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**Proposal Log, Institutional Proposal, and Intellectual Property Review  
Modules**



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## Introduction

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Proposal Log, Institutional Proposal, and Intellectual Property are the three back office modules of the Pre-Award suite in Streamlyne Research. We refer to these as back office modules because institutions generally opt to bypass any campus-facing features in these modules, workflow being the most high profile among these features.

The content herein will help shed some light on the use and functionality of these modules.

### Foundational Concepts in Proposal Log

The Proposal Log (PL) document is a simple proposal tracking document that represents the details of a PI's intention to submit to any given competition. The functionality in PL can be used in lieu of Proposal Development or to complement it. Often, an institution coming off of paper processes or spreadsheets will choose to bring the Proposal Log module live first to get the benefit of a proposal tracking system and allow their environment to adjust, without the longer implementation timeline of Proposal Development.

In cases where Proposal Development will be deployed at the same time as Proposal Log, PL can be useful for:

- Submissions that needs to be tracked but do not need the full blown functionality of Proposal Development, like an internal evaluation of limited submissions, or the beginning a paper trail to create an award for the use of already ear-marked internal funds.
- Conversion of active, pending proposals from a legacy system during the implementation phase for Streamlyne Research.
- Quick logging of a submission record for an award notice that comes in with no record of proposal, in lieu of routing item through Proposal Development after the fact.

Once the actual submission represented by the Proposal Log is actually submitted to the sponsor, a PL is promoted to an Institutional Proposal.

### Foundational Concepts in Institutional Proposal

An Institutional Proposal (IP) is an iterative, versioned document used to track the post-submission and pre-award history of a PI's proposal for a given competition. As such, there can be a many-to-one relationship between Proposal Logs/Proposal Development documents and an Institutional Proposal.

Institutional Proposals are intended to track all changes or updates to a given the PI's application after submission, to include:

- Changes in status or comments to any Special Review
- Activity on an embedded Intellectual Property Review document
- Changes in IP Status from Pending to Withdrawn, Not Funded, etc.
- Updates from subsequent Resubmissions, Revisions, Continuations, etc., processed via S2S in Proposal Development
- Manual changes to a new IP version representing a Continuation, or a Revision not processed through Proposal Development.

## **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!

## Creating a New Proposal Log

The Proposal Log document is a simple document intended to record and track proposals that are submitted outside of Streamlyne Research's Proposal Development and Budget module.


### Navigation

Main Menu > Pre-Award > Proposal Log > +

### Minimum Required Fields for Saving

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


Tab	Section	Field Name	Field Description	Instructions
Proposal Log	Document Overview	Description	Short description of the Proposal Log's purpose.	Enter freeform text.
Proposal Log	Edit Proposal Log	Proposal Log Type	Differentiates permanent from temporary logs.	Select from dropdown.
Proposal Log	Edit Proposal Log	Proposal Log Status	Defaults to Pending status	Select from dropdown.
Proposal Log	Edit Proposal Log	Proposal Type	Standard definitions: New, Resubmission, Renewal, Revision, etc.	Select from dropdown.
Proposal Log	Edit Proposal Log	Title	Full project title	Enter freeform text.
Proposal Log	Edit Proposal Log	Principal Investigator (Employee Username)	Person ID or Address Book ID of the Principal Investigator	If both fields are populated, the system will display an error message upon saving. Validation rules require that one of these fields must be populated, but not both.
Proposal Log	Edit Proposal Log	Principal Investigator (Non-Employee ID)	Address Book ID of the Principal Investigator	

Tab	Section	Field Name	Field Description	Instructions
Proposal Log	Edit Proposal Log	Lead Unit	Full project title	<p>If the PI is an employee, the <b>Lead Unit</b> field automatically populates with the Unit ID assigned to the PI in his or her Person record.</p> <p>If this is not the correct value, or if the PI is a non-employee, click the magnifying glass  to search for and select the correct <b>Lead Unit</b>.</p>

Follow these steps:

1. Initiate a new document by following the navigation path here, as above:

Main Menu > Pre-Award > Proposal Log > +

2. Complete the Document Overview section.
3. Complete the Minimum Required Fields for Saving outlined above.
4. Make sure to save your work by clicking the Save button. 

**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 your convenience.

The document will remain on your Action List as a COM pending item until you submit it to indicate it is complete.

Streamlyne Research will automatically populate Proposal Number with a unique identifier for this **Log** document and Fiscal Month/Year with the fiscal period that corresponds to the document's creation date.

The Proposal Log Status will default to Pending status and remain in this status until an Institutional Proposal is created from this PL, the PL is merged with another proposal document, or the PL is manually voided.



## Updating a Proposal Log


This section describes the steps to update a Proposal Log you saved to the system. This section assumes you have completed the [Minimum Fields Required for Saving](#), and have the Proposal Log up on your screen.

The screenshot shows the 'Edit Proposal Log' form with the following fields and values:

- Proposal Number:** 00000784
- Fiscal Month / Year:** 9 / 2017
- \* Proposal Log Type:** Permanent (dropdown menu)
- Proposal Log Status:** Pending
- Proposal Merged With:** (empty field with search icon)
- \* Proposal Type:** select (dropdown menu)
- \* Title:** (empty text field)
- Principal Investigator (Employee Username):** (empty field with search and help icons)
- Principal Investigator (Non-Employee ID):** (empty field with search icon)
- \* Lead Unit:** (empty field with search icon)
- Sponsor Code:** (empty field with search icon)
- Sponsor Name:** (empty text field)
- Comments:** (empty text area with a small icon on the right)
- Deadline Date:** (empty field with a calendar icon)
- Deadline Time:** (empty field with a clock icon)

1. If this PL will eventually be entered in the Proposal Development and Budget module, click the arrow next to the **Proposal Log Type** field to access the dropdown menu, and then select Temporary.

