



## Frequently Asked Questions

Update: FAQ2017.V1: 31March2017

### Questions Received from PIs:

#### **1. Can I change project start and end dates after I have submitted for approval?**

Once submitted for approval, the only way that a project can be edited is by recalling the same.

- You will need to recall the proposal
- Edit and make changes as necessary
- Submit and approve
- The proposal will go into workflow for approval

#### **2. I need to change my budget - Do I need to change it in Streamlyne?**

All changes should be recorded in Streamlyne

#### **3. Why is the system's response/processing time slow?**

Please report to your ambassador at the time you are experiencing the response/processing time slow.

#### **4. In credit split, what is the difference between Responsibility, Space and Financial? Or what is it intended for?**

Credit Split allows you to properly document the effort/time, space and responsibility of the key personnel during the life of the project. This data will be used for different reports such as research validations for Promotion and Tenure.

**Responsibility:** the state of being accountable for the performance of the project

**Space:** the facility/lab used in the performance of the project

**Financial:** responsibility for expenditures (allowability and allocability) within the project

**5. Do I need to use Streamlyne and or why do I have to use Streamlyne?**

Streamlyne is part of NJIT's Electronic Grant Management System. The data for proposals and awards will be deposited into streamlyne to create institutional reports

**6. When collaborating on NIH submissions, how do you add a Co-Investigator who is not an NJIT employee? How do I include their bio sketches?**

Please contact your college ambassador to provide you more information.

**7. How and when do I include a subaward (i.e. before or after I enter the budget? Subaward format?) What do I do if the subcontractor is not listed?**

A budget from the entity proposed as a sub awardee must be in place. Use the attached form

- Obtain the latest version for the R&R budget (ambassador can help with this)
- Forward the R&R Budget Sub award form to your Subcontractor
- For NSF and other proposals – please use the general R&R Sub award form and forward to the subcontract
- Once you received the information from the subcontractor, please see your ambassador for further processing

Having the R&R budget Sub award form, will allow streamlyne to populate the figures in the proposal budget

- If the subcontract is not listed on streamlyne, please work with your ambassador to add this organization to the system.

**8. How do I enter a cost share? For my salary? For other personnel and expenses?**

Cost Share for personnel other than faculty is very similar to release time –

- add the person under Key personnel
- select the period (start and end dates) that the staff/admin will be devoted to the project
- select percentage

**9. How do I add a new sponsor?**

Please see your ambassador -See Attachment A

**10. How do I request a new sponsor to be added?**

Please see Attachment A.

**11. Do I need to mark attachments as complete before submitting for approval?**

Yes please mark all attachments completed; otherwise incomplete documents will cause validation errors.

**12. Is it possible to make changes after I uploaded a file before submission for approval?**

Changes can be implemented before the proposal goes into workflow. Once the PI approves and submits into workflow, then the proposal is locked and changes cannot be applied.

An approved proposal can only be edited by recalling. The recall option is only accessed by the PI, and aggregator.

**13. Can I request to make a change into a file that has been approved by Chair and or Dean?**

You will need to recall the proposal - By recalling the proposal will go into workflow for approval

**14. Is it possible to change a file after it has been approved by Chair and or Dean?**

You will need to recall the proposal. By recalling the proposal will go into workflow for approval

**15. How do I find my proposal if I am not the initiator?**

Please see Attachment B

**16. How do I find my proposal if I am a Co-PI?**

Please see Attachment B

**17. How do I find my proposal if I am a Key Person?**

Please see Attachment B

**18. How can I perform a search for a Document ID?**

Please see Attachment B

**19. How to add a TBD student on Streamlyne?**

Please see Attachment C

**20. How do I request funds to support PhD student (graduate research assistant salary and tuition) without naming this student?**

Please see Attachment C

**21. The grant that I am applying does not allow indirect cost (only allow direct cost) How can I do it?**

Please contact your ambassador to help you with this.

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## **Attachment A**

### **How do I add a new Address for an organization?**

### **How do I add a new Organization?**

When you are trying to add a subcontract for an organization that is not currently listed in Streamlyne, you will need to add an address and then an organization. Please provide your ambassador with information/details of the organization(s) you would like to have set up, please provide the following details as well:

See Table 01 below.

**Table-1: Attachment A**

<p>Required fields *</p> <p>Optional fields -</p> <p>Address book full information</p> <p>*Address Line 1: -Address Line 2: -Address Line 3: *City: -Country Code: *County: *State:</p> <p>Point of contact</p> <p>*Email Address: -Fax Number: *First Name: *Last Name: -Full Name: *Organization:</p> <p>*Phone Number: *Postal Code: -Title: Boston</p> <p>Organization book full information</p> <p>*Address:</p> <p>-Animal Welfare Assurance: -CAGE Number: -Com Gov Entity Code: *Congressional District: *County: -DODAC Number: *DUNS Number: -DUNS Plus Four Number: *Federal Employer Id (TIN): -Human Sub Assurance: -NSF Institutional Code: *Organization Name:</p>	<p>Example</p> <p>Address book full information</p> <p>Address Line 1: Trustees of Boston University Address Line 2: Office of Sponsored Programs Address Line 3: 85 East Newton Street, M-921 City: Boston Country Code: United States County: Suffolk State: MASSACHUSETTS</p> <p>Point of contact</p> <p>Email Address: example@buin.edu Fax Number: 000-303-6040 First Name: John Last Name: Doe Full Name: Organization: Boston University Medical Campus Phone Number: 000-303-6040 Postal Code: 02118-2340 Title: Director of ...</p> <p>Organization book full information</p> <p>Address: 85 East Newton Street, M-921 Boston, MA 02118-2340 Animal Welfare Assurance: A3316-01 CAGE Number: 4CY87 Com Gov Entity Code: 4CY87 Congressional District: MA-007 County: Suffolk DODAC Number: DUNS Number: 604483045 DUNS Plus Four Number: 604483045 0000 Federal Employer Id (TIN): 04-2103547 Human Sub Assurance: FWA00000301 NSF Institutional Code: 00 2130 3 000 Organization Name: Boston University Medical Campus</p>
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## How do I add a new sponsor?

