

STREAMLYNE TIP SHEET

TIPS FOR USERS

JOB AIDS, CALCULATORS, AND PROCEDURE INFORMATION

Streamlyne PD Job Aids and Calculators

- Job Aids and Tip Sheets
 - [Streamlyne Budget Export to Excel by PD](#)
 - [Tip Sheet - Streamlyne Budget Export to Excel](#)
 - [Tip Sheet - Validations in Streamlyne PD](#)
 - [Tip Sheet- PI Approval of PD](#)
 - [Tip Sheet - Entering Sub Budgets in Streamlyne PD](#)
 - [Tip Sheet- Streamlyne PD Initial Review](#)
 - [Tip Sheet- Streamlyne PD Final Review](#)
- Calculators for Streamlyne PD
 - [Tuition Calculator - Updated 8/8/23](#)
 - [Person months calculator](#)
 - [PI CoPI Incentive](#)

Attachments

- Non-S2S Proposals
 - Please put all attachments in the Abstracts and Attachments tab in the Internal Attachments panel.
 - Do not upload attachments under Proposal Attachments or Personnel Attachments.
- S2S Proposals
 - Forms that are required for the S2S submission should be uploaded in the S2S tab in the S2S User Attached Form subpanel.
 - Attachments that are submitted to the sponsor and are specific to a key person (e.g. COI, Biosketch, Current and Pending, etc.) should be uploaded in the Abstracts and Attachments tab in the Personnel Attachments panel.
 - Any other attachments that should be submitted to the sponsor should be uploaded in the Abstracts and Attachments tab in the Proposal Attachments panel.
 - All ISU required attachments and other attachments not sent to the sponsor should be uploaded in the Abstracts and Attachments tab in the Internal Attachments panel.

HELP EMAIL: streamlyne@iastate.edu

WEBSITE: <https://www.ospa.iastate.edu/streamlyne>

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- Common Errors and Items of Note
 - Please remember to upload the **proposal guidelines** in the Abstracts and Attachments tab in the Internal Attachments panel.
 - When uploaded documents are changed using the **replace button**, OSPA cannot tell that the document has been changed without opening the document. Please remember to notify OSPA any time you make a change to anything that was part of the initial review.
 - Please upload the **tuition calculator** as an internal attachment. ISU does get questions from sponsors on how tuition numbers were generated. It also simplifies the budget review process.
 - Attached are two handouts to assist in **naming attachments**, which can also be found on the PD Job Aids and Calculators section of the OSPA Streamlyne website. **PLEASE NOTE: In S2S submissions it is the Description field and NOT the File Name that gets submitted as the name of the attachment.**

Notes

- Please remember to include any notes that would have been included on the GoldSheet in the Abstracts and Attachments tab in the Notes panel.
- Please include notes when changes have been made to anything that was reviewed during the initial review in the Abstracts and Attachments tab in the Notes panel.

Questionnaires

- The reference to “HPC Cluster” in the ISU Resource Questions panel of the Questions tab, refers to “High Performance Computing Cluster.”