PROPOSAL DEVELOPMENT- PRE AWARD
TRAINING MANUAL: PROPOSALS & BUDGETS

Manual author:
Thomas Bozza
Program Manager- Streamlyne
(NJIT Grants Management Software)
### Table of Contents

<table>
<thead>
<tr>
<th>Slide #</th>
<th>Content/Streamlyne Tab</th>
<th>Slide #</th>
<th>Content/Streamlyne Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Background, Objective, Benefit</td>
<td>84</td>
<td>SPECIAL REVIEW TAB</td>
</tr>
<tr>
<td>4</td>
<td>Modules</td>
<td>85-88</td>
<td>PERMISSIONS TAB</td>
</tr>
<tr>
<td>5</td>
<td>Current State, Future State, Goals</td>
<td>89-99</td>
<td>PROPOSAL SUMMARY TAB</td>
</tr>
<tr>
<td>6</td>
<td>Initial Log-In, Action List</td>
<td></td>
<td>Proposal Summary, Budget Summary</td>
</tr>
<tr>
<td>7-12</td>
<td>PROPOSAL TAB: Required Fields For Saving Document</td>
<td>89-91</td>
<td>Key Personnel</td>
</tr>
<tr>
<td>13-18</td>
<td>S2S TAB</td>
<td>92-94</td>
<td>Questionnaires</td>
</tr>
<tr>
<td></td>
<td></td>
<td>95-96</td>
<td>Data Validations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>97-98</td>
<td>Print</td>
</tr>
<tr>
<td></td>
<td></td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>19-21</td>
<td>PROPOSAL TAB</td>
<td>100-112</td>
<td>Print</td>
</tr>
<tr>
<td></td>
<td>Sponsor &amp; Program Information</td>
<td>100-102</td>
<td>Copy To New Document</td>
</tr>
<tr>
<td></td>
<td>Organization/Location</td>
<td>103</td>
<td>Proposal Data Override</td>
</tr>
<tr>
<td></td>
<td>Delivery Info</td>
<td>103-105</td>
<td>Route Log: submission to workflow, approvals, submission to Grants.gov</td>
</tr>
<tr>
<td>22-33</td>
<td>KEY PERSONNEL TAB</td>
<td>106-117</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adding Key Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person Certification Questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adding a Non-NJIT Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34-43</td>
<td>ABSTRACTS &amp; ATTACHMENTS TAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposal Attachments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personnel, Internal Attachments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abstracts, Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44-48</td>
<td>QUESTIONS TAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grants.gov Questionnaire</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proposal Questionnaire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49-83</td>
<td>BUDGET VERSION TABS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget Versions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parameters</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parameters</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Distribution &amp; Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modular Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget Actions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget Versions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>117-118</td>
<td>S2S TAB: Submission Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>118-126</td>
<td>PROPOSAL ACTIONS TAB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sending Notifications</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Proposal Disapproval</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Proposal Rejection</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Proposal Recall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Log Action Message</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ad-Hoc Recipients</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Proposal Cancellation/Deletion</td>
</tr>
<tr>
<td>127-130</td>
<td>MEDUSA TAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>CONTACT INFORMATION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Background

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

Objective

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

Benefit

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

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

- The Streamlyne implementation is currently being conducted in stages by modules.
- The Pre Award module is currently being implemented in Streamlyne. Simultaneously, the Internal Review Board (IRB) compliance module is being implemented as well. This module includes Committee Creation, Protocol Preparation and Submission, Protocol Review, Committee Meeting Management and Reporting.

Future State

- The projected go-live of Streamlyne for NJIT is September, 2016. At the time of go-live, the legacy method of proposal/budget creation and submission will continue in parallel to the processing in Ekualiti until January, 2017.

Goals

- Resulting from these training manuals, the faculty members will be able to:
  - Create Proposals
  - Create Budgets
  - Submit Proposals & Budgets to Grants.gov
INITIAL LOG-IN

- The url to access Streamlyne is: https://config-research.njit.streamlyne.org/
- The user logs into Streamlyne (Username is your UCID)
- The user enters the following password: Fud1XMMuF4i5

Once logged in, the user’s Action List will be displayed. This is where he/she can locate and access any saved proposals in progress, FYI notifications and notifications to Approve or Acknowledge.
The user can access existing documents on their action list by clicking the ID link - proposal will appear.
The user can also search for the proposal document by clicking the search icon.

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

The user can select the proposal document by clicking ID link- proposal will appear.
In order to create a new proposal, the user will click on main menu, followed by Pre Award and the plus sign next to Proposal Development.

Note: If the user clicks on Proposal Development itself, it would bring up the document lookup screen, as if you were searching for a particular proposal document.

The user enters the required fields for the proposal (see next slide for dropdown listings).
- The user selects the Proposal Type from the dropdown menu.

- The user selects the Lead Unit ID from the dropdown menu.

- The user selects the Activity Type from the dropdown menu.
The user enters the Sponsor Code for the Proposal.

If the user does not know the sponsor code off-hand, s/he can lookup the sponsor code.

The user will search for/ select the sponsor by clicking ‘Search’.
To narrow a sponsor search, the user can enter the acronym of the sponsor.

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

If the proposal being created is to be submitted to grants.gov, the S2S (System To System) tab will become enabled. Otherwise, this will be grayed out.
There will be 4 subpanels on the S2S tab: opportunity, submission details, forms and user attached forms.

