



Negotiations Module

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Introduction

In This Guide

The Streamlyne Negotiations module is designed to capture all activity and statuses related to any agreement for which terms have not yet been finalized. These agreements are most often directly related to sponsored research, but not always.

The Streamlyne Negotiation document is a simple, streamlined document designed for the purposes of recording and tracking the activities and statuses of all different sorts of agreements entered into by research institutions, such as:

- Clinical Trial Agreements
- Consulting Agreements with internal or external entities
- Contracts
- Grant Transfers
- Master Agreements
- Material Transfer Agreements
- Non-Disclosure Agreements
- Sponsored Research Agreements
- Standard Research Agreements
- Subrecipients

This guide will walk you through the features of the Negotiations module by taking you through a stepwise approach in which 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.

Navigation and Common Elements

This guide assumes you are familiar with common features and basic navigation as presented in the **Navigation, the Action List, and Common Document Elements** manual. Please use that manual as a companion to this one, as we have tried to eliminate redundancy wherever possible.

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!

Creating a Negotiations Document

Follow the steps in this section to create a new Negotiations document.

Navigation	Main Menu > Negotiations > Negotiations +
------------	---

Minimum Required Fields

If your goal is to quickly enter and save a Negotiation in order to add detail later, the fields in the following table must be completed for the document to save without validation errors.

Tab	Section	Field Name	Description
Negotiation	Document Overview	Description	Short description of the Negotiation's purpose
Negotiation	Negotiation	Negotiation Status	Defaults to In Progress status
Negotiation	Negotiation	Negotiator ID	Person ID of the employee conducting the negotiations on behalf of your institution
Negotiation	Negotiation Attributes	Agreement Type	Select from dropdown list
Negotiation	Negotiation Attributes	Negotiation Association Type	Select from dropdown list
Negotiation	Negotiation Attributes	Document ID	The related Streamlyne Research Award, Institutional Proposal, Proposal Log, or Subaward number, depending on Negotiation Associate Type selected. Becomes visible/required if the Negotiation Association Type selected is anything other than None.

Follow these steps:

1. Initiate a new document by following the navigation path:
Main Menu > Negotiations > Negotiations > +
2. Complete the Minimum Required Fields outlined above.
3. Make sure to save your work by clicking the Save button.



Note Once the document is saved, it will *not* appear on your Action List like other documents in Streamlyne Research usually do. Instead, you must access it using the Negotiations Lookup, as detailed here: [Accessing an Existing Negotiation](#).

Updating the Negotiations Tab

Negotiation Tab > Document Overview Section

Complete this section as instructed in the **Navigation, the Action List, and Common Document Elements** manual.

Negotiation Tab > Negotiation Section

▼ Negotiation



Negotiation 27 ?

<p>* Negotiation Status : <input type="text" value="In Progress"/></p> <p>Negotiator ID : <input type="text" value="gcoadmin"/> 🔍</p> <p>GCO Administrator</p> <p>* Agreement Type : <input type="text" value="Subaward"/></p> <p>Document Folder : <input type="text"/></p>	<p>Negotiation Dates: Start: <input type="text" value="01/30/2017"/> 📅 End: <input type="text"/></p> <p>Negotiation Age in Days: 0</p> <p>Anticipated Award Date : <input type="text"/> 📅</p>
---	---


Negotiation Attributes:

* Negotiation Association Type :


Negotiation Association ID :

1. The **Negotiation Status** defaults to In Progress. This status will be appropriate for most new Negotiations.
If this is not appropriate for your Negotiation, click the arrows next to the **Negotiation Status** field, and then select the appropriate status from the dropdown list.
2. The **Negotiation Start Date** defaults to today's date.
If today's date is not the correct start date, enter the date in MM/DD/YYYY format or click the calendar icon  to select the desired start date.
3. The **Negotiation End Date** becomes available when the **Negotiation Status** is set to Complete. This date defaults to today's date. If your Negotiation is not complete, skip to the next step.
If today's date is not the correct end date, enter the date in MM/DD/YYYY format or click the calendar icon  to select the desired end date.

Note All dropdown values in the Negotiations module are configurable in Streamlyne Research. Additionally, parameter NegotiationCompletedStatusCodes allows you to identify any/all statuses that should default the **Negotiation End Date**.


4. In the **Negotiator ID** field, enter the Person ID of the employee representing your institution's interests. If necessary, click the magnifying glass  to look up the correct value.