Otherwise, leave the value defaulted to Permanent.

2. Select the **Sponsor Code**, if one is known, by clicking the magnifying glass  to search for and select the correct value.

Streamlyne will default the Sponsor Name to the document based on your selection.

3. Enter any optional Comments that should follow this PL in perpetuity.

**Note** If your Proposal Log has a Proposal Log Type of Permanent, Streamlyne Research checks the database for existing PL documents where the Proposal Log Type is Temporary and the Principle Investigator matches your submission.

If the system finds a match, you will be prompted with the option to merge the two documents. The steps to accomplish the merge are detailed in [Merging a Permanent Log with a Temporary Log](#).

## Merging Proposal Logs

Streamlyne Research offers two options to merge Proposal Logs with other existing documents. Review this section to become familiar with these options.

## Merging a Permanent Log with a Temporary Log

This merge feature is designed to catch any duplicate Proposal Logs that may have been unwittingly entered into Streamlyne Research. This function is triggered automatically upon submission, specifically when submitting a new Proposal Log with a Type of Permanent.

1. When the Proposal Log is complete and all errors have been resolved, click the Submit button to finalize the document.
2. If you are submitting a Proposal Log with a Type of Permanent, Streamlyne Research will search the database for Proposal Logs with a Type of Temporary, where the Principal Investigator is the same as your submission.

If the system finds such a record, this prompt is displayed:

The following matching temporary proposal logs exist. Select to merge one or select cancel at the bottom.

Proposal Number	Principal Investigator Full Name	Sponsor Code	Sponsor Name	Title	Lead Unit	Unit Name	Comments
00000727	Biochemistry Professor	000340	National Institutes of Health	PL Void Test 2	105010	Biochemistry	PL Void Test 2

Do Not Merge

If you wish to merge one of the Temporary documents with your Permanent document, click the Merge button that corresponds to the Temporary document.

Merge

3. If you do not wish to merge documents, click the Do Not Merge button.
4. If you wish to cancel out of this screen to correct your original document, click the **Cancel** button.

Do Not Merge

**Result** If you clicked the Do Not Merge button, the system will finish the submission process and finalize the document.

If you clicked the Merge button, the system will:

- Update the Proposal Merged With field on both documents with the other document's Proposal Number

Proposal Log Status: Merged Proposal Merged With: 00000626

- Update the Status of the PL from Temporary to Merged

Proposal Log Type	Proposal Log Status
Temporary	Merged

## Merging a Temporary Log with an Institutional Proposal

When the project tracked on a Proposal Log is ready to go to negotiation with the sponsor, the document should be promoted to an Institutional Proposal. This process is covered in [Promoting a Proposal Log Document](#).

Occasionally, an Institutional Proposal is created for the project in such a way that bypasses the promotion process, abandoning the related Proposal Log. In this case, Streamlyne Research provides the option to merge the Proposal Log with the existing Institutional Proposal. Note that this function is reserved for Proposal Logs with a Type of Temporary.

Follow these steps to complete this process:

1. Navigate to the Proposal Log Lookup by clicking Main Menu > Pre-Award > Proposal Log.
2. Enter the search criteria in the Lookup and click the Search button.

Search

- Streamlyne Research displays the search results at the bottom of the screen.

Identify the Proposal Log you wish to merge with an Institutional Proposal by clicking the merge hyperlink next to the desired record.

Actions	Proposal Number	Proposal Log Type	Proposal Log Status
edit copy merge print	00000785	Temporary	Temporary

- Streamlyne Research will open the Institutional Proposal Lookup.

Enter the search criteria in the Lookup and click the Search button.

Search

- Streamlyne Research displays the search results at the bottom of the screen.

select streams	00000786	New	Research	Pending	105010	Biochemistry
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Click the select hyperlink next to Institutional Proposal you wish to merge with a Proposal Log.

**Result** Streamlyne Research will update the Proposal Log's Status to Merged.

No data is added the Institutional Proposal, nor is the Proposal Log referenced on the Streams tab of the IP.

## Accessing and Editing a Proposal Log

Once a Proposal Log is saved and submitted, there will be times when it will be necessary to make changes or add information to the document.


Follow these steps to access and edit an existing Proposal Log:

- Navigate to the Proposal Log Lookup by clicking Main Menu > Pre-Award > Proposal Log.
- Enter the search criteria in the Lookup and click the Search button.
- Streamlyne Research displays the search results at the bottom of the screen.

Actions	Proposal Number	Proposal Log Type	Proposal Log Status	Proposal Merged With	Created Institutional Proposal	Proposal Type	Title	Principal Investigator Full Name
edit copy print	00000429	Permanent	Pending			New	New Proposal Sponsor	Social W Professor
edit copy print	00000625	Permanent	Pending			New	Proposal Log Test 1	Biochemistry Professor


Identify the Proposal Log you wish to edit, and then click the corresponding edit hyperlink.



4. Streamlyne Research will display the Edit Proposal Log tab for the selected document.  
Make any changes to the Log by updating the editable fields.
5. Click the Submit button to finalize the changes. 

## Voiding a Proposal Log

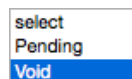
Occasionally Proposal Logs are created in error. This section describes the steps to void a document that has been created in error.

1. Navigate to the Proposal Log Lookup by clicking **Main Menu > Pre-Award > Proposal Log**.
2. Enter the search criteria in the Lookup and click the Search button. 
3. Streamlyne Research displays the search results at the bottom of the screen.



