

STREAMLYNE TIP SHEET

CONTINUATIONS AND SUPPLEMENTS

ENTERING DATA AND BUDGETS FOR CONTINUATIONS AND SUPPLEMENTS IN STREAMLYNE

If a Proposal Document (PD) is being processed for a continuation or supplement, under an existing award, follow these steps to properly enter the info in Streamlyne.

NOTE: if the project dates and budget dates/entry details described below do not match up with the sponsor guidance, AND this is a S2S submission, follow the sponsor guidelines. Please make a note for OSPA highlighting how/why you have followed sponsor guidance.

Required Fields

In Required Fields for Saving Document- Enter the Proposal Type as Continuation or Supplement

Required Fields for Saving Document

In order to "Save" the proposal and obtain a Proposal Number, all fields found in the Required Fields for Saving Document panel are required as well as the Anticipated Award Type field found in the Sponsor & Program Information panel.

With the exception of the Lead Unit, saved information can be edited prior to submission.

Complete the Institutional Fields Conditionally Required section to reference a previous Award ID or a previous Institutional Proposal ID for PDs that have one of the follow proposal types: Continuation, Renewal, Resubmission, Revision, Supplement.

Required Fields for Saving Document

Proposal Number :

* Proposal Type : select

* Lead Unit ID : Continuation

* Activity Type : Internal Grant Program

* Sponsor Deadline Date : Limited Submission

* Project Title : New

* Sponsor Code : Renewal

* Project Start Date : Resubmission

* Project End Date : Revision

* Submission Type : Application

* Sponsor Deadline Time : 5:00 PM

To identify which type is selected, use these definitions:

- **Continuation:** an extension of time of the original award, with additional funds budgeted within that extended time frame.
- **Supplement:** same time period of the original award, with additional funds budgeted within that original time frame.

Enter the **Project Start Date** which corresponds with the original award start date (for both a supplement and a continuation). Enter the original award **Project End Date** if the proposal is a supplement, and the extended **Project End Date** if the proposal is a continuation.

The **Title** should match the title of the original award, unless instructions from the sponsor instruct/allow otherwise.

The **Activity Type** (and corresponding IDC rate) should remain the same as the original award.

In the **Institutional Fields Conditionally Required** –

If continuation or supplement is selected as the Proposal Type, you will enter the original Institutional Proposal ID in the Institutional Fields Conditionally Required section.

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The Institutional Proposal (IP) number was assigned in Streamlyne when the PD was originally approved. It is an 8-digit number starting with 00. If this proposal was generated before Streamlyne, use the GoldSheet number preceded by 00. For example, GoldSheet number 156748 would be 00156748.

Institutional Fields Conditionally Required

Original Institutional Proposal ID :

Revision Type :

Revision Other Description :

If you need to search for the IP number, select the magnifying glass next to the Original Institutional Proposal ID.

Personnel

The personnel should match the original award unless there is a change in personnel that doesn't allow someone to continue on this award, or the change is intentional. It is recommended when a Continuation or Supplement PD establishes a change of personnel, that OSPA is notified prior to PD routing, and that notes or attachments are included in the PD to help describe the need/authorization for this change.

When personnel changes are established through a Continuation or Supplement PD, the original award will be changed to reflect these changes.

Entering the Budget

The **budget periods will need to match the Project Start and End Date.**

When entering the budget, make sure the periods match the Project Start and End Date, previously entered in the Required Fields for Saving. This will mean that existing award periods, already funded, will contain budget numbers- but the amount should be zero, as to not duplicate funds already received.

For simplicity, the full award period in which funds have already been expended (where zeros will be entered) can be created together.

HELP EMAIL: streamlyne@iastate.edu

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

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For example. A continuation in the amount of \$61,200 is requested. If an original award period was 7/01/2022 – 6/30/2024, and continuation funds will extend the funding and project period from 7/01/2024 - 12/31/2024, the budget periods and totals will be shown as below:

Budget Periods & Totals											
Budget Periods											
Actions	#	Period Start Date	Period End Date	No. of Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit
Add		07/01/2022	06/30/2024		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Delete	1	07/01/2024	12/31/2024	12.0	\$ 61,200.00	\$ 40,000.00	\$ 21,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals											
		09/01/2023	08/31/2024	12.0	\$ 61,200.00	\$ 40,000.00	\$ 21,200.00	\$ 0.00	\$ 0.00		

For a supplement, the same concept applies. The total period is reflected, but only the period (within the original award period) in which funds will be used will contain the budgeted amounts.

As mentioned above, the IDC rate should remain the same as the original PD. If there are expectations from the sponsor that the supplement or continuation is under a different rate, check with OSPA to see if an IDC waiver may be required.