OFFICE OF THE VICE PRESIDENT FOR RESEARCH

Training Resources

Quick Tips

STREAMLYNE Research

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 *ensure all proposal elements are complete and ready for submission* by the time of your Proposal Review.
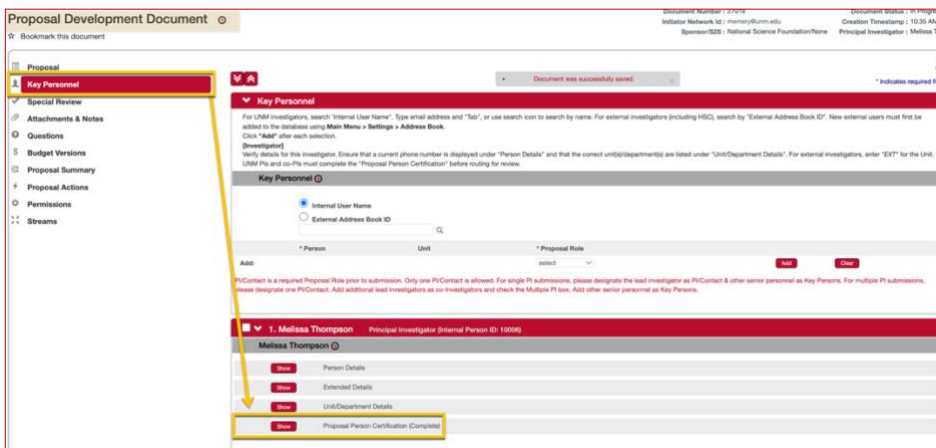
Schedule your proposal review

Final Checks:

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

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

3. Check proposal for errors using **Data Validation**, located in the **Proposal Actions** section.
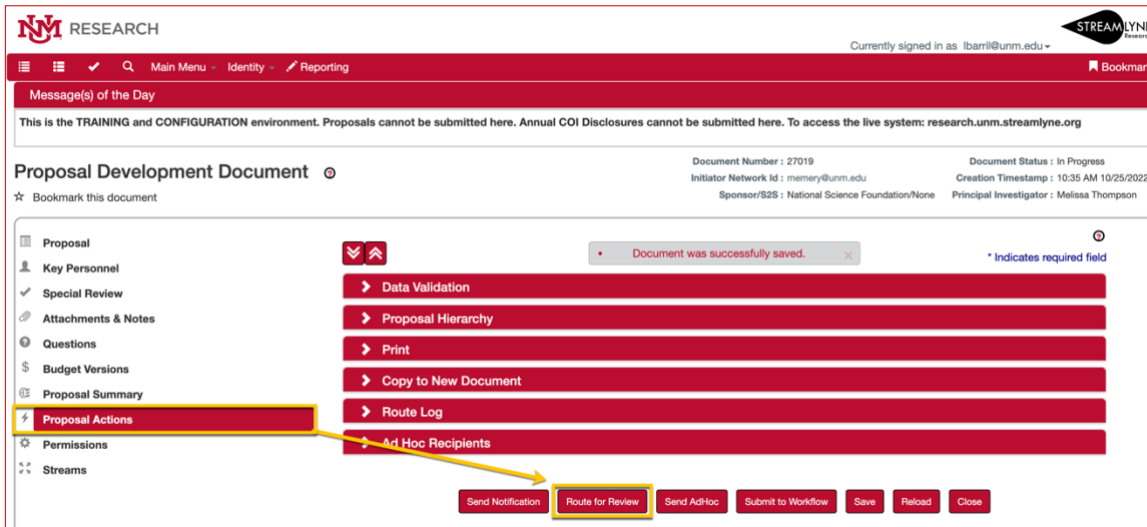
Initial Review & Submission

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.

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 If the project is not approved, the proposal will be withdrawn.