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

The opportunity details will be populated.
If the user doesn’t know the opportunity number off-hand, he/she will click on the link www.training.grants.gov to locate the opportunity ID. The user can then search for this opportunity ID they are interested in.

The user can view the grants.gov instruction page, which will prompt a download of a PDF file.

SF424 (R&R) General Application Instruction Links for FORMS-C Application Packages

The application guide and supplemental instructions for this Funding Opportunity Announcement (FOA) are located at the following links. Applicants are encouraged to return to these links for the most current revision of these instructions.

- Part I: Instructions for Preparing and Submitting an Application
- Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan & Part III: Policies, Assurances, Definitions, and Other Information

It is critical that applicants follow the instructions in these documents except where instructed to do otherwise (in the FOA or in a notice from the NIH Guide for Grants and Contracts). When the program-specific instructions deviate from those in the above Application Guide documents, follow the program-specific instructions. Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced.
➢ The user will enter the submission type from the dropdown list.

➢ If the Submission type selected is ‘Revision, the user will also select the S2S Revision Type from the dropdown menu.

SUBMISSION DETAILS subpanel

➢ After the proposal is finally submitted to Grants.gov, all the details and statuses will appear in this subpanel.

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

- This is where the user can view all the forms associated with the Opportunity. The user is able to select which forms to download and print.

---

**APPLICATION FOR FEDERAL ASSISTANCE**

**SF 424 (R&R)**

<table>
<thead>
<tr>
<th>1. TYPE OF SUBMISSION</th>
<th>2. DATE SUBMITTED</th>
<th>3. DATE RECEIVED BY STATE</th>
<th>State Application Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-application</td>
<td>2015-10-23</td>
<td>NJ</td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changed/Corrected Application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5. APPLICANT INFORMATION**

- Legal Name: New Jersey Institute of Technology
- Department: Electrical and Computer Engineering
- Street 1: NJIT Office of Sponsored Research Administration
- Street 2: Suite 340, Fenster Hall, 323 Martin Luther King Blvd.
- City: Newark
- County: New Jersey
- Division: University
- Street: Suite 340, Fenster Hall, 323 Martin Luther King Blvd.
- County: USA: UNITED STATES
- State: NJ: New Jersey
- ZIP / Postal Code: 07102-1982

**Person to be contacted on matters involving this application**

- Prefix: Norma
- Last Name: Rubio
- Middle Name: Y.
- Street 1: University Heights
- Street 2: Suite 340, Fenster Hall, 323 Martin Luther King Blvd.
- City: Newark
- County: New Jersey
- Province: New Jersey
- Phone Number: 973-596-6053
- Fax Number: 973-596-6056
- Email: norma.rubio@njit.edu

---

**APPLICATION FOR FEDERAL ASSISTANCE**

**SF 424 (R&R)**

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

---

**APPLICATION FOR FEDERAL ASSISTANCE**

**SF 424 (R&R)**

- OMB Number: 4040-0001
- Expiration Date: 06/30/2016

---

**APPLICATION FOR FEDERAL ASSISTANCE**

**SF 424 (R&R)**

- OMB Number: 4040-0001
- Expiration Date: 06/30/2016
USER ATTACHED FORMS subpanel

In the event that a form is not automatically populated, the user can go to this subpanel, enter in a description, search for the form and click add.

The user attached form will be listed as a line item, giving the user the option to print the form.
The user continues to populate the required fields on the Proposal tab. 

*Note: Sponsor Deadline Date, NSF Science Code and Research Type are required. All other fields are optional.*
- The Applicant and Performing Organizations will be populated with NJIT by default.
- (Optional) The user can add various performing site or other organization locations for the proposals.
- The user will click on the lookup icon to locate an organization to add.

All lookup screens behave the same where the user can refine their search, click the search button and then click on the ‘return value’ link for selection.
The Performance Site will be listed. The user will click the ‘add’ button.

Each performance site will be listed as a line item.

Delivery Info section is optional. If there were specific mailing instructions for a proposal, this information would be entered here.
The user will add all the necessary personnel (PI, Co-investigator, and Key Person) to the proposal.

The user will search for and select this person.
The user selects the proposal role for this person.

Each person will be listed as a separate section.

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

- The user can delete a person by checking off the corresponding box, followed by clicking the ‘delete selected’ button.
The user can view all the details of each person by clicking ‘Show’ next to the ‘Person Details’ subpanel.
The ‘Extended details’ subpanel will show the additional details of each person.
‘Degrees’ subpanel is where the person’s degrees, graduation year and school can be found.

The user has the option to add the degree details if desired.
The ‘Unit Details’ subpanel will list the lead unit associated with each person.

The user has the option to add the unit details if desired.
The ‘Person Certification Questions’ subpanel is where each person is required to answer a set of questions. Note: It is important to click ‘Save’ button after answering the questions.

The ‘More information’ link is provided to accompany the questions. The user can click on this link to view any further explanation, policy or regulation pertaining to each question.
- The user has the option to print the questionnaire - a PDF file will appear (see slide below).
The user can also add a Non-NJIT Employee to the proposal if necessary.