Note The **Negotiation Age in Days** is calculated automatically using the difference between today's date and the **Start Date** or between the **End Date** and the **Start Date**, if the **End Date** is entered.

5. Click the arrows next to the **Agreement Type** field to select the description that best matches the kind of agreement under negotiation.
6. Enter the date the funded project will officially start into the **Anticipated Award Date** field. Use MM/DD/YYYY format, or click the calendar icon  to select the correct date.
7. In the **Document Folder** field, paste the navigation path to the folder on your network in which the supporting documentation for this Negotiation will be stored, as exemplified here:

Document Folder :

* Negotiation Association Type :


Institutional Proposal: 

8. Click the arrows next to the **Negotiation Association Type** to link this effort to another Streamlyne Research document.

If this Negotiation is not tied to a sponsored project, select None.


select
Award
Institutional Proposal
None
Proposal Log
Subaward

Note Streamlyne does not allow you to link a Negotiation document to a Proposal Development document because this type of document is used only to facilitate a submission to sponsor, which takes place before any negotiation activity.


9. Did you select None as the option in the Association Type field? If so, skip to Step 10. Otherwise, Streamlyne Research prompts for the Document ID for the sponsored project. Click the magnifying glass  to look up the correct value.


Note that the application automatically populates all of the remaining fields with data from the linked document. Skip to Step 18.


10. In the **Title** field, enter meaningful text to identify the agreement being negotiated.


11. If your institution employs the Principal Investigator (PI), populate the **Principal Investigator Employee** field by typing in the employee's Person ID, or click the magnifying glass  to search for and select the correct value. Skip to Step 13.

If your institution does *not* employ the PI, complete Step 12 instead.



12. If your institution does *not* employ the PI, click the magnifying glass  next to the **Principal Investigator Non-Employee** field to search for and select the non-employee's contact information.

13. In the **Admin Person** field, enter the Person ID of the employee who is acting as an administrative contact, if any. Think of this person as the internal administrative contact overseeing the project or issue under negotiation. If necessary, click the magnifying glass  to search for and select the correct value.

14. To add a **Sponsor**, if applicable, click on the magnifying glass  next to the **Sponsor** field to search for and select the sponsor identifier for this Negotiation.

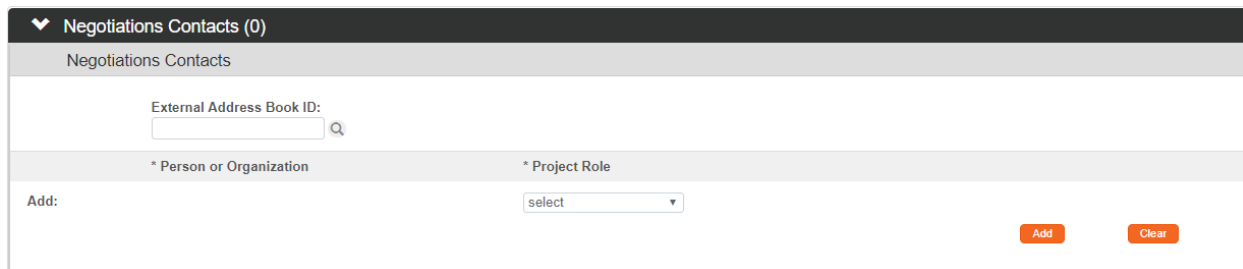
15. To add a **Prime Sponsor**, if applicable, click on the magnifying glass  next to the **Prime Sponsor** field to search for and select the correct sponsor identifier for this Negotiation.

16. If this Negotiation is linked to an Award, enter the sponsor's unique identifier in the **Sponsor Award ID** field.

17. To add a **Subaward Organization**, if applicable, click on the magnifying glass  next to the **Subaward Organization** field to look up the correct organization identifier for this Negotiation.
18. Click the Save button to commit your entries to the database. 



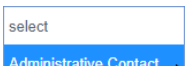
Negotiation Tab > Negotiation Contacts Section

This section links to the Address Book, which stores all business-card data for people external to your institution, for the purposes of storing negotiation counterparty contact info directly within the document. You may opt not to use this section at all. If you choose to use this section, both the External Address Book ID and the Project Role are required for each entry. You may add multiple contacts if necessary.




