

## Proposals

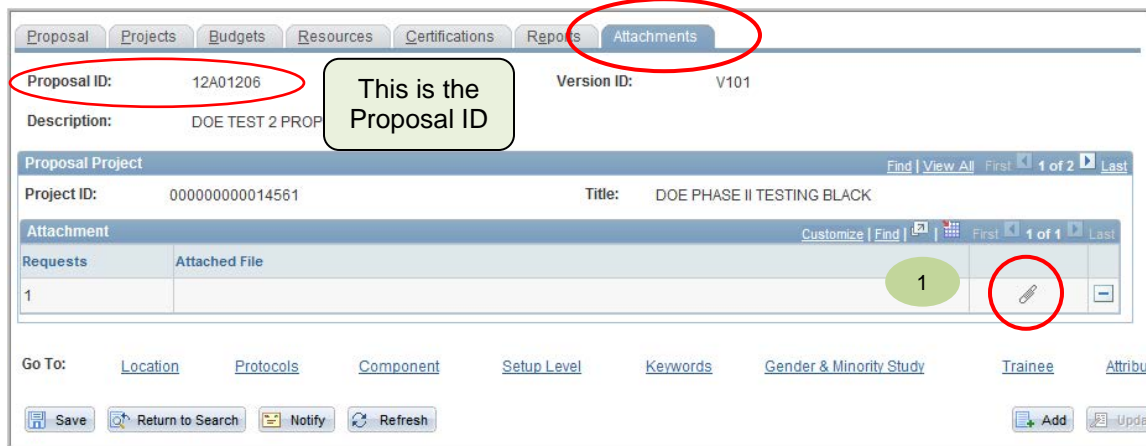
### A-9. Entering required data on the Proposal Attachments page (v8.9)

The **Proposal Attachments** page is used to collect attached documents. The documents to be attached here will fall into one of seven kinds:

- Proposal Abstract
- Budget Justification
- Sub-recipient Statement of Work, Letter of Intent and Budget (scan together and submit as one document)
- Sub-recipient Justification (Provider Category Determination Worksheet – OMB)
- Match Notes
- Grant.gov file for upload to sponsor
- Other

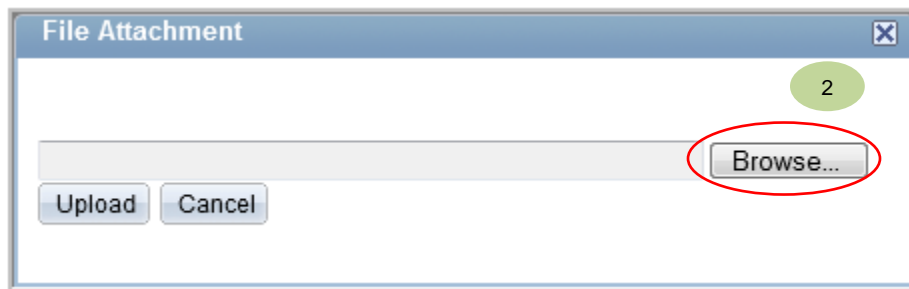
This table gives the naming convention for each of the document types to be attached for a proposal:

Attachment	Document Name	Document Type
abstract	ProposalID_abstract	pdf
budget justification	ProposalID_budjust	pdf
Sub-recipient statement of work	ProposalID(a)_SOW ProposalID(b)_SOW use (a) etc. with multiple subs	pdf
Sub-recipient justification	ProposalID(a)_OMB ProposalID(b)_OMB use (a) etc. with multiple subs	pdf
match notes	ProposalID_matchnotes	pdf
Grants.gov file	ProposalID_GOV	pdf
Other	ProposalID_other	pdf