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

Since the Key Person is a non-NJIT employee, the user will receive an error message—**to assign a unit number for the key person.**

The user will enter the already assigned unit number for the proposal in question. The unit name and unit number will be listed as a line item for the non-NJIT employee (see slide below).
The user can enter the percentages for Combined Credit Split among all key personnel.

The user will indicate the percentages for Responsibility, Space and Financial for each person. Once the figures are entered, the user clicks ‘Recalculate’.

Note: Both the investigator total and unit total must equal 100% for each column.
ABSTRACTS & ATTACHMENTS TAB

The user can upload all the related/necessary/required documents for proposals by selecting the attachment type, the status, uploading the file, entering comments and a description. Once added, each attachment will be listed as a line item.
The user had the ability to view and edit the Rights for managing the attachments.

- Alexander M. Haimovich: 〇 Read 〇 Modify 〇 None
- Norma Y. Rubio: 〇 Read 〇 Modify 〇 None
- Thomas J. Bozza: 〇 Read 〇 Modify 〇 None
During approval process (within the Proposal Actions tab), the user wishes to replace the existing proposal attachment.

The user chooses the attachment to replace the existing proposal attachment.
The user is prompted to send an email notification to all past approvers of the proposal in question regarding the attachment replacement.
- All past approvers will receive emails notifying them of the attachment replacement.

- All past approvers will also receive FYI notifications on their action lists.
The user is able to delete the attachment.
Following the data validation process (in the proposal tab slides), the attachments are showing a status of ‘incomplete’. The user cannot proceed with proposal submission until the attachments are marked as ‘complete’.

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

The attachments will now be marked as ‘complete’ and the user will be able to proceed with the proposal submission process.
The user can also add personnel attachments (same steps as for the proposal attachments).

The user can also add internal attachments (same steps as for the proposal and personnel attachments).
The user can add Abstracts, by selecting type and details. Once added, each abstract will appear as a line item.

The user can add notes to the proposal by entering a topic and note text. Once added, each will appear as a line item.
The user can also delete the abstracts.
QUESTIONS TAB

- The Questions tab will include 2 sections: a Grants.gov questionnaire and a proposal questionnaire. Both questionnaires are to be answered by all key personnel.
The user will answer some questions which will lead to further questions. Example: ‘Is the proposal subject to review by state executive order 12372 process?’ If answered YES, an additional question will appear prompting a response (the entering of a date).

- If answered NO, an additional question will be listed asking whether or not the program is covered by executive order 12372.
The user can also print the questionnaire. The user will click ‘Print’ and a window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and the questionnaire in PDF form will appear.
The user will also answer the Proposal Questions (internal-specific to NJIT).

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

There is also a question pertaining to Export Controls. Only if answered ‘Yes’, a text box will appear for further elaboration by the user.
The user can also print the questionnaire. The user will click ‘Print’ and a window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and the questionnaire in PDF form will appear.
BUDGET VERSIONS TAB

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

- The user will open up the budget to navigate to the Budget tabs.
If an existing budget is attached to the proposal, the user has the option to create another version of the budget based on the existing budget. The user will click ‘Copy’ button.

The user will have the option to copy all periods or copy 1 period only. For this example, the user will copy 1 period only.

The new version of the budget will be listed below the original budget.
The user will enter in the Total Direct Cost Limit, Total Cost Limit, Comments, whether the activity is performed on/off campus and whether the cost sharing will/will not be submitted to the sponsor. Once all is entered, user clicks ‘Save’.
The user has the option to change the RESEARCH F & A, FRINGE BENEFITS & INFLATION rates.

Note: the process is the same for Research F & A, Fringe and Inflation.

The user will enter a new rate under ‘applicable rate’, followed by clicking ‘Save’.

A window will appear, the user will click ‘Yes’.

When the message displayed is ‘Document was successfully saved’, this means that the rate has been successfully modified.
The user chooses to reset the each set of rates back to what were initially entered. A window will follow, the user will click ‘Yes’.

The rate is reset to its initial rate.

Do you want to undo changes within this rate type’s Applicable Rate fields and reset rates to match existing Institute Rates? This action will cause recalculation of the budget.

The rate is reset to its initial rate.
The user chooses to have the rates reflect the current NJIT rates. A window will follow, the user will click ‘Yes’. The current NJIT rates will now be reflected.

Do you want to sync this rate type's Institute Rates & Applicable Rates with the current Institute Rates identified in the Unit Hierarchy rate table? This will override the existing rates within both columns and cause recalculation of the budget?

- Yes
- No

The user can either Reset all sets of rates simultaneously or Sync all rates simultaneously.
The salaries and appointment types for all key personnel selected on the proposal will be displayed. The user also has the option to Delete personnel as well (followed by answering 'Yes').

The user can reinstate the deleted person to the budget by clicking the ‘Sync Personnel’ button. The key person will reappear on the screen.
The personnel detail section is where the user will calculate the salary costs for a particular budget based on the full salary stated in the Project Personnel section.

- The user will select the person and the object code name, followed by clicking ‘Add’.

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

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

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

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

The user wishes to apply cost sharing to the budget.

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

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

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

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

The user enters the start and end dates and requested salary for the graduate assistant.

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

The user can also add a ‘To be Named’ person who will be sought to perform a particular kind of work based on an area of expertise.
The user searches for and selects the person to be named.

