

Quick Tips



How to Submit a Proposal for Review in Streamlyne

Prepare for Submission:

Make a Proposal Review Appointment with the Office of Sponsored Projects (OSP). Review sponsor requirements and the [Proposal Submission Checklist](#) and ensure all proposal elements are complete and ready for submission by the time of your Proposal Review.

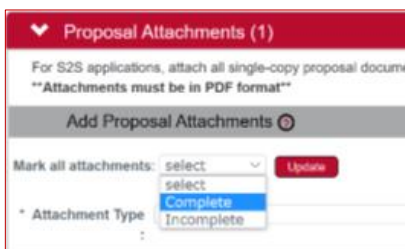
[Schedule your proposal review](#)

Final Checks:

1. A budget version must be selected and identified as **Final** and **Complete**.

Budget Versions (09/01/2022 - 08/31/2024)								
To get started, type a name for the budget and click "Add". Multiple draft budgets may be created, but one must be checked as "Final" before submitting.								
Budget Versions ⓘ								
	* Name	Version #	Direct Cost	F & A	Total	Final	Budget Status	Actions
Add:	<input type="text"/>					<input type="checkbox"/>		<input type="button" value="Add"/>
<input type="button" value="Show"/>	updated	2	100,000.00	39,000.00	139,000.00	<input checked="" type="checkbox"/>	Complete ▾	<input type="button" value="Open"/> <input type="button" value="Copy"/>
<input type="button" value="Show"/>	a	1	100,000.00	0.00	100,000.00	<input type="checkbox"/>	Incomplete ▾	<input type="button" value="Open"/> <input type="button" value="Copy"/>

2. For Grants.gov S2S submissions, all proposal attachments must be marked as **Complete**.



▼ Proposal Attachments (1)

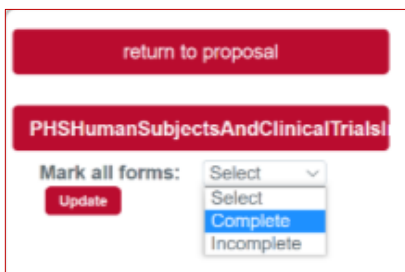
For S2S applications, attach all single-copy proposal documents. ****Attachments must be in PDF format****

Add Proposal Attachments ⓘ

Mark all attachments:

* Attachment Type:

3. For Grants.gov S2S submissions, all forms must be marked as **Complete**.



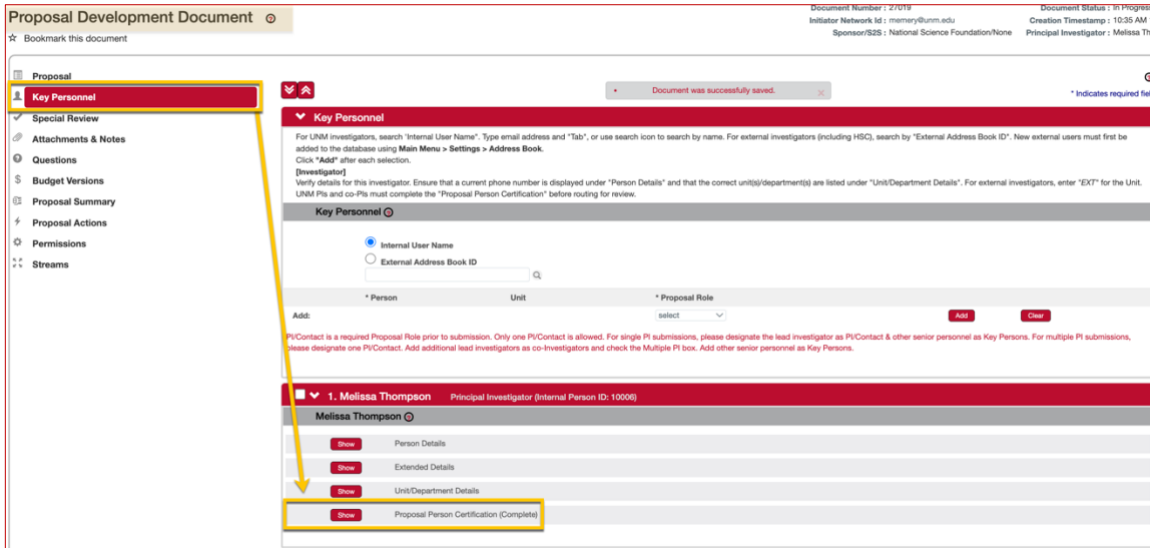
PHSHumanSubjectsAndClinicalTrials

Mark all forms:

Training Resources

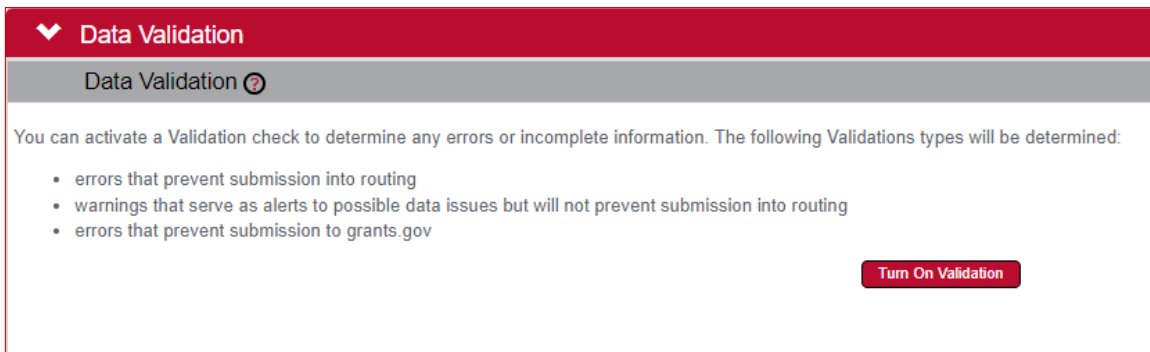


3. All UNM PIs and Co-investigators should complete the **Proposal Person Certification** located in the Key Personnel section.



