

Approval Instructions for Principal Investigators

Pre-Award Services has completed review of your proposal and confirm that the budget is final, and drafts of all required documents have been uploaded in Streamlyne.

Principal Investigators will follow Steps 1-10 below to certify and approve the proposal in Streamlyne. You will receive an email notification with 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 point in this process, 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. Review the proposal by following 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 questions on the PI Checklist.
3. Once you have completed your review and are ready to certify and approve the proposal, click on the Key Personnel tab on the left side navigation buttons.
4. Click on the arrow next to your name, then click the Show button next to Proposal Person Certification. Read the certifications and click on the appropriate box for each certification question. For #3, if you are not submitting to NIH or another PHS compliant sponsor, please select N/A.
5. Click the Save button that appears at the bottom of the section when you answer all 3 questions, and scroll back up to ensure that the Proposal Person Certification is marked as Complete.
6. Click on the Proposal Actions tab on the left side navigation.
7. 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.
8. If you are a Department Chair, Center Director, or Dean, you will be asked whether or not you wish to receive future approval requests. If you select No, you are agreeing to approve both in your role as PI, and in your role as Chair, Director, or Dean. If you select Yes, you will receive an additional approval request and will need to follow the DDDC approval instructions.
9. Log out by clicking on your User ID in the top right corner of your screen.
10. The proposal will continue to the next approver in the routing chain.