

Quick Tips



How to Perform Searches in Streamlyne

Many of the fields in Streamlyne include a search or “lookup” capability to assist in proposal development. These lookup fields find existing investigators, sponsors, institutions, etc., in our database and assist in proposal development by bringing in relevant information (e.g., salaries, addresses).

Lookup fields can be identified by the magnifying glass icon.



Exact search terms may be entered directly into the space and pressing the TAB key. Alternatively, click on the magnifying glass to bring up an advanced lookup form. Below is an example of the lookup form for entering the **Sponsor**.

1. Enter one or more search terms and click **Search**. Your search results will appear below the lookup window.
2. To select the appropriate item and return to the proposal, select **return value**.

Sponsor Lookup

Sponsor Code:

Acronym:

DUN And Bradstreet Number:

DODAC Number:

Sponsor Reference ID:

State:

Audit Report Sent For Fy:

Address Book Id:

Active: Yes No Both

Sponsor Name:

Sponsor Type Code:

DUNS Plus Four Number:

CAGE Number:

Postal Code:

Country Code:

Owned By Unit:

Check here if this entity is a domestic subsidiary of a foreign entity: Yes No Both

Starts With Contains Exact

Return Value	Sponsor Code	Sponsor Name	Acronym	Sponsor Type	DUN And Bradstreet Number	DODAC Number	CAGE Number	Sponsor Reference ID	State	Country Code	Check here if this entity is a dome
return value	109785673	Office of the Director, National Institutes of Health	NIH	Federal					NM	USA	No

One item found.

Export options: CSV | spreadsheet | XML



SEARCH TIPS:

- We suggest starting with only one search field, as this maximizes your chances of finding what you are looking for.
- By default, search fields require either an exact match or a wildcard search.
- A wildcard search uses * to find all results matching the given partial criteria. For example, to find the National Science Foundation, you could use any of the following search terms: **National Science Foundation**, **National***, ***Foundation**, ***Science***
- Note that ***Science** will only return results that end with the word “Science”, while **Science*** will only return results that begin with the word “Science”. When in doubt, adding the asterisk to both sides: ***Science*** will return all results that include the word “Science”
- Alternatively, you may change the search parameters to **Contains** or **Starts With**
 Starts With Contains Exact
- Searches for personnel based on **Username** require the entire email address: **XXXX@unm.edu**.
- The first search field is often for a “Code” or “ID” that is a unique identifier for each record. Most users will not know these codes, nor will they need them. We recommend using the search fields that are most familiar to you.
- Some of Streamlyne’s tables allow blank searches which will return up to 100 records. Click **Search** without entering any search criteria, or search using * in any available field.