To Be Named Persons Lookup

* required field

- TBN Id: 
- Person Name: 
- Job Code: 

Search Clear Cancel

Viewing rows 1 to 6

- Select All Rows
- Unselect All Rows
- Select all from this page
- Deselect all from this page
- Return selected results

<table>
<thead>
<tr>
<th>Select?</th>
<th>TBN Id</th>
<th>Person Name</th>
<th>Job Code Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>TBA Research</td>
<td>Default Job Code Title</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Research Associate</td>
<td>Default Job Code Title</td>
</tr>
</tbody>
</table>

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

**Ekualiti Proposal Development - Salary requested on proposal budget**

- **Proposal Number**: 530
- **Start Date**: 08/01/2016
- **End Date**: 07/31/2018

<table>
<thead>
<tr>
<th>Cost Element</th>
<th>Name</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Summer Research</td>
<td>Daniel E. Bunker</td>
<td>$2,769.50</td>
<td>$0.00</td>
<td>$2,769.50</td>
</tr>
<tr>
<td>Graduate Assistant Stipend</td>
<td>Summary Line Item</td>
<td>$35,000.00</td>
<td>$36,225.00</td>
<td>$71,225.00</td>
</tr>
<tr>
<td>Calculated Amount</td>
<td>OH - MTDC Federal</td>
<td>$20,206.68</td>
<td>$19,380.38</td>
<td>$39,587.06</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$57,976.18</td>
<td>$55,605.38</td>
<td>$113,581.56</td>
</tr>
</tbody>
</table>
The user will add Equipment expenses to the budget by selecting the object code, entering the amount and clicking ‘Add’. Description and Quantity are optional fields. Once added, the equipment expense will appear as a line item.

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

**Note:** the Indirect Cost details will appear in this section for all Non-Personnel expenses.

The user can budget this equipment expense for all periods following period 1.

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

The user can enter additional details to each expense, including Budget Justification Notes by clicking the ‘Show’ button. **Note:** if entering additional details, please repeat this step in slide #66.
The user can budget this travel expense for all periods following period 1.

The user will add Participant Support expenses to the budget by selecting the object code, entering the amount and clicking ‘Add’. Description and Quantity are optional fields. Once added, the participant support expense will appear as a line item.

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

Note: if entering additional details, please repeat this step in slide #66.

The user can budget this participant support expense for all periods following period 1.
The user will add Other Direct expenses to the budget by selecting the object code, entering the amount and clicking ‘Add’. Description and Quantity are optional fields. Once added, the participant support expense will appear as a line item.

The user can enter additional details to each expense, including Budget Justification Notes by clicking the ‘Show’ button. **Note: if entering additional details, please repeat this step in slide #66.**

The user can budget this other direct expense for all periods following period 1.
The user can view a full-detail summary of period 1 (listed by default).

### Budget Overview (Period 1)

<table>
<thead>
<tr>
<th>Budget Overview (Period 1)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1 Start Date</td>
<td>08/01/2016</td>
<td></td>
</tr>
<tr>
<td>Period 1 End Date</td>
<td>07/31/2017</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td>45,769.50</td>
<td></td>
</tr>
<tr>
<td>F&amp;A Cost</td>
<td>24,486.68</td>
<td></td>
</tr>
<tr>
<td>Unrecovered F&amp;A</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Sponsor Cost</td>
<td>70,256.18</td>
<td></td>
</tr>
<tr>
<td>Cost Limit</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Cost Limit</td>
<td>300,000.00</td>
<td></td>
</tr>
<tr>
<td>Direct Cost Limit</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Direct Cost Limit</td>
<td>200,000.00</td>
<td></td>
</tr>
<tr>
<td>Cost Sharing</td>
<td>4,251.18</td>
<td></td>
</tr>
</tbody>
</table>

The user can view a full-detail summary of period 2 by selecting the budget period and clicking ‘Update View’.

### Budget Overview (Period 2)

<table>
<thead>
<tr>
<th>Budget Overview (Period 2)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 2 Start Date</td>
<td>08/01/2017</td>
<td></td>
</tr>
<tr>
<td>Period 2 End Date</td>
<td>07/31/2018</td>
<td></td>
</tr>
<tr>
<td>Direct Cost</td>
<td>38,225.00</td>
<td></td>
</tr>
<tr>
<td>F&amp;A Cost</td>
<td>20,450.38</td>
<td></td>
</tr>
<tr>
<td>Unrecovered F&amp;A</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Sponsor Cost</td>
<td>58,675.38</td>
<td></td>
</tr>
<tr>
<td>Cost Limit</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Cost Limit</td>
<td>300,000.00</td>
<td></td>
</tr>
<tr>
<td>Direct Cost Limit</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Direct Cost Limit</td>
<td>200,000.00</td>
<td></td>
</tr>
<tr>
<td>Cost Sharing</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
If the user wishes to send the budget to the sponsor as a Modular Budget, the user will check off the box next to ‘Modular Budget’.

Note: Please see the Modular Budget tab (slides 77-78) for the steps on how to create the Modular Budget.

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

The user verifies that the total sponsor cost changed based on the total base cost entered. The user can also recalculate the budget using this expense to goal-seek the value to meet the period cost limit entered in the Parameters tab. The user will click 'Sync To Period Cost Limit' button.
- The Cost Limit and the Total Sponsor Cost values are now in sync.
- Note: The total base cost value has increased.