The screenshot shows a section titled "Negotiations Contacts (0)". Below the title is a search field labeled "External Address Book ID:" with a magnifying glass icon. Below that are two labels: "* Person or Organization" and "* Project Role". Under these labels is an "Add:" label and a dropdown menu currently showing "select". To the right of the dropdown are two buttons: "Add" and "Clear".

Follow these steps to add contacts:

1. Click on the header to reveal the Negotiation Contacts section. 
2. Click the magnifying glass  to search for and select the **External Address Book ID** that corresponds to the contact.
3. Select the **Project Role** from the delivered options in the dropdown menu. 

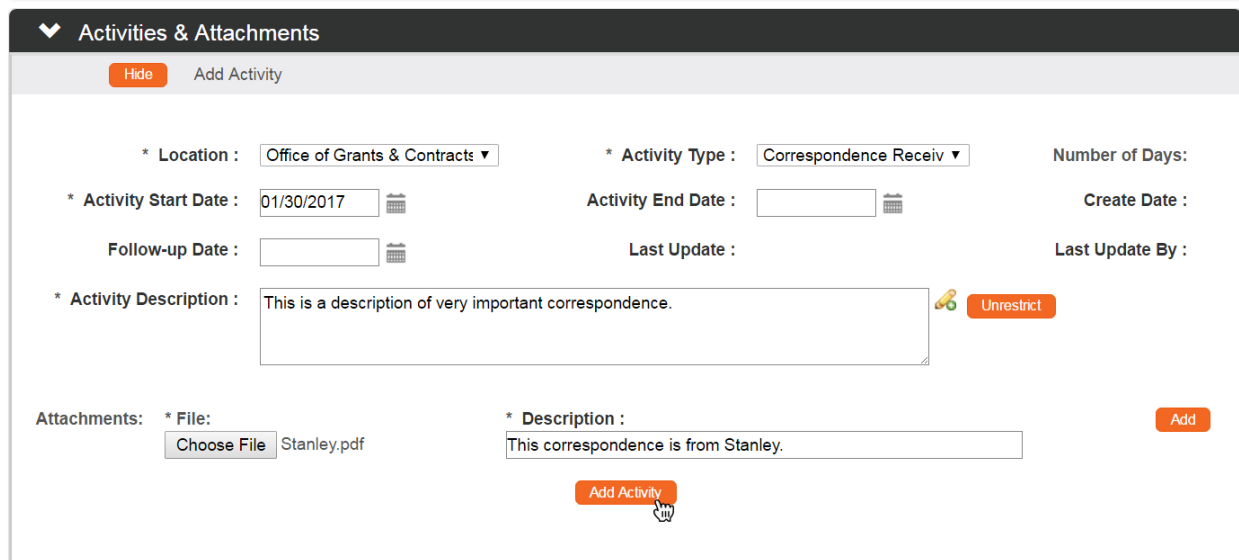
Negotiation Tab > Custom Data Section

As the name implies, this section contains customized fields tailored to your institution's process. If applicable, click the header to reveal the Custom Data section. Complete any fields required by your institution. The asterisk (*) preceding each field label indicates the data element is required. 

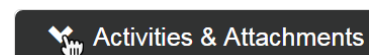
Adding an Activity to the Negotiation

The Activities & Attachments section is intended to offer visibility and traceability for action items enroute to a signed agreement, such as document drafts, email exchanges, phone calls, or any other relevant activity as the negotiation progresses. Each time-bound item is captured by Activity Type and tracked through to completion. All supporting documentation is uploaded here as well.

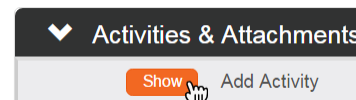
The general rule is: add all activities and transaction history to this section that will ensure all action items are completed in a timely manner and will provide investigators an accurate picture of all that has transpired thus far –without having to call in to your office to get a status.



1. Click on the header to reveal the Activities & Attachments section.










2. Click the Show button next to the Add Activity subsection.



Streamlyne Research will reveal a blank Activity section.

3. Click the arrows next to the **Location** field, and then select the option from the dropdown list that best describes where the activity took place. This is the location or department that is performing/has performed the activity you are logging.
4. Click the arrows next to the **Activity Type** field, and then select the option from the dropdown list that best describes the kind of activity that took place.