Actions	Proposal Number	Proposal Log Type	Proposal Log Status	Proposal Merged With	Created Institutional Proposal	Proposal Type	Title	Principal Investigator Full Name
edit copy print	00000429	Permanent	Pending			New	New Proposal Sponsor	Social W Professor
edit copy print	00000625	Permanent	Pending			New	Proposal Log Test 1	Biochemistry Professor

Identify the Proposal Log you wish to void, and then click the corresponding **edit** hyperlink.

4. Streamlyne Research will display the Edit Proposal Log tab for the selected document.



Click the arrow next to the **Proposal Log Status** field and select the Void option.

5. Update the **Explanation** field in the Document Overview section with a reason the Log should be voided.
6. Click the Save button to save the change. 
7. Click the Submit button to complete the action. 

**Note** If you choose, click the Reload button to display the Proposal Log in a read-only, voided state.

## Promoting a Proposal Log Document

When the project tracked on a Proposal Log is ready to go into negotiations with the sponsor, the Proposal Log must be converted to an Institutional Proposal (IP). This process is also known as “promoting” a Proposal Log.


This section describes the steps to manually create an Institutional Proposal from a Proposal Log document. This process applies only for Proposal Logs that were never added to the Proposal Development and Budget module.

If your project is being tracked on a document initiated in the Proposal Development and Budget module, skip this process and proceed to [Accessing an Institutional Proposal](#).

## Promoting the Log

1. From the Portal page, navigate to Main Menu > Pre-Award > Institutional Proposals > +.

2. Streamlyne Research displays the Proposal Log Lookup page.

Enter the criteria for the Proposal Log document you wish to promote, and click the Search button. 

3. Streamlyne Research displays the results that meet your criteria in the bottom of the page.

Click the select hyperlink next to the Proposal Number you wish to promote.

Actions	Proposal Number	Proposal Log Type	Proposal Log Status	Proposal Merged With
<a href="#">select</a>	00000784	Permanent	Pending	

**Result** Streamlyne Research creates and displays your Institutional Proposal document.

Continue to the next process for steps to save the document to the database.

## Updating Institutional Proposals

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Once you have promoted your Proposal Log to an Institutional Proposal, you will need to complete the minimum fields required to save the document without validation errors. Note that, if your IP was generated from a Proposal Development document, all of the completed fields that also appear in IP will be populated already.

Note that you cannot create a new IP outright, but you must instead generate it from a Proposal of some sort.

### Minimum Required Fields

Consult the table on below for details on these fields, and then follow the steps to save your work.

Tab	Section	Field Name	Field Description	Instructions
Institutional Proposal	Document Overview	Description	The short description of document.	Enter freeform text.
Institutional Proposal	Institutional Proposal	Proposal Type	The type of proposal documented on the IP; defaults to the type selected on the associated PL or PD.	Update as necessary by selecting from dropdown list.
Institutional Proposal	Institutional Proposal	Project Title	The full title of the project, defaults from source document.	Update as necessary by editing freeform text.
Institutional Proposal	Institutional Proposal	Status	The status of the IP in relation to funding, defaults to Pending.	Update as necessary by selecting from dropdown list.
Institutional Proposal	Institutional Proposal	Activity Type	The type of project being funded by the IP.	Select configured values from dropdown list.
Institutional Proposal	Sponsor & Program Info	Sponsor ID	The unique identifier for the sponsoring agency, defaults from source document.	Update by clicking the magnifying glass to search for and select the desired value.

Tab	Section	Field Name	Field Description	Instructions
Contacts	Unit Contacts	Person	The PI leading the project activity, defaults from source document.	Update by clicking the magnifying glass to search for and select the desired value.
Contacts	Unit Contacts	Project Role	Role assigned to the corresponding person, defaults from source document.	Update as necessary by selecting from dropdown list.

1. After the Proposal Log is promoted, Streamlyne Research will display the IP document opened to the Institutional Proposal tab.

Complete the fields outlined in the table above.


2. Click the Save button. 

**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 your convenience.

## Accessing an Institutional Proposal

This process details the steps to access any existing Institutional Proposal.

Sometimes, you will perform these steps when you need to access an IP that you created by promoting a Proposal Log. Other times, you will perform these steps to access an IP that has been automatically created by Streamlyne Research when a Proposal Development document updates to Submitted to Sponsor status.

1. From the Action List, navigate to Main Menu > Pre-Award > Institutional Proposals.
2. Streamlyne Research displays the Institutional Proposal Lookup page. Enter the criteria for the Institutional Proposal document you wish to access, and click the  Search button.



3. Streamlyne Research displays the results that meet your criteria in the bottom of the page.

Click the **open** hyperlink next to the **Institutional Proposal Number** you wish to access.

Actions	Institutional Proposal Number	Proposal Type	Activity Type
<a href="#">open</a> <a href="#">streams</a>	00000786	New	Research

## Editing an Institutional Proposal

This section will walk you through the processes to complete the required fields in each tab and section of an Institutional Proposal document. IP documents contain seven (7) tabs accessed by clicking the tab headers located on the left-hand side of the screen within the document. Each tab has multiple sections running vertically down the center of the page.

If you do not have the permissions necessary to make changes to an IP, you can follow these steps to familiarize yourself with the information available to review.

Note that Streamlyne Research automatically transfers any relevant data that you entered earlier in the Proposal Log document or the Proposal Development document to the IP document. Given this, *it may not be necessary* to edit many fields on the IP when you are also using Proposal Development.

Access the Institutional Proposal by completing one of these processes:

- [Promoting a Proposal Log Document](#)
- [Accessing an Institutional Proposal](#)
- Or by clicking on a COM item on your Action List

## Updating the Institutional Proposal Tab

When you access the IP document, Streamlyne Research will display the document opened to the Institutional Proposal tab.

