the Budget Total equal the Period Cost Limit. Depending on the current budget total, the amount for this cost line item may be increased or decreased.

If clicked, the system will prompt you to confirm the action before proceeding.

6. Click the Sync to Period Direct Cost Limit to automatically generate this cost amount based on the Period Direct Cost Limit entered on the Parameters tab.

Clicking this button will set the direct cost for the line item to the amount needed to make the Budget Direct Cost equal the Period Direct Cost Limit. Depending on the current direct costs total in the budget, the amount for this cost line item may be increased or decreased.

If clicked, the system will prompt you to confirm the action before proceeding.

7. Click the Save button at the bottom of the screen to save your changes.

Non-Personnel Tab > Other Direct Section > Line Item Details Subsection > Rate Classes Subsection > Apply to Later Periods Button

Once all details for Other Direct Rate Classes have been entered for the first period, those details can be copied to subsequent periods. This streamlines data entry when budget periods will have similar costs. This also allows you to copy specific object code expenses from one period to the others without copying the whole Period 1 budget to all subsequent budget periods.

If you are working with a multi-period budget, follow the steps below. Otherwise, skip to the next section.

1. From within the Rate Classes subsection for the expense that you wish to copy, click the Apply to Later Periods button to copy the Other Direct Expenses to all subsequent periods. [Apply To Later Periods]

Result The details for this expense line item will be copied to all additional budget periods, applying inflation as appropriate. The copied expense details can be edited or deleted in subsequent budget periods as necessary.

Non-Personnel Tab > Calculate Current Period

When all non-personnel entries and corresponding cost detail have been added and entered for the period, click the Calculate Current Period button at the bottom of the screen to initiate calculations. [Calculate Current Period]

Parameters Tab > Generate All Periods Button

If you are working with a multi-period budget and data entry is complete for both the Personnel and Non-Personnel tabs, refer to Parameters Tab > Generate All Periods Button to copy all Period 1 data to subsequent periods. Then, continue to the next process.

If you are working with a single period budget, skip this step and continue to the next process.

Distribution & Income Tab

Use the Distribution & Income tab to allocate cost share amounts or unrecovered F&A amounts to specific accounts and to allocate any income generated by the project.

Distribution Tab > Cost Sharing Section

1. Click the tab header on the left-hand menu to access the Distribution & Income tab.

   Distribution & Income

2. If no cost share amounts were entered in the budget, then this section will not be available for data entry.


   If cost share amounts were generated at any step in the budget creation, the number of cost share transactions that require allocating will appear in between the parentheses of the Cost Sharing section header.

   If one or more cost share amounts require allocation, or if you would like to manually enter additional cost share amounts, click the section header to access the Cost Sharing section.
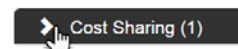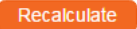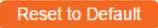
   Otherwise, skip to the next process.

Note If you would like to add new cost share amounts, perform the following steps on the **Add:** line.

   If you would like to update cost share amounts, perform the following steps on lines prepopulated with dollar values.

3. Add or update the **Project Period** field with the budget period number during which the cost share will be generated.

4. If cost share percentage is being tracked for the Proposal, add or update the percentage as a value between 0.01 and 99.9 in the **Percentage** field.

5. Add or update the account that will be charged with the cost share in the **Source Account** field.

6. Add or update the dollar amount of the cost share in the **Amount** field.

7. If you performed the previous steps on the **Add:** line, click the Add button to complete this action. [Add]

    Alternatively, if you performed the previous steps on preexisting lines, click the Save button to save your changes. [Save]

8. Repeat Steps 3 through 7 until all cost share amounts are added and allocated.

9. If you added an item in error, click the corresponding Delete button to remove the line.

    [Delete]

10. Click the Recalculate button to generate a new Cost Sharing Total. [Recalculate]

11. If you would like to reset the cost sharing amounts to the default values, click the Reset to Default button. [Reset to Default]

12. Click the Save button again to record your changes. [Save]

Distribution Tab > Unrecovered F&A Section

1. If no unrecovered F&A amounts were calculated in the budget, then this section will not be available for data entry.

   If unrecovered F&A amounts were generated at any step in the budget creation, the number of transactions that require allocating will appear in between the parentheses of the Unrecovered F&A section header.