The user can generate period 2 of the budget based on the details entered for period 1.
- Period 2 is populated mirroring the details and calculations from period 1.

**DISTRIBUTION & INCOME TAB**

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

The user can view the Unrecovered F & A for the budget (if any). For this example, there was no uncovered F & A to view. However, if there were, the screen would be populated as follows. The user will click ‘Recalculate’ to allocate the total amount.
The total unrecovered F & A amount will be allocated.

The user can also add project income data for any budget period.
If the user must submit a modular budget to the sponsor (only when indicated on Parameters tab- see slide 71), the user will create a Modular Budget based on existing budget. The user will click ‘Sync’, followed by clicking ‘Yes’.

The Modular Budget is created for the entire budget.
The user can view the Modular Budget for each period by selecting the period and clicking ‘Update View’.
In order to print a budget report, the user clicks ‘Print’ followed by the ‘Open’. The report will appear as a PDF file.
The user can enter and consolidate Budget Justification Notes that were entered in the Budget Justification Notes fields for each line item on the Personnel and Non-Personnel tabs. The user will click ‘Consolidate Expense Justification’.

The budget justification notes for all Personnel and Non-Personnel line item expenses will be listed in the text box.
The user can enter Sub award details. The user will lookup and select the Organization.

The user will upload the file followed by clicking ‘Add’.

The sub award will appear as a line item. Several action buttons will become enabled for the user to select.
- The user can activate the validation check to see if there are any errors or incomplete information which could prevent the budget submission into routing.

Data Validation

You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:
- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing

Turn On Validation

- Ekualiti will display any errors or warnings. The user will click ‘Show’ to display the error or warning in detail.

Validation Errors

No Validation Errors present.

Warnings

- Budget Rate (2)

Show

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

A window will appear and the user will click ‘Yes’, followed by clicking ‘Save’.

Do you want to sync all rate type Institute Rates & Applicable Rates with the current Institute Rates identified in the Unit Hierarchy rate table? This will override the existing rates within both columns and cause recalculation of the budget.

Another window will appear and the user will click ‘Yes’, followed by clicking ‘Save’.

Do you want to save the modified rates? Saving changes will cause the system to recalculate the budget.
Upon clicking ‘Save’, the user will be redirected back to the ‘Data Validation’ section. There will be one validation error listed.

The user will click the ‘Fix’ button to be redirected to the screen in question.

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

The user will be redirected back to the Data Validations section.
**SUMMARY TAB**

- The user is able to view the totals of each expense tab for all budget periods.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>37,769.50</td>
<td>39,091.43</td>
<td>76,860.93</td>
</tr>
<tr>
<td>Fringe</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td><strong>Personnel Subtotal</strong></td>
<td><strong>Personnel Subtotal</strong></td>
<td><strong>Personnel Subtotal</strong></td>
</tr>
<tr>
<td></td>
<td>37,769.50</td>
<td>39,091.43</td>
<td>76,860.93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Personnel</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>242,023.82</td>
<td>242,023.82</td>
<td>484,047.64</td>
</tr>
<tr>
<td></td>
<td><strong>Non-Personnel Subtotal</strong></td>
<td><strong>Non-Personnel Subtotal</strong></td>
<td><strong>Non-Personnel Subtotal</strong></td>
</tr>
<tr>
<td></td>
<td>242,023.82</td>
<td>242,023.82</td>
<td>484,047.64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL DIRECT COSTS</td>
<td>279,793.32</td>
<td>281,115.25</td>
<td>560,908.57</td>
</tr>
<tr>
<td>TOTAL F&amp;A COSTS</td>
<td>26,206.68</td>
<td>26,913.92</td>
<td>53,120.60</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td>300,000.00</td>
<td>308,029.17</td>
<td>608,029.17</td>
</tr>
</tbody>
</table>

The user is able to view the breakdown of each expense tab for each budget period.

- Faculty Summer Research: 2,769.50
- Daniel E. Bunker Principal Investigator: 2,769.50
- Graduate Assistant Stipend: 35,000.00
- Summary Line Item: 35,000.00, 36,225.00, 71,225.00

- Equipment: 242,023.82
- Capital Equipment $>= 5K: 242,023.82
Special Review is used to link Proposals to Compliance Protocols (IRB/IACUC), depending on how the compliance (IRB/IACUC) questions were answered on Questions tab.

The user has the option to be able to start a new protocol document by clicking ‘Start Protocol’.

If protocol has been created and the number is known, the user will select the special review type, search for and select the protocol number and click ‘Add’.

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

To verify that the protocol has been linked to the proposal, the user will refer to the Medusa tab (see slides 127-130) for further details.
PERMISSIONS

- The user can assign various roles for the key personnel. The user clicks on ‘View permissions’ button to view the roles, the rights and descriptions.