### Institutional Proposal Tab > Document Overview Section

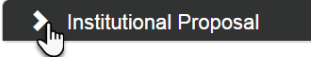

Update the Document Overview section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.

## Institutional Proposal Tab > Institutional Proposal Section

Institutional Proposal information from the Proposal Development document or the Proposal Log document will automatically populate on the Institutional Proposal wherever possible.

The screenshot shows a web form titled "Institutional Proposal" with a sub-header "Institutional Proposal ?". The form contains several fields and labels:

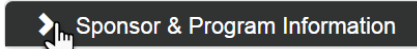


- Institutional Proposal Number:** 00000786
- Institutional Proposal Version:** 2
- Fiscal Month/Year:** 09/2017
- Created from Prop Log:** 00000786
- Award ID:** A text input field with a magnifying glass icon for search.
- \* Status:** A dropdown menu currently showing "Pending".
- \* Proposal Type:** A dropdown menu currently showing "New".
- \* Activity Type:** A dropdown menu currently showing "Research".
- Initial Contract Admin:** gcadmin2
- Proposal Create Date:** 2017-03-30
- Updated By:** gcadmin
- Last Update:** 2017-03-30 07:36:14.0
- \* Project Title:** A large text input field with a lock icon.

1. Click the header to expand the Institutional Proposal section. 
  2. If this is a Continuation or Renewal and the related Award document exists in the system, enter the Award Number into the **Award ID** field or click the magnifying glass  to search for and select the original **Award ID**.  
  
If this is not a Continuation or Renewal, skip to the next step.
  3. Click the arrow to access the dropdown menu next to the **Status** field, and then select most appropriate value from the dropdown list.
- Note** The **Status** can be changed up until the point that the IP is added as a funding proposal to an Award. Once this occurs, the IP's Status updates to Funded and is no longer editable.
4. Click the arrow to access the dropdown menu next to the **Proposal Type** field, and then select the type that applies to this IP.
  5. Click the arrow to access the dropdown menu next to the **Activity Type** field, and then select the Activity that corresponds to your IP.

6. Enter a meaningful description in the **Project Title** field.

### Institutional Proposal Tab > Sponsor & Program Information Section

Sponsor information from the Proposal Development document or the Proposal Log document will automatically populate on the Institutional Proposal wherever possible.

1. Click the header to expand the **Sponsor & Program Information** section. 
  2. The **Sponsor ID** field will reflect the value selected on the Proposal Log or Proposal Development document.  
  
If necessary, click the magnifying glass  next to the **Sponsor ID** field to search for and select a new Sponsor ID.
- Note** The remaining fields in this section are optional. Most default in from the Proposal Development document if populated there.
3. If the sponsor has assigned a unique identifier to your submission, enter this value in the **Sponsor Proposal ID** field.
  4. If necessary, add or update the **Prime Sponsor Id** by clicking the magnifying glass  next to search for and select the correct value.
  5. If applicable, add or update the **NSF Science Code**. Click the arrow next to the field and select the appropriate value from the dropdown list.

6. The **Sponsor Deadline Date** will populate from the either the Proposal Log or the Proposal Development document.

If necessary, add or update this date using MM/DD/YYYY format. You may also click the calendar icon to select the date.

7. If necessary, click the clock icon to add or update the **Sponsor Deadline Time**.



8. If the proposal was submitted to the sponsor before or after the date that the Institutional Proposal was generated, update **Submission Date** using MM/DD/YYYY format. You may also click the calendar icon to select the date.

**Note** Depending on your institution's processes, the Submission Date may differ from the date the Institutional Proposal was created. The system provides two configuration options for this field:

- Out of the box, Streamlyne Research prepopulates the Submission Date with the same value as the Institutional Proposal Create Date. In this case, administrators would update the field only when the Submission Date differs.
- You may configure Streamlyne Research to leave Submission Date blank, leaving it up to your administrators to manually enter the field each time an Institutional Proposal is generated.

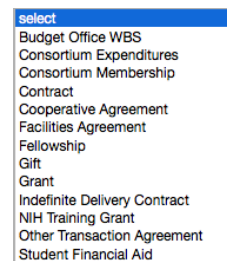
9. If necessary, add or update the **Sponsor Deadline Type**. Click the arrow next to the field and select the appropriate value from the dropdown list.



10. If the **Proposal** has subawards associated with it, if necessary, click the checkbox.

Does this proposal include subaward(s)? : ☒

11. If necessary, update the **Anticipated Award Type**. Click the arrow next to the field and select the appropriate value from the dropdown list.



12. If necessary, add or update the **CFDA Number** by hand-keying the value.
13. If necessary, add or update the **Research Type**. Click the arrow next to the field and select the appropriate value from the dropdown list.

14. If necessary, add or update the method for **Notice of Opportunity**. Click the arrow next to the field and select the appropriate value from the dropdown list.

select  
Federal Solicitation  
Unsolicited  
Verbal Request for Proposal  
SBIR Solicitation  
STTR Solicitation  
Non-Federal Solicitation  
Internal

15. If necessary, add or update the opportunity ID by hand-keying the value in the **Opportunity** field.

### Institutional Proposal Tab > Financial Section

Financial

Account Info ?

Account ID :

Project Periods and Amounts ?