   If one or more unrecovered amounts require allocation, or if you would like to manually enter these amounts, click the section header to access the Unrecovered F&A section.

   Otherwise, skip to the next process.

Note If you would like to add new unrecovered F&A amounts, perform the following steps on the **Add:** line.

   If you would like to update the amounts, perform the following steps on lines prepopulated with dollar values.

2. Add or update the fiscal year during which the underrecovery will be generated in **Fiscal Year** field.

3. Add or update the unrecovered F&A rate as a value between 0.01 and 99.9 in the **Applicable Rate** field.

4. Add or update the on- or off-campus indicator in the **Campus** field by selecting Yes for on-campus or No for off-campus.

5. Add or update the account that will be charged with the underrecovery in the **Source Account** field.

6. Add or update the dollar amount of the underrecovery in the **Amount** field.

7. If you performed the previous steps on the **Add:** line, click the Add button to complete this action. Add

Alternatively, if you performed the previous steps on preexisting lines, click the Save button to save your changes. Save

8. Repeat Steps 3 through 7 until all unrecovered F&A amounts are added and allocated.

9. If you added an item in error, click the corresponding Delete button to remove the line. Delete

10. Click the Recalculate button to generate a new Unrecovered F&A Total.

Recalculate

11. If you would like to reset the unrecovered F&A amounts to the default values, click the Reset to Default button. Reset to Default

12. Click the Save button again to record your changes. Save

Distribution Tab > Project Income Section

1. If the project is engaged in activities that generate income, click the section header to expand the Project Income section.
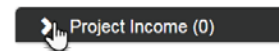
   Otherwise, skip to the next process.

2. Select the budget period to which the income should be allocated by clicking the arrows next to the **Period** field and selecting the period from the dropdown list.

3. Enter the dollar amount generated for the period in the **Income** field.

4. Enter a brief description of the activities that generated the income in the **Description** field.

5. Click the Add button to complete the action.

6. Repeat Steps 2 through 5 until all income is recorded.

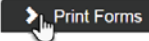7. Click the Save button to record your changes.

Budget Actions Tab

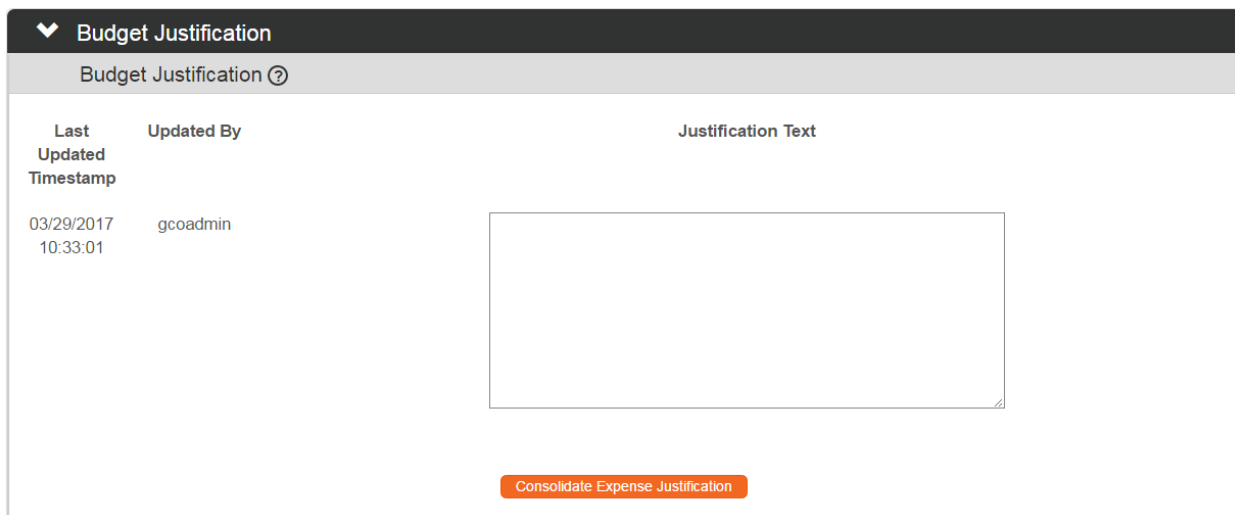Click the tab header on the left-hand menu to access the sections on the Budget Actions tab.

