

Approval Instructions for Department Chairs, Directors, and Deans

A PI in your unit has certified and approved a proposal to be submitted. Pre-Award Services has reviewed the proposal and confirm that the budget is final, and drafts of all required documents have been uploaded in Streamlyne.

The next step is for Department Chairs, Center Directors and Deans to approve the proposal in Streamlyne. You will receive an email notification with two live links. Following the first link will take you directly into this proposal. Following the second link will take you to your Action List where you will see all proposals needing some action on your part. If you have questions at any time, contact the individual listed as the 'Initiator' on your notification email.

1. Click on either link and login using your KU credentials when prompted.
2. The easiest way to review the proposal is to follow the left side navigation to the Proposal Summary tab.
 - Click on the Budget Summary arrow for more budget details.
 - Click on the Key Personnel arrow for more details about the PI, Co-PIs or Key Personnel
 - Click on the Questions arrow to view the answers to compliance questions on the PI Checklist.
3. Once you have completed your review and are ready to approve the proposal, click on the Proposal Actions tab on the left side navigation.
4. Click on the Approve button at the bottom of the page. You will be taken to your Action List where you will see "Document was successfully approved" at the top left side of your screen under the main navigation bar.
5. Log out by clicking on your User ID in the top right corner of your screen.
6. The proposal will be routed to the next approver in the routing chain.
7. If you have reason to believe that the proposal should be withdrawn, click on Reject. Enter an explanation when prompted and click on Yes to confirm that you want to reject the proposal. Pre-Award Services will review the explanation and proceed as appropriate. If the issues or problems necessitating withdrawal can be resolved, the proposal will need to be re-routed so that all approvers can review any revisions that have been made.
8. If you change your mind and click No when asked to confirm rejection, you will be sent back to the Proposal Actions screen where you can click on Approve. See #4 above, and follow the remaining steps.