



Proposal Submission Checklist

- Identify a funding **opportunity**. Consider using the Faculty Research Development Office (FRDO) tools for help finding new opportunities: https://frdo.unm.edu/?q=funding_opportunities
- Download the excel **budget template** and consult other resources on the Office of Sponsored Projects (OSP) website: <https://osp.unm.edu/>
- Access training documentation on correct use of *Streamlyne* (streamlyne.unm.edu). Contact the Faculty Research Development Office (FRDO) or trained staff members for **support** with project development and proposal submission <https://frdo.unm.edu/>
- Initiate a **Streamlyne** proposal record. Record your proposal number for future reference.
- Schedule a comprehensive proposal review **appointment** with **OSP**. This is required before proposal submission.
- Obtain any required administrative **pre-approvals**, such as for cost sharing, off-campus F&A request, F&A splits, or extra compensation. See OSP for additional guidance and relevant forms.
- Ensure that all investigators named on the proposal have completed **Conflict of Interest** (COI) requirements. COI disclosures can be accessed from the Main Menu in *Streamlyne*.
 - All projects require that investigators have completed an annual disclosure within the past year *prior to proposal submission*. A project-specific disclosure will be required before an award can be processed.
 - Dept. of Energy and Public Health Service (e.g., NIH) proposals require that project-specific disclosures are complete *prior to proposal submission*.
- Ensure that the proposal record is **complete** and accurate *prior to* the scheduled OSP appointment.
 - Prepare all proposal and budget components in the Sponsor's portal submission portal.
 - Complete an abbreviated proposal record in *Streamlyne*. Upload the sponsor solicitation, a budget worksheet, budget justification, and statement of work, along with any other supporting internal documentation (e.g., cost sharing agreement).
- All UNM Principal Investigators and Co-investigators must complete the Proposal **Certification** Questions (located in the Key Personnel section).
- Use the *Streamlyne* **Data Validation** tool (Proposal Actions section) to check proposal for errors.
- During the OSP appointment time, work with a Proposal Specialist to complete a **final review** of the submission for completeness and accuracy. When review is complete, the PIs will approve the final proposal for submission.
- The proposal will be routed for **approval** to PIs and relevant unit and college administrators. Proposals must be approved within 3 business days of routing.