Budget Actions Tab > Print Forms Section

1. Click the section header to expand the Print Forms section.

2. Identify which form you would like to print.

3. If you would like to capture any relevant budget comments on the form, click the corresponding **Print Budget Comments** checkbox.

4. Click the corresponding Print button to generate a PDF of the form.

5. Your operating system will prompt you to open or save the downloaded PDF.

   Follow these prompts to save the document.

6. Repeat Steps 2 through 5 until all desired forms are generated.

Budget Actions > Budget Justification Section

1. Click the section header to expand the Budget Justification section.

2. Click the Consolidate Expense Justification button to combine individual justification notes entered during the creation of the budget into a contiguous narrative.

3. Edit or append this narrative as necessary.

4. Click the Save button to record your changes.

Budget Actions Tab > Subaward Budget

The **Subaward Budget** section allows you to attach a Subaward budget. If the subaward institution has provided their budget using a Grants.gov fillable PDF form, then attaching it to this section will also extract the subaward budget amounts and automatically add the costs to the Non-Personnel costs.

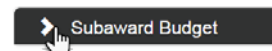Follow your institution's business process for attaching Subaward budgets in deciding whether to upload a Subaward budget here or as part of the Proposal Abstracts and Attachments.

1. Click the header to access the Subaward Budget section.

2. Click the magnifying glass to select the **Organization Name**.

Note The subaward organization must first be added to the Streamlyne Research Organization table. Follow your institution's business processes for requesting or adding an Organization.

3. Enter any **Comments** as needed.

4. Click the Choose File button and follow your operating system's prompts to search for and upload the desired file.

Once the file is attached, the filename will display as the **Subaward PDF File Name**.

5. Click the Add button to add the Subaward budget to the Proposal Budget.

Result The Subaward Budget displays in a list and can be edited or deleted following the steps below.

If the uploaded PDF is a Grants.gov budget form, the subaward costs will be added to the Non-Personnel costs using the appropriate object codes.

6. Click the Replace button to replace an existing subaward budget attachment with a different PDF file.

7. Click the Delete button to remove a subaward budget attachment. `Delete`

8. Click the View PDF button to open the PDF document. `View PDF`

9. Click the View XML button to view the XML from the Subaward Budget import. `View XML`

10. Click the Show button in the Attachment Details subheader to see additional information about the uploaded file.

11. Click the Show button in the Details subheader to view and edit period cost details for the subaward budget.

12. Click the Sync from PDF button to reset the data to the uploaded PDF, and cancel out any changes you made by hand to the Subawardee values in the budget data. `Sync from PDF`

Budget Actions Tab > Data Validation Section

1. Click the header to access the Data Validation section.

2. Click the Turn On Validation button. `Turn On Validation`

Note Streamlyne Research will run a series of validation steps to make sure that all fields are populated as required, that dollar values total correctly, and that field entries do not conflict (wherever possible). This is the same validation routine automatically run when the Proposal Budget is finalized.

If errors are found, Streamlyne Research will display a red error message at the top of the page.

> 1 error(s) found on page. ✕

Errors must be corrected prior to finalizing the Proposal Budget. Warnings indicate data issues that should be reviewed but do not have to be changed in order to finalize the Proposal Budget.

3. Streamlyne Research will display a list of errors and warnings found on the document.

Click the Fix button next to the listed error or warning. `Fix`

4. Streamlyne returns to the document section where the problem resides.

Make your corrections now.

5. Repeat Steps 3 and 4 as many times as necessary to resolve all errors.

7. Click the Turn Off Validation button to continue working on the Proposal Budget without the system running validations to check for errors or missing data. `Turn Off Validation`

6. Once the budget version has passed validation, and it has been identified as the budget version that will be submitted to the sponsor, you can identify this budget as Complete and Final.

Follow the instructions in steps 6 and 7 in the 8.2.1 Parameters Tab > Budget Overview Section to complete the budget before the Proposal can be submitted into routing for approvals.

Submitting & Approving

When data entry and budget development for a given Proposal document is complete, the document is ready for submission, review, and approval.

Submitting a Proposal into Workflow

Follow these steps to submit a Proposal into your institution's workflow for review:

1.   Open the Proposal you wish to submit.

2.   Click on the Proposal Actions tab.

3.   Click the Submit button at the bottom of the page.

        A message will display at the top of the page indicating that the document was successfully submitted into routing.