<table>
<thead>
<tr>
<th>Key Personnel</th>
<th>Special Review</th>
<th>Abstracts and Attachments</th>
<th>Questions</th>
<th>Budget Versions</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assigned Roles</td>
</tr>
<tr>
<td>Viewer:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Proposals Development Document</td>
</tr>
<tr>
<td>View Budget:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Proposal Budget</td>
</tr>
<tr>
<td>View Narratives:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Proposal Narrative</td>
</tr>
<tr>
<td>Print Proposal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Print proposal on a sponsor specific path</td>
</tr>
<tr>
<td>Aggregator:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Personnel Salaries</td>
</tr>
<tr>
<td>Submit Proposal Development Document:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Submit a Proposal for approval</td>
</tr>
<tr>
<td>Modify Proposal Development Document:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Modify Proposal Development Document</td>
</tr>
<tr>
<td>Modify Budget:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Create/Modify Proposal Budget</td>
</tr>
<tr>
<td>Modify Narrative:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Create/Modify Proposal Narrative</td>
</tr>
<tr>
<td>Modify Proposal Permissions:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assign Users to Proposal Roles</td>
</tr>
<tr>
<td>View Proposal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Proposal Development Document</td>
</tr>
<tr>
<td>View Budget:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Proposal Budget</td>
</tr>
<tr>
<td>View Narratives:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>View Proposal Narrative</td>
</tr>
<tr>
<td>Print Proposal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Print proposal on a sponsor specific path</td>
</tr>
<tr>
<td>Certify:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Certify</td>
</tr>
<tr>
<td>Add Proposal Viewer:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assign User to Proposal Viewer Role</td>
</tr>
</tbody>
</table>
- The user can assign a role to a key person by looking up the key personnel names.

- The user will search for and select the name.

- The user selects the role and adds the user to the role.

- The user has been added as a Budget Creator for this proposal (as shown as a line item).
The user can also edit (add or remove) a particular role for a person.

Example: The user will assign Viewer and Narrative Writer roles to the person.

The person will now be listed for the additional roles.
The user can also remove key personnel from the roles and permissions.

The person will no longer be listed.
PROPOSAL SUMMARY TAB

- The user can view the Proposal Summary details.
- Note: the proposal summary sections are view-only, the user cannot enter data.

The user can view the Budget Summary details (entered on the Budget Version tabs- see manual part 2: Budgets).
The user can select a particular budget report to print. The user will click ‘Print’ and a window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and the budget report in PDF form will appear.
The user is able to include comments on the report by checking the corresponding box. The user will click ‘Print’ and a window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and the budget report in PDF form will appear. The comments section will be populated.
The user can also view the Key Personnel section. The user will click ‘View’ to review the Proposal Person Certification questions.
The user has the option to print the person certification questions. The user will click ‘Print All’ and a window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and the Proposal Person Certification questions in PDF form will appear.

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

- No, I am not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any Federal Department or agency. No.
- No, I have not lobbied or will not lobby a Federal agency on behalf of this award. No.
- Yes, I agree and certify that I will abide by current University policies on cost sharing, financial conflict of interest, intellectual property, and the use of human subjects/vertebrate animals in research. Yes.
- Yes, I certify that the information contained on this form and within this application is true, accurate and complete and any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. Yes.
- Yes, I certify that the proposal budget includes all the Cost Sharing, necessary equipment, installation, shipping, new space, renovation and/or facility modification costs. Yes.
- Yes, I accept responsibility for compliance with award terms and conditions and University policies and procedures; particularly for the technical conduct of the work, submission of technical reports, regulatory compliance, and financial management. Yes.
- No, I do not have significant financial interests.
The user can also view the Combined credit split details.

<table>
<thead>
<tr>
<th>Key Person</th>
<th>Role</th>
<th>Unit</th>
<th>Proposal Person Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mengchu Zhou</td>
<td>Principal Investigator</td>
<td>Electrical and Computer Engineering</td>
<td>View (Complete)</td>
</tr>
<tr>
<td>Xuan Liu</td>
<td>Co-Investigator</td>
<td>Electrical and Computer Engineering</td>
<td>View (Incomplete)</td>
</tr>
</tbody>
</table>

### Combined Credit Split

<table>
<thead>
<tr>
<th></th>
<th>Space</th>
<th>Responsibility</th>
<th>Financial</th>
<th>Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mengchu Zhou</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>251000 - Electrical and Computer Engineering</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Unit Total:</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Xuan Liu</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>251000 - Electrical and Computer Engineering</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Unit Total:</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigator Total:</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>
The user can view the Grants.gov S2S Questionnaire, along with the option to print to a PDF file.

The user can view the Proposal Questionnaire, along with the option to print to a PDF file.
The user can view attachments. The user will click ‘View’ and a window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and a PDF version of the attachment will appear.
The user can activate the validation check to check to see if any errors or incomplete information could prevent submission into routing. Streamlyne will also provide alerts to possible data issues and errors preventing submission to grants.gov.

The list of validation errors and warnings that need attention will appear. The descriptions for the errors will be listed which need to be fixed. The user will click on the Fix button(s), this will direct the user to the screen which will include the error(s) in question.
Example: the user will be directed to the Combined Credit Split section. The Validation errors will be highlighted in red. Once the errors are corrected, the user will click ‘Save’ button.

Upon clicking the ‘Save’ button, the user will be redirected to the Data Validation section to correct other errors/warnings.
The user can print all forms and reports pertaining to the proposal. In the example below, the user selects a grants.gov report, followed by clicking ‘Print Selected’. A window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and a PDF version of the report will appear.

