

STREAMLYNE: HOW TO APPROVE PROPOSALS AS AN APPROVER

This QRG (quick reference guide) does NOT cover the additional step Co-Investigators and Key Persons need to complete.

- 1) You can access the proposal you need to approve in one of two ways:
 - a. Through the **Streamlyne Action List Reminder** email notification you received.
 - Click the link in the email that says **'To respond to this eDoc'**.
 - b. If you no longer have the email notification, you can login to **Streamlyne** directly and complete the approval. The document you need to approve will be on your **Action List**. You will see **APP** in red listed next to the document.
 - **Click the ID number** next to **APP** to open the document.
- 2) To approve the document, click the **Proposal Summary** OR **Proposal Actions** tab on the left side of the screen > click the **Approve** button at the bottom of the screen.