	Initial Period	Total Period
Requested Start Date :	<input type="text" value="07/01/2017"/>	<input type="text" value="07/01/2017"/>
Requested End Date :	<input type="text" value="06/30/2018"/>	<input type="text" value="06/30/2019"/>
Total Direct Cost :	<input type="text" value="100,000.00"/>	<input type="text" value="200,000.00"/>
F&A Cost :	<input type="text" value="50,000.00"/>	<input type="text" value="100,000.00"/>
Total All Cost:	\$150,000.00	\$300,000.00

1. If your IP began as a Proposal Development document with a Proposal Budget, financial data will automatically populate from the original document. Skip to the next process.

If your document began as a Proposal Log, or as a Proposal Development document without budget amounts, or if you need to update defaulted values from these sources, click the section header to expand the **Financial** section.



2. Update any **Date** field by clicking the calendar icon and clicking the date corresponding to **Start** or **End Dates**. You may also hand-key the dates in MM/DD/YYYY format.
3. Update any **Cost** field by typing a dollar amount.
4. Click the Recalculate button to update the Total values.

## Institutional Proposal Tab > Graduate Students Section

▼ Graduate Students

Graduate Students ?

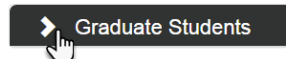
Head Count :

Person Months :

1. This section is optional. If graduate students will be working on the project associated with your IP and your institution has elected to report on this information, click the header to reveal the Graduate Students section.

Otherwise, skip to the next process.

2. Update the **Head Count** field, the **Person Months** field, or both by tabbing into the field(s) and entering a value.



## Institutional Proposal Tab > Notes and Attachments

Update the Notes and Attachments section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.

## Institutional Proposal Tab > Delivery Info

▼ Delivery Info

Delivery Info ?

Mail By :

Type :

Mail Account ID :

Number of Copies :

Rolodex ID : (select)

Delivery Comments

Add:

1. If you entered delivery information on the original Proposal Development document, that data will appear in this section of the IP. Skip to the next process.

If your proposal began as a Proposal Log or as a Proposal Development document that did not include delivery information, click the header to expand the Delivery Info section.



2. All fields in this section are optional. Complete the fields with any information necessary to ensure the Proposal is delivered correctly.

### Institutional Proposal Tab > Keywords Section

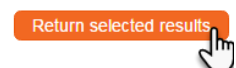
1. Optional Keywords allow your institution to report on IP by research topic. If your institution is tracking this data, click the section header to expand the Keywords section.

Otherwise, skip to the next process.

2. Search for 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 IP.



5. Repeat Steps 2 through 4 to include all relevant keywords on the IP.

### Saving the Institutional Proposal Data

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



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

If you are missing minimum required fields on your IP, 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

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

Document was successfully saved.

## Updating the Contacts Tab

The Contacts tab is the place to maintain Unit, project Role, and any administrative contacts for personnel supporting the Proposal.

### Contacts Tab > Project Personnel Section > Project Personnel Subsection

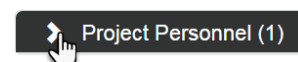
	* Person	Unit	* Project Role
Add:			select
1	Biochemistry Professor 102-456-1079 ekualitiuser@gmail.com	Biochemistry	Principal Investigator

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


Contacts



2. Click the header to expand the Project Personnel section.

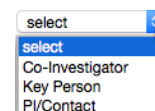



3. The Principal Investigator information is pulled in from the source documents (either the Proposal Log or the Proposal), along with other team members who might be receiving some portion of credit for the project.

If you need to add another team member to the Institutional Proposal at this time, click the magnifying glass  next to either the **Internal Person ID** or **External Address Book ID** fields to search for and select the team member's record.

Otherwise, skip to the next process.

4. Select a **Project Role** for the new person by clicking the arrows to reveal the dropdown list.

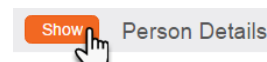



5. If you selected the **Key Person** role in Step 4, provide a description of the role the person will play on the project.
6. Click the Add button to complete the action. 
7. Repeat Steps 3 through 6 until all team members are identified according to your institution's procedure.

## Contacts Tab > Project Personnel Section > Person Detail & Unit Details Subsection

1. Each team member listed as Key Personnel on the Institutional Proposal will have his or her own Person Details and Unit Details subsections.

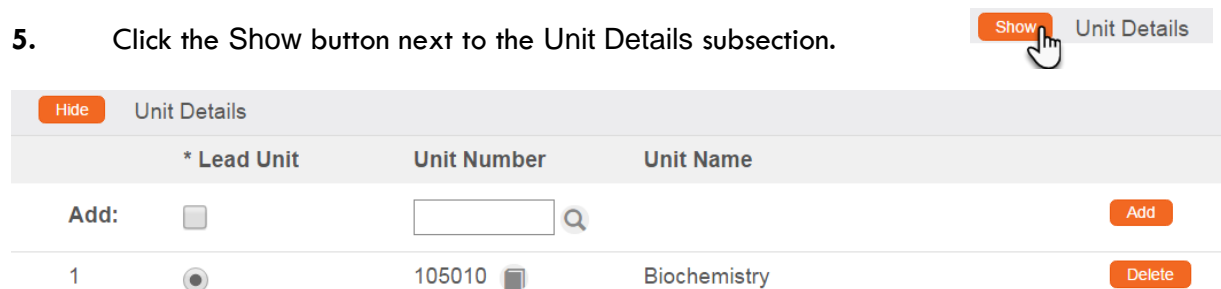
Click the Show button to expand the Person Details subsection associated with the first team member.