A PDF version of the selected report will appear.
PROPOSAL ACTIONS

- The user can also print select reports associated with proposals.

- The user will look up the key person in which the reports pertain to.

- The user will search for and select the person.
The key person will be listed. The user will click the ‘Initiate’ button to view the list of agencies/reports associated with proposals for a particular person.

The user will view the list of agencies/reports associated with proposals for a particular person.
The user can print the list of reports associated with proposals for a particular person. A window will appear with options to Open, Save or Cancel.

The user will click ‘Open’ and a PDF version of the report will appear.
If/When a submission to a Grants.gov sponsor is incomplete or needs to be corrected, the aggregator will be notified via email. The aggregator will then mark a check next to ‘Budget’ (select all versions or final version), mark a check next to Attachments (if any), select the lead unit and mark a check next to Questionnaire, followed by the clicking ‘Copy Proposal’ button.

The new document will appear. At the top of the screen, the new document number (6306) will be displayed as well as the original document number (6266). The aggregator will then make the necessary corrections prior to re-starting the workflow process.

The user is able to make minor changes to a proposal document that has already been submitted into workflow.
Continuing with this example, the user is directed to the notification editor screen. The user can add a recipient. The user searches for and selects the name of recipient. The recipient’s name will appear as a line item.
- If/when the subject and/or message are modified, the user will click ‘Send’.

- The recipient will receive the notification via email.

- The recipient will also receive an FYI notification in the action list. The user can click on the proposal number link to be directed right to the proposal in question.
The 1st subsection of Route Log pertains to the document ID in question and will include the audit trail details and the status of the proposal document.

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

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

In this example, the members of Sponsored Research Administration will be listed. Each name listed has the authority to provide the final line of approval for proposals on behalf of Sponsored Research.
The next several slides outline the Proposal Document approval process.

The initiator will submit the proposal into workflow.

Upon clicking ‘Submit’, the user is asked whether he/she wishes to receive future approval requests.

Your name appears more than once in the routing path, which gives you the option to approve this document again. Do you wish to receive future approval requests? NOTE: Answering ‘No’ here will complete all your approvals simultaneously.

Upon clicking ‘Yes’ or ‘No’, Streamlyne will display the following success message (the proposal has been submitted into workflow).
Once submitted into workflow, the initiator and the next person to approve will receive email notifications.

(Example: the PI is the next people to approve)

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

<table>
<thead>
<tr>
<th>Rice Home</th>
<th>KC Home</th>
<th>Document</th>
<th>National Institutes of Health, Due Date: 02/15/2016</th>
<th>Currently signed in as haimovic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Proposal</td>
<td>ECE Proposal 2-3-16; Proposal No: 327; PI: Alexander M. Haimovich; Sponsor: US NIH; Due Date: 02/15/2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development Document</td>
<td>ENROUTE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show 5121</td>
<td>02:32 PM 02/03/2016</td>
<td></td>
</tr>
</tbody>
</table>
The Pending Action Request subsection will list the next person to approve, which will be the PI. The PI will click the ‘Approve’ button.

Assuming there are no errors, each time a document is approved, there will be a message on the approver’s screen stating that the ‘document was successfully approved’.

For this example, the next person to approve will be the Division Chief (for the respective college of the PI).

The Division Chief will receive an email notification that he/she needs to approve.
The Division Chief’s action list will list the document ID in question to be approved. The ‘APP’ icon indicates that approval action is being requested.

The Division Chief will click the ‘Approve’ button.

For this example, the next person to approve will be the department Chair (for the respective department of the PI). The Chair will receive an email notification that he/she needs to approve.
The Chair’s action list will list the document ID to be approved. The ‘APP’ icon indicates that approval action is being requested.

The Chair will click the ‘Approve’ button.
For this example, the next person to approve will be the Dean (for the respective college of the PI). The Dean will receive an email notification that he/she needs to approve.

The Dean’s action list will list the document ID to be approved. The ‘APP’ icon indicates that approval action is being requested.
The Dean will click the ‘Approve’ button.

For this example, the next and final line of approval will be Sponsored Research Administration. All members of Sponsored Research Administration will receive email notifications to approve. Note: Only 1 person from SRA can approve on behalf of SRA.

Your Action List has an eDoc (electronic document) that needs your attention:

- **Document ID:** 5121
- **Initiator:** Bozza, Thomas J.
- **Type:** Add/Modify ProposalDevelopmentDocument
- **Title:** ECE Proposal 2-3-16; Proposal No: 327; PI: Alexander M. Haimovich; Sponsor: US NIH; Due Date: 02/15/2016

To respond to this eDoc:

Or you may access the eDoc from your Action List:
Go to [https://config-rice.njit.ekualiti.com/kew/ActionList.do](https://config-rice.njit.ekualiti.com/kew/ActionList.do), and then click on the numeric Document ID: 5121 in the first column of the List.

To change how these email notifications are sent (daily, weekly or none):
Go to [https://config-rice.njit.ekualiti.com/kew/Preferences.do](https://config-rice.njit.ekualiti.com/kew/Preferences.do)

For additional help, email [mailto:config-rice@njit.ekualiti.com](mailto:config-rice@njit.ekualiti.com)

Action item sent to bozza
The SRA Member’s action list will list the document ID to be approved. The ‘APP’ icon indicates that approval action is being requested.