5. Enter an **Activity Start Date** in the MM/DD/YYYY format, or click the calendar icon  to select the start date.
6. If the Activity has been already been completed, enter an **Activity End Date** in the MM/DD/YYYY format, or click the calendar icon  to select the end date. In many cases, you will leave this blank initially and return to update this field on the actual completion date.
7. If follow-up is required, enter the **Follow-up Date** in MM/DD/YYYY format, or click the calendar icon  to select the follow-up date.
8. Enter a detailed description in the **Activity Description** field.
9. Click the Unrestrict button  to allow users with view-only privileges to view the **Activity Description**.
10. Attach supporting documentation by clicking the Browse... button and following your operating system's file uploading prompts.
11. Enter a meaningful description of the attachment in the **Description** field.
12. Click the Add button to the right of the **Description** to complete the action. 


Note that if you accidentally skip this step, the activity will save *without the attachment*.
13. Click the Unrestrict button  to allow users with view-only privileges to view the **Attachment**.
14. Repeats Steps 10 through 13 as many times as necessary to attach all supporting documentation for this activity.
15. Click the Add Activity button to add all activity data and documentation  to the Negotiation.

Editing a Negotiation

You will access and edit a Negotiation document many times before an agreement is finalized. This section describes the processes to:

- Access an existing Negotiation
- Update the Negotiation section
- Add a new Activity
- Update an existing Activity
- Delete an Activity
- Access previously uploaded documents
- Close out a Negotiation document
- Edit a Notification

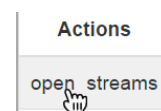
Accessing an Existing Negotiation

1. Navigate to the Negotiation Lookup by clicking Main Menu > Negotiation > Negotiation.
2. Enter the search criteria in the lookup page and click the Search button. 
3. Streamlyne Research displays the results of your search at the bottom of the screen.

Actions	Negotiation ID	Negotiation Association Type	Negotiation Association ID	Negotiation Age	Principal Investigator ID	Principal Investigator Full Name	PI Non Employee Name	Requisitioner Name	Negotiator Username	Negotiator Full Name
open streams	27	None	9	0	10072	Biochemistry Professor			gcoadmin	GCO Administrat
open streams	26	None	7	3					gcoadmin	GCO Administrat


4. Identify the Negotiation you wish to access, and then click the open hyperlink.

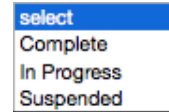
Streamlyne Research will open the document to the Negotiation tab.



Updating the Negotiation Section

Each time you access a Negotiation document, Streamlyne Research will display the page with the Negotiation section expanded

1. If you need to correct errors or update fields in the Negotiation section, make those changes now.
2. If you need to update the status of the document, click the arrows next to the **Negotiation Status** field to reveal the dropdown list.
 - Choose SUSPENDED if the project negotiations are on hold.
 - Choose COMPLETE when you have reached a resolution. If you need to complete a Negotiation, jump ahead to [Completing a Negotiation](#).
3. Click the Save button to save your work. 



4. If you SUSPENDED the Negotiation without closing out all activities, Streamlyne Research will ask you to confirm the change.

Click the YES button to close out all activities and suspend the Negotiation. If you want to return the document to In Progress status, click the No button.

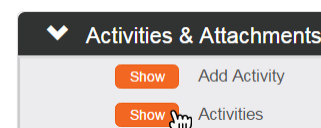
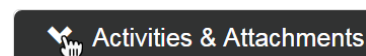
Adding a New Activity

Refer back to [Adding an Activity to the Negotiation](#) for detailed information on adding a new activity.

Updating an Existing Activity

1. Click on the header to expand the Activities & Attachments section.
2. Click the Show button next to the Activities subsection.

Streamlyne Research will display all the activities for the Negotiation.



Show

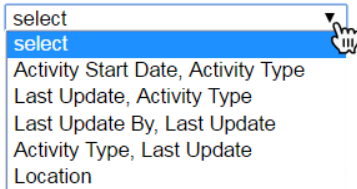
Correspondence Received - Office of Grants & Contracts - 01/30/2017 - GCO Administrator - 01/30/2017

Show

Meeting - Office of Grants & Contracts - 01/30/2017 - GCO Administrator - 01/30/2017

Note When a Negotiation has an extensive list of activities, you can use the display options to help find the activity you need to update more easily.

You can update the display order of the activities in the list by clicking on the **Sort By** arrows.

Sort By: 

- select
- select
- Activity Start Date, Activity Type
- Last Update, Activity Type
- Last Update By, Last Update
- Activity Type, Last Update
- Location

You can also choose to display All or only the Pending activities by using the radio buttons next to the **Display** field.