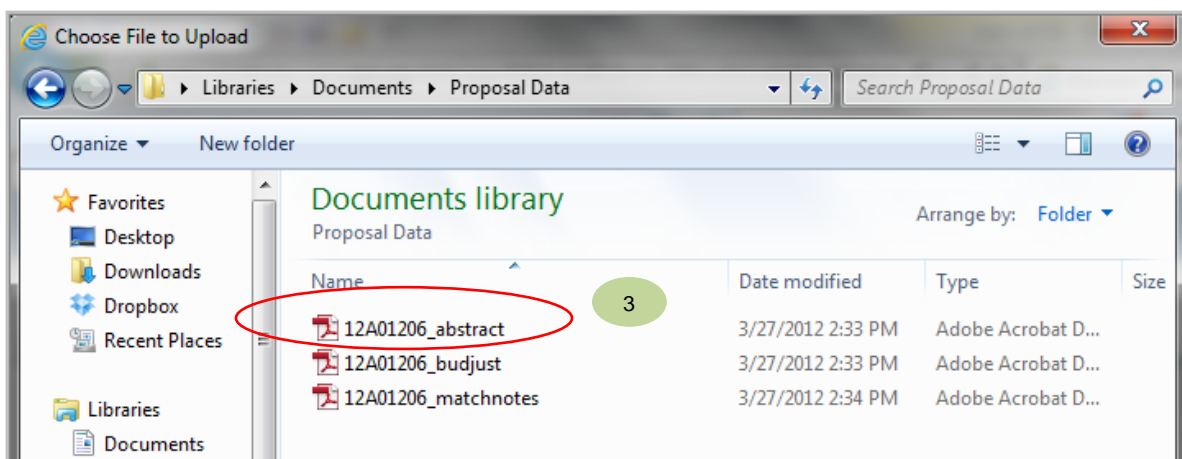


1. Click the **Add Attachment** icon:

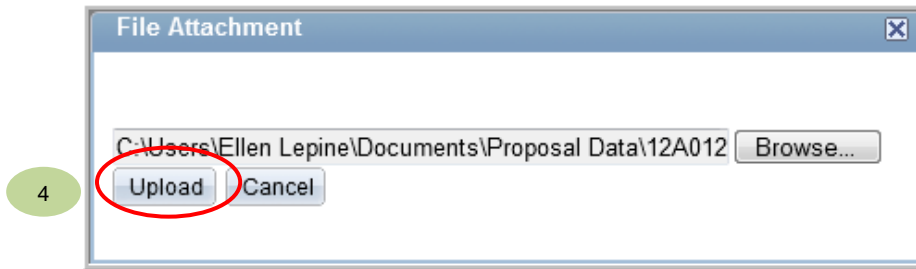
- Upload files that will be associated with the proposal.
- As many documents, diagrams, pictures etc. as needed can be attached to a proposal as long as you are within the sponsor guideline limitations.



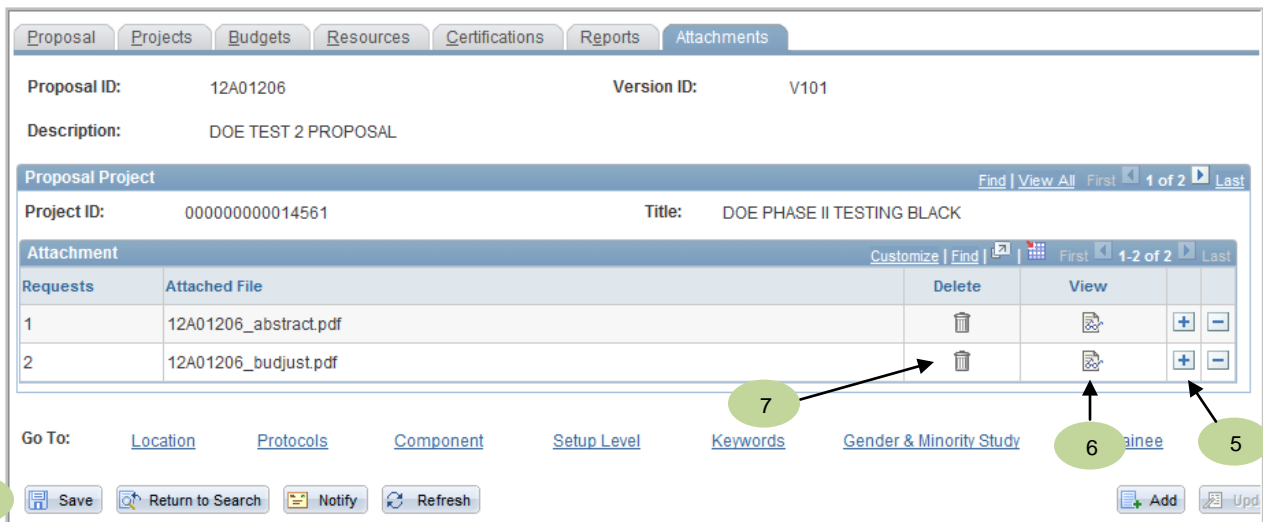
2. A search/browse window will open for you to find and select documents to upload. Click **“Browse”** button to search for a document. (This is just like doing an email attachment.)





3. Select a document to attach by double-clicking on it.



4. Then press the **“Upload”** button to attach it to the **Attachments** page. The system should accept all file formats as attachments. They are printed in the order they are uploaded.



5. Add additional documents by clicking the **+** button.
6. View any of the documents by clicking the **View Attachment**  icon
7. Delete any document by clicking the **Delete Attachment**  icon
8. Click the **Save** button