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN ACTION LIST</td>
<td>Unit Approver Type SRA Unit Number 000001</td>
<td>03:49 PM 06/06/2016</td>
<td>KC-WKFLW Unit Approver 4 Derived Role</td>
</tr>
</tbody>
</table>

The SRA Member will click the ‘Approve’ button.

Once the SRA member clicks the ‘Approve’ button, a message will state ‘Document was successfully approved’ and ‘Institutional Proposal (number ID) has been generated’.

- Institutional Proposal 00000580 has been generated.
Also upon SRA Approval, the Notification Editor screen will appear. The user will have the ability to send a notification to the Aggregator (initiator) of the proposal. The user can add recipients, edit the message and send to the recipient(s).

An email will be sent to the initiator of the proposal notifying him/her that the proposal has been submitted. The recipient will be able to click on the Proposal Number link to access the proposal in question.

TEST MODE
In Production mode this mail will be sent to the following...
TO: [srard@njit.edu]

The Proposal 327 has been submitted to sponsor. The institute proposal number is 00000580.

Proposal Number: 327 - Document Number: 5121
This notification was generated by Thomas J. Bozza.
The initiator will also receive a notification on his/her action list regarding the submitted proposal.

(If a grants.gov sponsor) Once the proposal is approved by the entire routing chain, a member of Sponsored Research Administration will submit the proposal to Grants.gov.

After the user submits to grants.gov, Streamlyne will display the submission details. To verify that the submission has been validated, the user will click ‘Refresh’ button.
Upon clicking ‘Refresh’, Streamlyne will display the updated submission details: status, the S2S tracking ID, Comments and time stamp of submission.

The user is also able to voluntarily send notifications to other users with information/details pertaining to the proposal document in question. Common reasons include missing attachments required prior to submission to sponsor. The user clicks Send Notification button.

The user will search, select and add the recipient, subject and message in the text box. ‘Include Document Link’ will be checked by default (the user will be able to access the document from the notification). The user will click ‘Send’ button.
The recipient will receive the notification via email. Continuing with this example, the recipient (Matthew Pettit) is part of the email group ‘srard@njit.edu’. The user will also be able to access the proposal document by clicking on the proposal number link (in blue).

The recipient will receive an FYI notification on his action list. The title of the notification will be the same as the subject entered previously. The recipient will click ‘Show’ to expand the details of the FYI.

The recipient can also access the proposal document from the proposal number link (in blue).
The pending approver has the ability to disapprove the proposal document.

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

The disapproved document will appear in the initiator’s action list. The ACK icon indicates the document is pending acknowledgement by the initiator.
The pending approver has the ability to reject the proposal document. This will allow the approver to return a proposal for revision. (Note: this can be done on either the Proposal Summary or Proposal Actions tab).

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

The attachment will appear on the Abstract & Attachment tab.
After the proposal was rejected, the proposal will appear in the initiator’s action list.

The pending approver has the ability to recall a proposal document for revision after the document has been submitted into workflow.

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

The annotation of the recall will appear in the Notes section of Abstracts and Attachments tab.
The aggregator will receive a notification of the recall in his action list.

The log action message is an optional section where the user can add a message to the route log. The user enters the message followed by clicking the Log Action Message button.

The log message will be added to the most recent action taken.
➢ The user is able to add personnel to the current routing path.

➢ The user will search for and select the person.
The user will add the person and then click Send Ad-Hoc button.

The ad hoc recipient will be listed under the Pending Action requests subsection.
The initiator has the ability to delete/cancel a ‘Saved’ proposal document from his/her action list.

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

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

The proposal document will no longer be listed on the initiator’s action list.
Medusa functions as a relational cross-reference, allowing the user to view different types of documents when they are associated with each other. Medusa allows the user to view fields of information and to navigate directly to each document.

The use can change the hierarchical view, to show the Institutional Proposal listed first, followed by Development Proposal. The user selects the ‘View’, followed by clicking ‘Refresh’.
The user clicks ‘Institutional proposal’, the IP details will be displayed. The user can also navigate to the proposal document from here.

The initial institutional proposal screen will appear, along with the other institutional proposal tabs.
The user can view the summary details of the Development Proposal.

Development proposal details will be displayed. The user can also open the Development proposal from here.

The initial Development proposal screen will appear, along with the other Development proposal tabs.
The user can view proposal notes.

The user is directed to the Abstracts and Attachments tab - notes section.
Contact Information

- For all technical questions pertaining to Streamlyne, please direct them to:
  - **Thomas Bozza**, Streamlyne Program Manager- Office of Sponsored Research Administration  
    973-596-5352; thomas.j.bozza@njit.edu

- For all proposal-specific & budget-specific questions, please direct them to the ambassador of your respective college:
  - **Nancy Henderson**, Program Manager- College of Computing Sciences  
    973-642-4566; nancy.henderson@njit.edu
  - **John McCarthy**, Director of Research- Newark College of Engineering  
    973-596-3247; john.p.mccarthy@njit.edu
  - **Iris Pantoja**, Program Manager- School of Management & College of Architecture and Design  
    973-642-4483; iris.pantoja@njit.edu
  - **Cristo Yanez-Leon**, Director of Research- College of Science & Liberal Arts  
    973-596-6426; leonc@njit.edu