 Person Details		
<b>Faculty :</b>	<b>Total Effort :</b>	<b>Academic Year Effort :</b>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
		<b>Summer Effort :</b>
		<input type="text"/>
		<b>Calendar Year Effort :</b>
		<input type="text"/>

2. If the team member is a faculty member, indicate this by clicking the **Faculty** checkbox.

3. Enter the total effort this person is responsible for as a percentage value, 0 to 100, in the **Total Effort** field. If this value was populated on the PD, it will default here.
4. Using percentage values that total to the value Total Effort entered in the Total Effort field, indicate what percentage of the will occur during the Academic Year, the Summer, and/or the Calendar Year.
5. Click the Show button next to the Unit Details subsection.



* Lead Unit	Unit Number	Unit Name	
Add: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
1 <input checked="" type="radio"/>	105010	Biochemistry	<input type="button" value="Delete"/>

6. The Unit assigned to the team member's Person record is populated here.  
If the person's effort for this Institutional Proposal should be linked to another department, or shared between departments, click the magnifying glass  next to the **Unit Name** field to search for and select the new **Unit ID**.  
Otherwise, skip to Step 11.
7. Click the Add button to add this Unit to the team member's entry.
8. Repeat Steps 6 and 7 until all Units are represented for this team member.
9. Remove any extraneous records by clicking the Delete button.
10. Repeat Steps 1 through 9 until all team members' details have been updated.

### Contacts Tab > Project Personnel Section > 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 team member, 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 team member assigned to the **IP**, enter 100 for all credit categories.
2. If you have a single project team member 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.

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

Recalculate

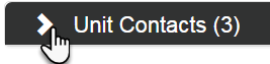

## Contacts Tab > Unit Contacts Section


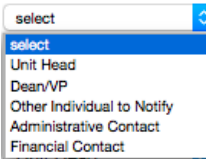

Unit Contacts (3)
Unit Contacts ?


Employee User Name:

	* Person	Unit	* Project Role	
Add:			select	Add Clear
1	Biochemistry Department 102-456-1034 ekualitiuser@gmail.com	Biochemistry	Administrative Contact	Delete
2	Biochemistry Chair 102-456-1031 ekualitiuser@gmail.com	Biochemistry	Unit Head	Delete
3	Business A Financial 102-456-1029 ekualitiuser@gmail.com	Business Administration	Financial Contact	Delete

Sync All

- Click the section header to expand the **Unit Contacts** section.

- If you would like to pull in default **Unit Contacts** and **Central Administrator Contacts** assigned to the **Lead Unit**, click the **Sync All** button.


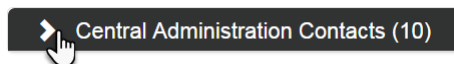
If clicked, a warning message will appear prompting you to confirm the action.
- If additional unit personnel should be added, click the magnifying glass  to look up and select the **Person**.
- Click the arrow next to the **Project Role** field, and then select the most appropriate role from the dropdown list.

- Click the **Add** button to complete the process.








6. Repeat Steps 3 through 5 as many times as necessary until all **Unit Contacts** are updated.
7. Click the **Save** button at the bottom of the page to save your work. 

### Contacts Tab > Central Administration Section

The **Central Administration Contacts** section stores read-only contact information for the administrative personnel assigned to the **Lead Unit** for this **Institutional Proposal**.

Click on the header to expand the section should you need to access this data.



▼ Central Administration Contacts (10)			
Central Administration Contacts ?			
	Person	Unit	Project Role
1	GCO Administrator  102-456-1063 ekualitiuser@gmail.com	Grants & Contracts Office 	OSP Administrator
2	IRB Administrator  102-456-1064 ekualitiuser@gmail.com	Human Subjects Office 	IRB Administrator
3	IACUC Administrator  102-456-1065 ekualitiuser@gmail.com	Animal Care & Use Office 	IACUC Administrator

### Updating the Custom Data Tab

As the name implies, the fields on the **Custom Data** tab are 100% configurable by your institution. 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.

**Custom Data**

### 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 Institutional 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

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.


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 your institution's custom document tracking number in the **Protocol Number** field.

5. Enter the **Application Date**, **Approval Date**, and **Expiration Date** of your linked project, if possible. Type these values in MM/DD/YYYY format or click the calendar icon to select the date.

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

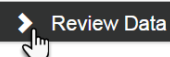
## Reviewing or Updating the Intellectual Property Review Tab

1. The Intellectual Property Review tab displays read-only data from a linked Intellectual Property document. If you would like to review or edit the Intellectual Property document, click the tab header on the left-hand menu to access the document.

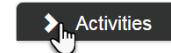
Otherwise, skip to the next process.



2. Click on the header to access the Review Data section.



3. Click the header to the Activities section to review any items completed in the Intellectual Property Review process.



4. If you need to edit or add an Intellectual Property Review document to this IP, click the Edit IP Review button at the bottom of the page.



5. If you clicked the Edit IP Review button, Streamlyne Research will open another window containing an Intellectual Property Review document.

Jump ahead to [Completing an Intellectual Property Review Document](#) to complete the document.


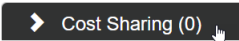
## Updating the Distribution Tab

### Distribution Tab > Cost Sharing



▼ Cost Sharing (0)

Cost Share ?

* Project Period	* Cost Share Type	Percentage	* Source Account	* Amount	Actions
Add: <input type="text"/>	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
				Total: \$0.00	<input type="button" value="Recalculate"/>

1. Click the tab header on the left-hand menu to access the Distribution tab. 
2. Click the header to access the Cost **Sharing** section. 

If you entered Cost Sharing information on the original Proposal document in the Proposal Development and Budget module, that data will appear in this section of the IP.
3. If adding a new cost share, enter the year (YYYY) in which the funds will be allocated into the **Project Period** field.