The screenshot shows the 'Proposal Development Document' interface. On the left, a sidebar contains a menu with 'Key Personnel' highlighted in a yellow box. The main content area shows the 'Key Personnel' section for a proposal. A yellow box highlights the 'Proposal Person Certification (Completed)' link at the bottom of the list. A yellow arrow points from the 'Key Personnel' menu item to the highlighted link.

4. Check proposal for errors using **Data Validation**, located in the **Proposal Actions** section.

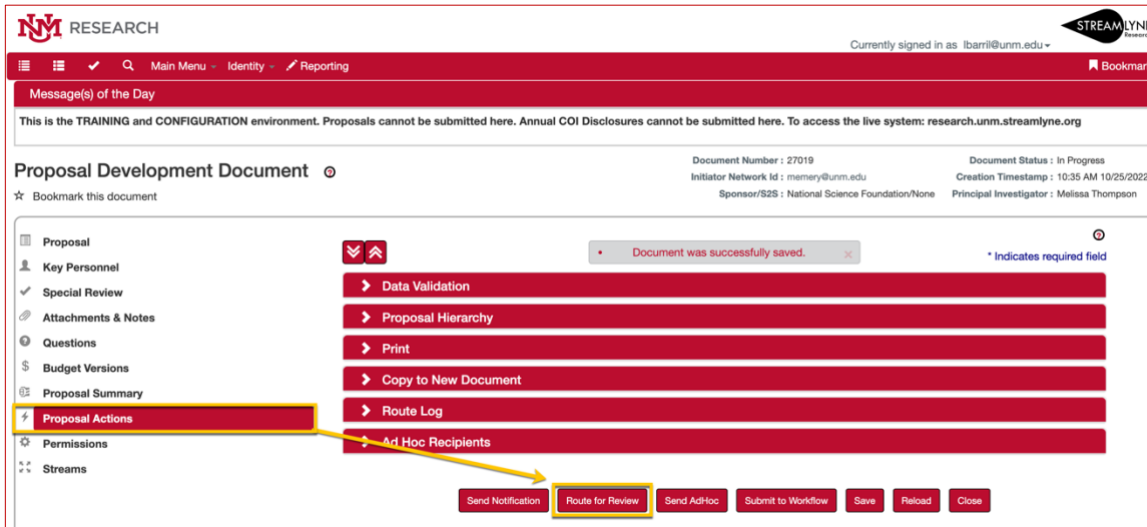


The screenshot shows the 'Data Validation' section. It features a heading 'Data Validation' with a question mark icon. Below the heading, there is a paragraph explaining that validation checks determine errors or incomplete information. A bulleted list follows, detailing three types of validation errors: errors preventing submission into routing, warnings that serve as alerts but do not prevent submission, and errors preventing submission to grants.gov. At the bottom right, there is a red button labeled 'Turn On Validation'.



Initial Review & Submission

1. *Prior to your proposal review appointment*, navigate to the **Proposal Actions** and click **Route for Review** to indicate your proposal is ready for initial review. While in initial review, most sections of the proposal will be locked for editing, but you can still add, delete, or replace attachments.



The screenshot shows the Streamlyne Research interface. At the top, it says 'RESEARCH' and 'STREAMLYNE Research'. The user is signed in as 'ibarr@unm.edu'. A message banner states: 'This is the TRAINING and CONFIGURATION environment. Proposals cannot be submitted here. Annual COI Disclosures cannot be submitted here. To access the live system: research.unm.streamlyne.org'. The main content area is titled 'Proposal Development Document' with document details: Document Number: 27019, Initiator Network Id: memery@unm.edu, Document Status: In Progress, Creation Timestamp: 10:35 AM 10/25/2022, Sponsor/S2S: National Science Foundation/None, and Principal Investigator: Melissa Thompson. A left sidebar lists menu items: Proposal, Key Personnel, Special Review, Attachments & Notes, Questions, Budget Versions, Proposal Summary, Proposal Actions (highlighted with a yellow box), Permissions, and Streams. The main content area shows a list of actions: Data Validation, Proposal Hierarchy, Print, Copy to New Document, Route Log, and Ad Hoc Recipients. A 'Route for Review' button is highlighted with a yellow box and a yellow arrow pointing to it from the 'Proposal Actions' menu item. A notification at the top says 'Document was successfully saved.' At the bottom, there are buttons for Send Notification, Route for Review, Send Ad-Hoc, Submit to Workflow, Save, Reload, and Close.

2. *During the OSP proposal review appointment*, a Sponsored Project Specialist will carefully check the proposal for completeness, accuracy, and compliance with all Sponsor, University, and legal requirements. You will have the opportunity to make necessary revisions during this time.
3. *After the proposal review appointment*, the Sponsored Project Specialist will route the proposal for approvals. PIs first approve the submission, followed by unit and higher-level administrators.
4. PI approval indicates the proposal is ready to submit. The proposal will be submitted to the sponsor on time. Administrative approvals must be completed within 72 hours of the sponsor deadline. If the project is not approved, the proposal will be withdrawn.