REQUESTING AN EXTERNAL PERSON IN STREAMLYNE

Requesting an External Person to be added to Streamlyne

When a Co-PI or Key Person from another institution needs to be added to a proposal, in order to be identified in the submission (S2S), submit a request using the **New External Person** link, in the top right hand corner of the OSPA Home page.

Be prepared with the following information:

Full Name	Full Address, including 9-digit Zip Code
Title	Country
Prefix	Phone Number
Organization name	Email
Department	Proposal Due Date

Adding the External Person in Streamlyne

In the Streamlyne PD, once you have confirmation that this person has been added, you can locate them and add them to the PD by selecting Key Personnel > External Address Book ID. Select the magnifying glass to search.

Search for the person with any criteria. Use wildcards (% or *) to help identify more options.

Select return value for the correct person. Then when you are returned to the Key personnel screen, identify the correct <u>proposal role</u> and select <u>Add</u>.

After adding this person, **they must be assigned a unit**. Expand the profile and select Unit Details. One external unit is designated for external persons. You can select 000000 as the unit number and select Add, or search for *external* after navigating to the search fields, by selecting the magnifying glass under Unit Name.

Once their unit is added, you will find this person and their unit in the <u>Combined Credit Split</u> category. The person's splits will all be zero, but their unit must equal 100%. As shown below.

Important! Before completing this section, check that the Key Person you've added has a complete 9-digit Postal Code and, if this is an eRA Commons/NIH submission, check that an eRA Commons User Name has been entered. These are entered in the **Person Details** section. These specific data points may cause errors, if not complete at the time of S2S submission.