Display: All Pending

The activities will automatically refresh each time you change these options.

3. Click the Show button next to the activity you wish to edit.

Streamlyne Research will reveal the activity detail.

4. If necessary, make changes to the data by adding or changing field entries.

5. If necessary, delete an existing attachment by clicking the Delete button to the right of the attachment **Description**.


6. If necessary, add a new attachment by clicking the Browse button and following your operating system's uploading prompts.

7. If you uploaded a new document, enter a document **Description**, and then click the Add button to complete the action.

8. Click the Save button to commit all changes to the activity.

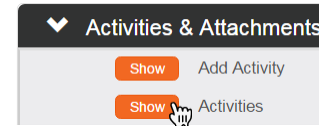
Deleting an Existing Activity

1. Click on the header to expand the Activities & Attachments section.

 Activities & Attachments

- Click the Show button next to the Activities subsection.

Streamlyne Research will display all the activities for the Negotiation.



- [Show](#) Correspondence Received - Office of Grants & Contracts - 01/30/2017 - GCO Administrator - 01/30/2017
- [Show](#) Meeting - Office of Grants & Contracts - 01/30/2017 - GCO Administrator - 01/30/2017

- Click the Show button next to the activity you wish to delete.

Streamlyne Research will reveal the activity detail.

- At the bottom of the Activity Details subsection, click on the Delete button to delete the entire Activity.

Streamlyne Research will prompt you to confirm the deletion. Click **Yes** to permanently delete the Activity, or click **No** to return to the Negotiation without removing the Activity.

- Click the Save button to commit the change to the Negotiation.



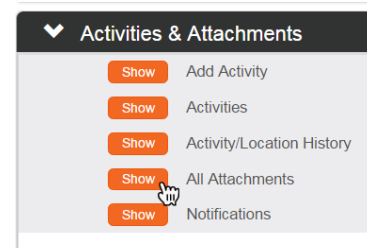
Accessing Previously Uploaded Documents


- If you need to access a list of all documents attached to all activities, click the header to expand the Activities & Attachments section.



- Click the Show button next to the All Attachments subsection.

Streamlyne Research will reveal the full list of attachments added to any activity for this Negotiation.



Activity Start Date	File	Attachment Description	Location	Activity Type
1 01/30/2017	 Stanley.pdf	This correspondence is from Stanley	Office of Grants & Contracts	Correspondence Received

Note When a Negotiation has an extensive list of attachments, you can use the **Sort By** option to help find the document you need.

Click on the arrows next to **Sort By** to change the order that the attachments display in the list.

The list of attachments will automatically refresh each time you change these options.


3. Click the hyperlinked filename to open the attachment.

Note Any changes made to the document will not be saved to the uploaded version.

If you make changes to the downloaded document from this space, you will need to save the document to a local or network drive, and then attach the updated version to an activity as new document.

Completing a Negotiation

1. If you have not already done so, click the arrows next to the **Negotiation Status** field in the Negotiation section to reveal the dropdown list. Choose COMPLETE.

2. Click the Save button to save your  work.

Changing the Negotiation Status to Suspended or Complete will close all pending Negotiation Activities. Are you sure you want to change the Negotiation Status?

3. If you completed the Negotiation without closing out all activities, Streamlyne Research will ask you to confirm the change.

Click the YES button to close out all activities as well.

4. Streamlyne Research will prompt you to notify all interested parties that the Negotiation is complete by displaying the Notification Editor section.


If you would like to make changes to the recipient list or to the message content, skip to the next process, [Editing the Negotiation Notification](#).

If you have no changes, click the Send button.



Note In addition to closing out all activities, Streamlyne Research will:

- Populate the **Negotiation End Date** with today's date
- Generate an editable email notification to inform all interested parties that the negotiation is complete
- Add an item to the Action List of each interested party requiring an FYI action, as shown below:

	Action	Id	Type	Title	Route Status	Delegator	Date Created	Group Request	Actions	Log
Show	FYI	20770	Notification	Negotiation activities are complete.	FINAL		10:02 AM 01/30/2017		NONE ▾	


Editing the Negotiation Notification


Out of the box, Streamlyne offers an optional notification that appears when a Negotiation is completed. The Notification Editor window appears for you to alter and send, or cancel entirely. This section describes how to use this feature when a Negotiation is completed.