Depending on your institution's procedures, the year may indicate the fiscal year, project year, or calendar year.
4. Click the arrow next to the **Cost Share Type** field, and then select the most appropriate option from the dropdown list.
5. Enter the percentage of cost share into the **Percentage** field, if calculated by percentage.
6. Enter the account number for the **Cost Share Type** into the **Source Account** field.
7. Enter the **Cost Share Amount** into the **Amount** field.
8. Click the Add button to complete the action. 
9. Repeat Steps 3 through 8 until all Cost Sharing information is correctly entered.
10. If there is more than one Cost Share line, click the Recalculate button to update the Total. 



## Distribution Tab > Unrecovered F&A

▼

Unrecovered F&A (0)

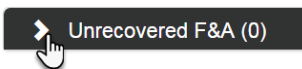

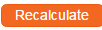

Unrecovered F&A Distribution List ?

* Fiscal Year	* F&A Rate Type	Applicable Rate	On CampusContract	* Source Account	* Amount	Actions
Add: <input type="text"/>	<input type="text" value="select"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
Total:					\$0.00	

◀

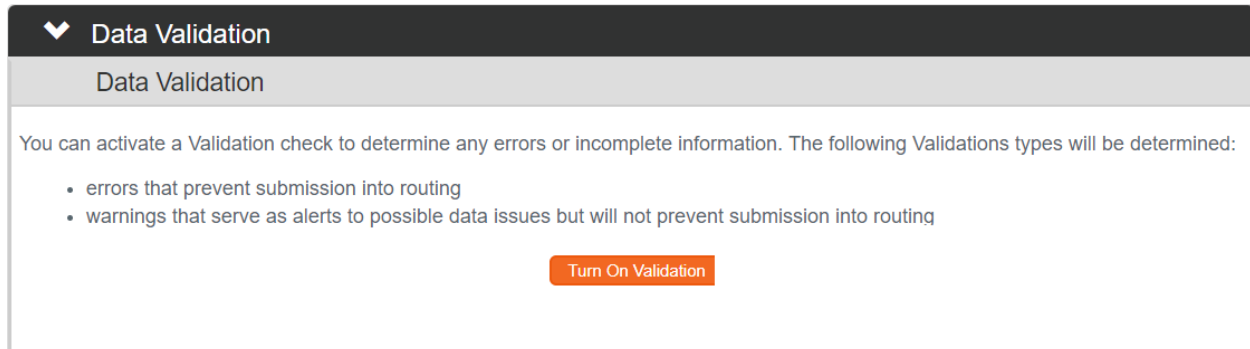
▶




Recalculate

1. If you need to add or review unrecovered facilities and administrative costs, click the header to access the Unrecovered F&A.
2. To add an Unrecovered F&A line item, enter the year (YYYY) in which the funds will be allocated into the **Fiscal Year** field.
3. Click the arrow next to the **F&A Rate Type** field to access the dropdown menu, and then select the most appropriate option.
4. Enter the applicable F&A rate in the **Applicable Rate** field.
5. The **On CampusContract** box defaults to checked.  
If the F&A Rate is Off Campus, clear the checkbox.
6. Enter the account number for the account that will cover the charges into the **Source Account** field.
7. Enter the dollar amount for this item into the **Amount** field.
8. Click the Add button to complete the process. 
9. Repeat steps 2 through 8 until all unrecovered F&A is correctly entered to the IP.
10. If there is more than one line, click the Recalculate button to update the Total. 
11. Click the **Save** button located under this section to save your work. 

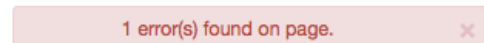
## Updating the Institutional Proposal Actions Tab


### Institutional Proposal Actions Tab > Data Validation Section



1. Click the tab on the left-hand menu to access the Institutional Proposal Actions tab. 
2. Click the header to access the Data Validation section. 
3. Click the Turn On Validation button. 
4. Streamlyne Research will run a series of validation steps to make sure all fields are populated correctly, that dollar values total correctly, and that field entries do not conflict (wherever possible). This is the same validation routine automatically run when the Institutional Proposal is submitted.

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



If errors exist, the **Fix** button next to the first listed error. Otherwise, skip to the next process. 

5. Streamlyne Research returns to the document section where the problem resides. Make your corrections and save the updated document.
6. Repeat Steps 4 and 5 as many times as necessary to resolve all errors.

### Institutional Proposal Actions Tab > Funded Awards Section




If an Award document lists this IP as a funding source, the **Award ID** will appear on this read-only section.

Funded Awards				
Funded Awards ⓘ				
Award ID	Award Version	Proposal Version	Account ID	Actions
000085-00001A	1	3		<input type="checkbox"/>
Unlock Selected			Select All	Deselect All

### Institutional Proposal Actions Tab > Funded Awards Section > Unlinking an IP from an Award

When an Award document lists an IP as a funding source, Streamlyne Research updates the IP's Status from Pending to Funded. If this Award ID has been linked to this IP in error, editing the IP can unlink it.

Follow these steps to break the association between an Institutional Proposal and an Award.

1. Click the Edit button at the bottom of the Institutional Proposal tab to open the IP for editing if it's not open already.
2. Click the tab header on the left-hand menu to access the Institutional Proposal Actions tab. 
3. Click on the header to expand the Funded Awards section. 
4. Click the checkbox to select an individual award to unlink from the IP, or use the Select All and Deselect All buttons to select awards.
5. Click on the Unlock Selected button to unlink the IP from the award(s) selected. 

**Note** If the IP is unlinked from all awards, the Status of the IP will change from Funded to Pending.

### Institutional Proposal Actions Tab > Ad Hoc Recipients Section

Leverage the Ad Hoc Recipients section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.

