



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

- 1) You can access the proposal you need to approve in one of two ways:
 - a. Through the **Streamlyne Action List Reminder** email notification you received.
 - Click the link in the email that says 'To respond to this eDoc'.
 - b. If you no longer have the email notification, you can login to **Streamlyne** directly and complete the approval. The document you need to approve will be on your **Action List**. You will see **APP** in red listed next to the document.
 - Click the ID number next to APP to open the document.
- If you are a Co-Investigator or a Key Person on the project, you will need to answer your Proposal Person Certification questions <u>after</u> the proposal is submitted.
 - Click the Key Personnel tab on the left > click the red ribbon with your name > click Show next to Proposal Person Certification and answer the questions > click Save to save your answers.

H	Proposal	
#	\$2\$	> Key Personnel
1	Key Personnel	▼ ∧
~	Special Review	I. Heather A Frankenberger Principal Investigator (Internal Person ID: 155681)
Ø	Abstracts & Attachments	Heather A Frankenberger 🕥
Θ	Questions	
\$	Budget Versions	Show Person Details
٥	Permissions	Show Person Effort
02	Proposal Summary	Show Extended Details
4	Proposal Actions	Show Degrees
25	Streams	Show Unit Details
		Show Proposal Person Certification (Incomplete)

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

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÷2	\$2\$		 Indicates required fi
1	Key Personnel	> Data Validation	
~	Special Review	> Print	
Ø	Abstracts & Attachments	> Copy to New Document	
0	Questions	Proposal Data Override	
\$	Budget Versions		
٥	Permissions	Route Log	
0	Proposal Summary	Ad Hoc Recipients	
+	Proposal Actions		
25	Streams	Submit To Sponsor Reject Return To Previous Send Notification Send AdHoc Approve	Close Recall