

STREAMLYNE TIP SHEET

REQUESTING SPONSORS

REQUESTING A SPONSOR BE ADDED OR UPDATED IN STREAMLYNE

How to request a Sponsor be added into Streamlyne

When a Sponsor needs to be added to a Streamlyne PD, first you will want to check that the Sponsor is or is not already in Streamlyne. There are two ways to do this.

Searching for a Sponsor in a PD:

in the Required Fields for Saving section of a PD.

1. Go to Proposal > Required Fields For Saving > and the Sponsor Code section.
2. Select the magnifying glass to initiate a search

Required Fields for Saving Document ©

Proposal Number : 34

* Sponsor Code :

3. In the Sponsor Name field, enter the full name or the partial name of the sponsor. A partial name should be accompanied by the wild card symbols (% or *) at the beginning and end, such as: Iowa Beef Industry Council entered as *Beef*

Sponsor Lookup

Sponsor Code: <input type="text"/>	Sponsor Name: <input type="text" value="*beef*"/>
Acronym: <input type="text"/>	Sponsor Type Code: <input type="text"/>
DUN And Bradstreet Number: <input type="text"/>	DUNS Plus Four Number: <input type="text"/>

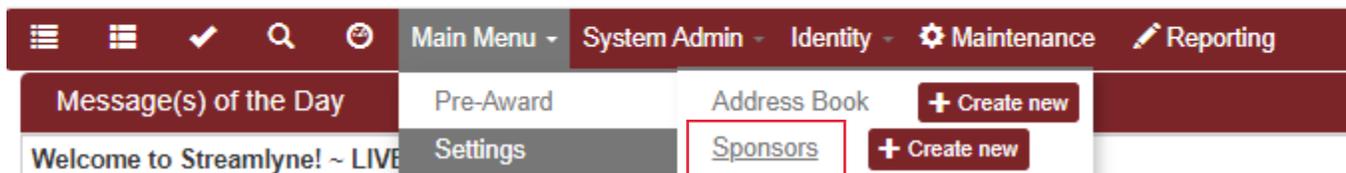
4. Select Search
5. Return value on the Sponsor - if found (and you are ready to enter into this PD).
6. If not found in this search, you have confirmed that this Sponsor is not in Streamlyne.

Searching for a Sponsor in the Streamlyne Main Menu:

This search can also be performed outside of a PD, in the Main Menu.

1. Go to Main Menu > Settings > and select Sponsors

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2. Enter a full or partial Sponsor Name in the Sponsor Name field (use wild cards * % if partial name is used)
3. Select Search

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In this search, you will not have the option to Select Return value, but you will see if the sponsor is generated. If desired, you can use the Sponsor Code shown here later, when you are ready to search for the Sponsor in a PD.

If a Sponsor is not found through either method of searching,

To request a Sponsor in Streamlyne

Go to <https://www.ospa.iastate.edu/>

1. Navigate to the Streamlyne Request forms on the upper right corner of this OSPA homepage.

Welcome to the Office of Sponsored Programs Administration at Iowa State University

Our Mission

The Office of Sponsored Programs Administration (OSPA) promotes and facilitates the research, education, and outreach missions of Iowa State University by supporting and administering research and sponsored programs.

Streamlyne Request Forms

- **New Sponsor**
- New Organization (Subrecipient)
- Update Organization (Subrecipient) Address
- New External Person
- New Credit Split for RU F&A Distribution

2. Click on the New Sponsor link to be taken to the request form.
3. Enter as complete information as you have.

A few things you may want to have ready before you initiate this request form:

- Full Sponsor Name
- Sponsor Website
- Sponsor type (non-profit, Federal, County, etc.,)
- Sponsor Unique Entity Identified (UEI) if applies/known
 - This can be located at Sam.gov, on an Institutional information page (a web search will usually find this), or we recommend you request it from the sub.
- Full organization address, including 9-digit zip code
- Congressional District
 - Search for this by zip code or by State at the US Census Bureau <https://www.census.gov/mycd/>
- Due date of the proposal

This request may take 24 hours. Please submit the request as soon as possible in your proposal development process, and follow up if you are unsure of the status.