## Institutional Proposal Actions Tab > Print Section

Print

Hide Print Notice








Proposal Notice Print

Hide Print Reports

Person Lookup

Current Report Pending Report

Initiate Print Initiate Print

1. If you need to print the Proposal Notice or current and pending effort reports for IP personnel, click the header to reveal the **Print** section. 
2. To print the PDF of the Proposal Notice, click the Show button next to Print Notice. 
3. Click the Print button. 
4. Streamlyne Research will generate a PDF of the Proposal Notice.  
Follow your browser's prompts to open, save, or print this document.
5. To generate current and pending effort reports at the person level, click the Show button next to Print Reports. 
6. Click the magnifying glass  to search for and select the **Person** for whom you will generate the **Current** or **Pending** report. The selected name will populate for both reports.
7. Click the **Initiate** button for one or both reports. 
8. Click the **Print** button for one or both reports. 
9. Streamlyne Research will generate a PDF of the selected reports.  
Follow your browser's prompts to open, save, or print this document.

## Institutional Proposal Actions Tab > Route Log Section

Leverage the Route Log section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.

## Completing an Intellectual Property Review Document

When you click the Edit IP Review button from within an IP, Streamlyne Research opens a new document called an Intellectual Property Review (IPR) document on a new tab in your browser. Many fields on the IPR are optional.

Edit IP Review

Follow these steps to create, save, and submit this document.


## Updating the Intellectual Property Review Tab

### Intellectual Property Review Tab > Review Data Section

This top section of the IPR tracks the overall status and outcome of the review.

Review Data	
Original	New Copy
Submitted for Review:	Submitted for Review: <input type="text"/>
Date Finished Review:	Date Finished Review: <input type="text"/>
Reviewer: -	Reviewer: <input type="text"/>
Review Requirement: select	Review Requirement: <input type="text"/>
Review Results: select	Review Results: <input type="text"/>
General Comments:	General Comments: <input type="text"/>
Reviewer Comments:	Reviewer Comments: <input type="text"/>

1. Complete the Document Overview section.
2. In the **Submitted for Review** field, enter the date that the IPR was sent for internal review. Enter the date in MM/DD/YYYY format or click the calendar icon to select the date.

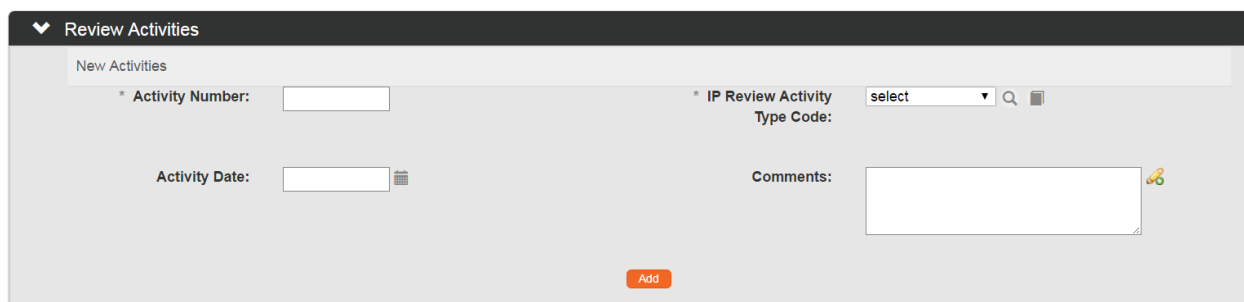
3. In the **Date Finished Review** field, enter the date that the IPR's internal review was completed. Enter the date in MM/DD/YYYY format or click the calendar icon to select the date.
4. Identify the **Reviewer** by using the magnifying glass  to search for and select the Person.
5. Click the arrow next to the **Review Requirement** field, and then select the appropriate value from the dropdown list.
6. Record the **Review Results** by clicking the arrows next to the field, and selecting the appropriate value from the dropdown list.

These options are:

- A** No inventions are disclosed to the Technology Transfer/Technology License office.
  - B1** Inventions are disclosed, but not related to this proposal.
  - B2** STOP—there is disclosed Intellectual Property that IS related but NOT available for this project.
  - B2-R** Intellectual Property is disclosed, is related to this proposal, and is available.
7. Enter any comments in either or both of the **Comments** fields.




### Intellectual Property Review Tab > Review Activities Section

This lower section of the IPR allows you to record individual activities related to the review, for example meetings and communications.



The screenshot shows a web form titled "Review Activities" with a dropdown arrow. Below the title is a "New Activities" section. It contains four input fields: "Activity Number:" with a text box, "IP Review Activity Type Code:" with a dropdown menu showing "select", "Activity Date:" with a text box and a calendar icon, and "Comments:" with a large text area and a link icon. An "Add" button is located at the bottom center of the form.

1. In the Review Activities section, enter the **Activity Number** according to your institution's procedures.

2. Click the arrow next to the **IP Activity Review Type Code**, and then select the appropriate value from the dropdown list.
3. In the **Activity Date** field, enter the date the activity occurred in MM/DD/YYYY format, or click the calendar icon to select the date.
4. Enter optional **Comments** as desired.
5. Click the **Add** button to complete the action. 
6. If necessary, remove extraneous activities from the IPR by clicking the **Delete** button that appears beneath each activity. 
7. Click the Submit button to save your data and submit the document into workflow. 

### Intellectual Property Review Tab > Notes and Attachments

Leverage the Notes and Attachments section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.

### Intellectual Property Review Tab > Ad Hoc Recipients Section

Leverage the Ad Hoc Recipients section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.

### Intellectual Property Review Tab > Route Log Section

Leverage the Route Log section as outlined in the **Navigation, the Action List, and Common Document Elements** manual.