Notification Editor

Notification Recipients

Add:

Role Search 

Employee Search 

Non-Employee Search 

[Add](#)

1	NEGOTIATION:Negotiator	Delete
2	NEGOTIATION:PI	Delete
3	ADM:OSP Administrator	Delete
4	WKFLW:Unit Administrator Sub Role : <input type="text" value="All"/> ▾	Delete

1. Streamlyne Research displays all Roles and Person IDs of the users associated with this Negotiation.

If you would like to remove one of the defaulted users from the notification list, click the Delete button next to name of the recipient you wish to remove.

2. If you would like to add a person to the notification list, search for the person or group by clicking the lookup next to **Role, Employee, or Non-Employee.**
3. Click the Add button to complete the action.
4. Repeat Steps 1 through 3 until the recipient list is finalized.

5. Streamlyne Research will allow you to edit the subject and body of the notification email.

Edit the content of the email's subject and body as necessary.

Notification Message	
Subject	Negotiation activities are complete.
Message	<pre> The negotiation is complete.

 Negotiation ID: 27
 Negotiator: GCO Administrator
 Negotiation Status: Complete
 Anticipated Project Start Date:
 Negotiation Start Date: 01/30/2017
 Negotiation End Date: 01/30/2017
 Title: Negotiation Document Title
 Principal Investigator: Biochemistry Professor
 Lead Unit: Biochemistry (105010)
 Sponsor: National Institutes of Health (000340)
 Prime Sponsor: None given. (None given.)
 </pre>

6. Click the Send button to notify the recipients.

Send

Appendix A: Negotiation Roles

Native Negotiation Roles

Negotiation Roles to that must be assigned in order for people to do their jobs:				
Role ID	Role Type Name	Namespace	Role Name	Description
1409	Default	KC-NEGOTIATION	Negotiation Administrator	Negotiation Administrator. Role grants permission to create and modify negotiations, create and modify Activities. Role also grants the permission to view negotiation with restricted notes.
1411	Default	KC-NEGOTIATION	Negotiation Creator	Role grants permission to create and modify negotiations, and create Activities. Role also grants the permission to view negotiation.

Supporting Maintenance Roles

Negotiation Roles to maintain configuration that is related to the daily activities of the Negotiation (though all the below are included in the streamlyneadmin role):				
Role ID	Role Type Name	Namespace	Role Name	Description
193	UnitHierarchy	KC-UNT	Sponsor Maintainer	Grants ability to create and edit Sponsors from Main Menu > Settings. Recommended for Central Office Sponsored Project Staff.
196	UnitHierarchy	KC-UNT	Modify Organizations	Grants ability to create and edit Organizations from Main Menu > Settings. Can modify organizations, without having super-user access. Also allows the ability to create and edit Address Book.
195	UnitHierarchy	KC-UNT	Address Book Maintainer	Grants ability to create and edit Address Book entries from Main Menu > Settings. Can modify address book without having super-user access.
10057	Default	KR-SYS	Administer Pessimistic Locks	Allows a user release "locks" on documents. Role-type name is "default" which means that person has access to all locks in the system (not unit-specific; they can see every document).

Negotiation Roles to maintain configuration that is related to the daily activities of the Negotiation (though all the below are included in the streamlyneadmin role):

Role ID	Role Type Name	Namespace	Role Name	Description
	UnitHierarchy	KC-UNT	Maintain Unit	Grants the ability to maintain the Unit table.

Negotiation Derived Roles

Negotiation Roles that are automatically assigned by the system when a person is named on a Negotiation document (these are here as an FYI):

Role ID	Role Type Name	Namespace	Role Name	Description
1410	Derived Role: Negotiation Negotiator	KC-NEGOTIATION	Negotiator	Negotiator Role. Assigned by default by entry in the negotiation. Allows create and modify negotiations, create and modify Activities Role also grants the permission to view negotiation.
1412	Derived Role: Negotiation Investigators	KC-NEGOTIATION	Investigators	The Negotiation Investigators role. Role grants permission to view negotiation.
1413	Derived Role: Negotiation Investigators	KC-NEGOTIATION	PI	The Negotiation Principle Investigator role. Role grants permission to view negotiation.
1414	Derived Role: Negotiation Investigators	KC-NEGOTIATION	COI	The Negotiation Co-Investigator role. Role grants permission to view negotiation.
1415	Derived Role: Negotiation Investigators	KC-NEGOTIATION	KP	The Negotiation Co-Investigator role. Role grants permission to view negotiation.