> • Document was successfully submitted.   ×

Result The PI will receive an APP item on his or her Action List to prompt them to perform a Proposal Review.

Submitting a Proposal to the Sponsor

If you are following best practice, a proposal is submitted to a sponsor after it has been approved by all required reviewers in the approval workflow. This is generally a central office function.

There is not always time for best practice, however. The option to Submit to Sponsor/S2S becomes available as soon as a Proposal has been submitted into routing workflow. If a Proposal is submitted prior to collecting all approvals, the status will indicate "Submitted – Pending Approval" rather than "Submitted."

In addition, submission prior to approval has the following consequences:

- The proposal is locked down from all edits normally available in workflow, to include Narrative Replacement and Proposal Data Override.
- If the already-submitted proposal is rejected for modifications in workflow, a subsequent PD must be created from the original, modified to rectify the reason for rejection, and resubmitted.

- If the already-submitted proposal is rejected outrightly in workflow, the submission must be withdrawn from the Sponsor and the companion Institutional Proposal updated to Withdrawn status.

Follow these steps to submit a Proposal to the grant's sponsor:

1.   Open the Proposal you wish to submit to the sponsor.

2.   Click on the Proposal Actions tab.

3.   If you are submitting S2S, click the Submit to S2S button. Otherwise, click the Submit to Sponsor button at the bottom of the page.

Result The Proposal Development document will be locked permanently locked for editing, providing a snapshot of the data submitted.

Simultaneously, the system will automatically create an Institutional Proposal document. From this point forward, any changes to the data resulting from negotiations with the sponsor (or for any other reason) will be captured in the Institutional Proposal document.

Reviewing & Approving a Proposal

When a document is submitted into workflow, each approver will, in turn, receive an APP item on his or her Action List along with an accompanying email. If your institution has chosen to configure a serial workflow, then the second approver will not receive such a notification until the first approver has reviewed the document and rendered an APPROVE decision. Conversely, if the first approver rejects the Proposal for whatever reason, then the second approver in the chain will never be notified.

Alternatively, your institution may choose to have some portion of the workflow routing path configured to operate in parallel. This would mean that some (or all) of your approvers would receive notifications simultaneously.

Follow these steps to complete a review of the Proposal:

	Action	Id	Type	Title	Route Status	Delegator	Date Created	Group Request	Actions	Log
Show	APP	22585	Proposal Development Document	The study of zebraf; Proposal No: 217; PI: Biochemistry Professor; Sponsor: National Science Foundation; Due Date: 03/31/2017	ENROUTE		12:02 PM 03/22/2017			▦

1.   Click the Show button next to the APP item on your Action List.   Show

2. Click the Open Proposal button. | Open Proposal

Proposal Summary

Proposal Information

Title	The study of zebrafish			**Proposal Number :**	217
Principal Investigator	Biochemistry Professor	**Project Start Date**	07/01/2017	**Sponsor:**	National Science Foundation
Lead Unit	105010 - Biochemistry	**Project End Date**	06/30/2019	**Sponsor Deadline Date :**	03/31/2017
Activity Type	Research	**Include Subaward(s)?:**	No	**Sponsor Deadline Type :**	

Budget Totals

Total Direct Cost :	Total F&A Costs	Total Cost :	Cost Share	Underrecovery	Program Income	F&A Rate Type
$ 200,000.00	$ 100,000.00	$ 300,000.00	$ 20,000.00	$ 0.00	$ 0.00	MTDC

3. The system will display the document open to the Proposal Summary tab, with the Proposal Summary section expanded.

Review the data in the Proposal Summary section.

4. Click the header to expand the Budget Summary section. | Budget Summary

5. Click the Show buttons to access and review the summarized budget data.

6. Click the header to expand the Key Personnel section. | Key Personnel (3)

7. Click the View and Show buttons to access and review the summarized personnel data.

8. If there are linked documents available (as indicated by a the number of documents within parentheses), click the header to expand the Special Review section. | Special Review (2)

If Special Reviews are not linked to this Proposal, skip to Step 10.

9. Click the View button(s) to review the summarized document data for linked reviews.

10. Continue to review the remaining sections – Custom Data, Questions, Attachment, and Keywords—by clicking the section headers to access the summarized data.

11. When you are ready to render a decision, click the Action Button that corresponds to your decision at the bottom of the page. Approve Disapprove Reject