## How do I request a new sponsor to be added?

When you are trying to create a proposal for a sponsor that is not currently listed in Streamlyne, please provide your ambassador with information/details of the sponsor(s) you would like to have set up, please provide the following details as well:

- Owned By: '000001' (New Jersey Institute of Technology)
  - Optional: Owned By Unit- if this sponsor is going to be solely used by 1 particular department, then I will need the name of department.
- Sponsor Name
- Sponsor Type Code (choices are as follows):
  - Federal
  - State
  - Foreign Federal Government
  - Foreign State Government
  - Foreign Local Government
  - Foreign Private Profit
  - Foreign Private Non-Profit
  - Foreign Foundation
  - Foreign Institute of Higher Education
  - Local Government
  - Private Profit
  - Private Non-Profit
  - Foundation
  - Institute of Higher Education
  - Other

Then your ambassador will assist you with processing your request via Office of Research, Finance and IT in order to set up the sponsors.

Please note you may also need to add a new organization ([link to how FAQ - How do I add a new organization?](#))

# Attachment B

## How can I find my proposal if I am not the initiator or PI?

Specific Questions:

How do I find my proposal if I am not the initiator?

How do I find my proposal if I am a COPI?

How do I find my proposal if I am a Key Person?

How can I perform a search for a Document id?

You will need to obtain the document id from the PI.

Then perform a document search:

- Search menu (magnifying glass icon)
- Search by Document ID
- Search

Workflow Home Research Home Reporting Home Currently signed in as leonc -

Workflow :: 1.31, Research :: 1.32

**STREAMLYNE**  
Research

Main Menu Identity

Document Search Advanced Search Superuser Search Clear Searches Searches

Document Type:

Document Id:

Date Created To:

Initiator:

Date Created From:

Name this search (optional):

The search will find one document and you just need to click on the numbers to access it



### Document Search

Advanced Search Superuser Search Clear Searches Searches

Document Type:

Initiator:

Document Id:

Date Created From:

Date Created To:

Name this search (optional):

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
8294	Proposal Development Document	NRT-IGE: Educating ; Proposal No: 1225; PI: Megan E. O'Neill; Sponsor:...	SAVED	Samolewicz, Justin M.	01/25/2017 11:32 AM	

One item found.

# Attachment C

## How to support a TBD student?

Specific Questions:

How to add a TBD student on Streamlyne?

I would like to request funds to support PhD student (graduate research assistant salary and tuition) without naming this student. How can I do this in the Streamlyne?

Answer:

Go to budget, then personnel, and finally under Personnel Detail, you will see the option “Summary”

What you want to do is

Person: Summary

Object Code name: Graduate Assistant Stipend.

Group: TBD

Then Add

The screenshot shows the 'Personnel Detail (Period 1)' section in the Streamlyne system. It features a table with columns for 'Person', 'Object Code Name', 'Group', and 'Action'. The 'Person' column has a dropdown menu with 'Summary' selected. The 'Object Code Name' column has a dropdown menu with 'Graduate Assistant' selected and a search icon. The 'Group' column has a dropdown menu with 'select' selected and a text input field containing 'TBD'. The 'Action' column has an 'Add' button. Below the table, there is a 'Show' button and the text 'Faculty Summer Research'. At the bottom of the interface, there are several buttons: 'Calculate Current Period', 'View Personnel Salaries', 'Save', 'Reload', and 'Close'.

This will generate a new line that will prompt you the Requested Salary option.

Personnel Detail (Period 1)

Add Details

* Person	* Object Code Name	Group	Action
Select	select	select --or-- (new group)	Add
<p>Show Faculty Summer Research</p> <p>Hide Graduate Assistant Stipend/TBD</p>			
Summary	* Start Date 10/01/2017	* End Date 09/30/2018	Requested Salary 0.00
			Calculated Fringe 0.00
			Calculate Delete
	Show Graduate Assistant Stipend/TBD Details		

Calculate Current Period View Personnel Salaries Save Reload Close

Likely you will also need Tuition for the student.

This can be added in "Non-Personnel" then "Other Direct" and the object code is Graduate Tuition Awards.

return to proposal

Budget Period: 1: 10/01/2017 - 09/30/2018 View: Full Detail Update View

Document was successfully reloaded. \* Indicates required field

- Budget Overview (Period 1)
- Equipment (1 line item)
- Travel (2 line items)
- Participant Support
- Other Direct (2 line items)

Other Direct

* Object Code Name	Description	Quantity	Total Base Cost	Action
Add: Graduate Tuition Awards			0.00	Add