GUIDE
Identifying Key Personnel

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Key Personnel Overview
Key or Senior Personnel are individuals who contribute significant, measurable effort to the scientific
development, technical direction, or execution of the project.

- Consult the current guidelines from your sponsor, such as the [NSF PAPPG](#), for the appropriate
designations of Key or Senior Personnel.
- Common types of Key Personnel recognized by sponsors are Principal Investigator (PI),
  Program Director (PD), Co-Principal Investigator (Co-PI), Co-Investigator (Co-I),
  Collaborator, Consultant, Other Key Participant, Other Significant Contributor.
- Key Personnel are usually faculty or other comparable professional staff. Students,
  postdocs, and staff are listed in the Personnel section of the budget but are not usually
defined as Key Personnel. Exceptions are some doctoral, postdoctoral, or training grants.

Streamlyne can draw Key Personnel information from an internal UNM personnel database OR from an
address book of external persons updated by our users. Note that UNM HSC personnel are generally
“external” persons, though some have main campus affiliations may be listed in the internal user
database.
Adding Key Personnel

Adding UNM Key Personnel

1. To add a UNM main or branch campus person, make sure that Internal User Name is selected above the search window in the Key Personnel panel. You can find a UNM person using one of two methods
   - If you know the UNM email address, type the full address (xxxx@unm.edu) in the search window and press TAB. If a record is found, their information should appear below the search bar.
   - Alternatively, click the magnifying glass icon to open the Person Lookup. Enter the first and/or last name and click Search. If you are unsure of the spelling, you can use wildcard search, e.g., Luc*, to bring up all matches. Click return value next to the person you wish to add.

2. When the correct person has been identified, select a Project Role (see: Streamlyne Project Roles) from the drop-down list.

3. Click the red Add button to finalize your selection.

4. You should now see a new red pane for each added key person.
ADDING EXTERNAL PERSONNEL TO THE ADDRESS BOOK

1. External users must be available in the Address Book before they can be added to a proposal. Once an Address Book entry has been created (by any Streamlyne user), the person will be available immediately and for any future proposals.
   - *If the external person is already in the Address Book, proceed to the next section: Adding External Personnel to the proposal*

2. The Address Book can be modified by any Streamlyne user and is accessible by navigating to Main Menu > Settings>Address Book. Click the plus (+) sign to add a new entry.
   
   Hint: We suggest opening a new browser window to work on the Address Book so that you do not lose your place in the proposal.

3. The following fields should be completed to add an address book entry for a person:
   - **Description**: type any note, such as “Add Person X”
   - **Country Code**
   - **State** (if U.S.)
   - **First Name**
   - **Last Name**
   - **Email Address**
   - **Organization**: use Link to Organization to search for an organization in the database. If not found, free-type in the Organization field
   - **Owned by Unit**: By default, displays 000001 (University of New Mexico). If desired, you can link your entry to a specific Unit/Department to make it easier to search for them later.

4. Click **Submit** at the bottom of the page to finalize your entry.

5. Return to your proposal. The newly-created address book entry will now be available to name as a Key Person.

ADDING EXTERNAL PERSONNEL TO THE PROPOSAL

1. Select the radio button next to **External Address Book ID**.

2. Click the magnifying glass icon to open the **Address Book Lookup**.
3. Enter one or more fields, such as Last Name, First Name, or Email Address to search for matching Address Book Entries. If you are not sure of spelling, use * to perform a wildcard search on part of a name or email address.

4. Click return value next to the person you wish to add.

5. Confirm that the correct person is identified and select a Proposal Role (see: Streamlyne Project Roles) from the drop-down list.

6. Click "Add" to finalize your selection.

6. You should now see a new red pane for each added key person.

Streamlyne Project Roles

Each Key Person must be identified with one of the Project Roles.

- **PI/Contact:** Lead or Contact Principal Investigator (PI). PI/Contact is a required Proposal Role prior to submission. Only one PI/Contact is allowed.
- **Co-investigator:** Use for NSF Co-PI role, NIH Co-investigator role, and similar. For MultiPI proposals, select Co-investigator and tick the box labeled Multiple PI.
• **Key Person**: Use for other types of key persons, as needed, e.g., senior collaborators, consultants, and other significant contributors. When Key Person is selected, you must also enter a **Key Person Role**. Refer to sponsor guidelines for applicable roles.

After a person has been added, their role may be edited in the **Person Details** fields under their name.

### Editing Key Personnel Details

After a key person has been added, click the arrow next to their name to view editable details. This section of the guide describes the information which you should provide/verify. Most fields found here are optional. Click **Show** to access each section.

#### PERSON DETAILS

- Where available, person details are imported from the UNM Banner database. Details may be added or edited, but this will affect only the current proposal.
- Please verify or provide a good contact phone number (**Office Phone** or **Mobile**) for the PI.
- You may also change the assigned **Proposal Person Role** here.

#### UNIT/DEPARTMENT DETAILS

All Key Personnel must be assigned to one or more Unit(s)/Department(s) at UNM

- **UNM personnel** will automatically be assigned to the Unit associated with them in Banner. Unit(s) may be added or deleted as appropriate to the current proposal.

To add an additional unit, enter the **Unit/Department Number** (UNM organization code), or click the magnifying glass to perform a search by **Unit/Department Name**. Be sure to click the **Add** button to confirm your entry.

*Note: Unit assignments will determine the administrative approvals required for routing.*

To remove a unit affiliation that is not applicable to the proposal, click the **Delete** button.

*Note: The PI/Contact must be associated with the Lead Unit identified in the Proposal section.*
• To avoid a proposal validation error, External Personnel must also have an assigned unit. Please type EXT (EXTERNAL) or search for the Unit/Department of the Lead PI.

**PROPOSAL PERSON CERTIFICATION**

All UNM PIs and Co-Investigators must certify their compliance with ethical and policy/legal requirements before the proposal is submitted. Please read the short series of questions carefully and answer truthfully.

• The lead PI may certify the proposal on behalf of other investigators. Alternatively, other investigators may be given Permissions to certify the proposal themselves.
• Note that completing the Proposal Person Certification is not the same as approving the proposal submission. After a complete proposal has been submitted for routing, UNM PIs and Co-Is will be required to approve the final proposal submission.
• Proposal certification questions should not be completed by non-investigators (e.g., administrative staff) without verifying each response with the investigators.
• External personnel and those with the “Key Person” role are not required to complete the certification.
• Click the red Save button after completing each Proposal Person Certification.

**Common Errors/Warnings**

When saving the Key Personnel section, the most common issues are:

**ERRORS**

• A PI/Contact role has not been assigned. Add the Contact PI or change the Proposal Person Role under the Person Details for that person.
• One or more key persons do not have a Unit/Department assigned. Open the Unit/Department Details for each person and add a Unit/Department where needed.
WARNINGS

- If a PI or Co-investigator role has been assigned to a person who by UNM policy is not automatically eligible to serve as a PI, you will see a warning next to their name to remind you that a PI exception must be obtained for proposal submission: [https://osp.unm.edu/pi-resources/pi-eligibility.html](https://osp.unm.edu/pi-resources/pi-eligibility.html).