

Proposal Attachments

PREREQUISITES: Editable Proposal Record

The screenshot displays the 'Upload Proposal Attachments' section of the COEUS Lite interface. The left navigation pane includes options like 'General Info', 'Organization', 'Investigators/Key Persons', 'Special Review', 'Abstract', 'Others', 'YNQ', 'Proposal Roles', 'Grants.Gov', 'Budget', 'Upload Attachments', and 'Validate'. The main content area shows a form for adding documents with the following fields:

- Attachment Type:** ProjectSummary
- Description:** Description goes here
- File Name:** C:\Documents and Settings\tompkinc\Desktop\TestAtt

The 'Browse...' button next to the File Name field and the 'Save' button below the form are circled in red. Below the form is a 'List of Proposal Attachments' table:

Attachment Type/File Name/Uploaded Date by Update User	Description		
Narrative	Description goes here		
Narrative_Test.pdf (Uploaded:11/04/2009 13:22 by TOMPKINS, CHRISTOPHER M)	Description goes here		Remove View

Add Attachments

NOTE: Attachments may be added at any time during the development of the proposal. However, once the proposal has started the Electronic Routing and Approval process or has been placed in "Submitted" Status all attachments are locked and new attachments cannot be added.


1. Click on the "Upload Attachments" link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Select the appropriate Attachment Type from the available drop down options
4. Enter a description for the attachment
5. Click the "Browse..." button and complete the standard upload function
6. Click "Save"
7. Repeat steps 1-6 for all additional attachments

Revise Attachments

NOTE: Attachments may be revised at any time during the development of the proposal or during the Electronic Routing for Academic Approvals. However, once the proposal has been placed in "Submitted" Status all attachments are locked and cannot be revised.


1. Click on the "Upload Attachments" link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Click on the attachment from the List of Proposal Attachments to be revised
4. Click on the "Upload New File" button and complete the standard upload function
5. Click "Save" to overwrite the existing file with the new one

 **Delete Attachments**

 NOTE: Attachments may be deleted at any time during the development of the proposal. However, once the proposal has started the Electronic Routing and Approval process or has been placed in “Submitted” Status all attachments are locked and cannot be deleted.

1. Click on the “Upload Attachments” link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Click the “Remove” link next to the listed file to be deleted.
4. A confirmation window will open, click “OK”.
5. File will now be deleted
6. Click “Save”

 **View Attachments**

 NOTE: Attachments may be viewed at any time during the development of the proposal, during the Electronic Routing for Academic Approvals and even after the proposal has been submitted to sponsor.

1. Click on the “Upload Attachments” link found in the left navigation pane
2. Click on the appropriate Attachment Category Tab
3. Identify the specific file you wish to view from the attachment list and click the “View” link next to the file name.
4. The attached file will open in new browser window that can either be saved to your computer or printed for hardcopy review.