

# Attachments

This walkthrough provides step by step instructions on how to upload documents to the Attachments section of a grant application in Egrants.

A list of the types of items typically uploaded to this section of the application is listed on the right side of this page.

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Documents uploaded to the Attachments section will be unique to each application based on their project activities. Commonly uploaded supporting documents include:

- Signed signature page
- Letters of Support from the nonpublic schools the intermediate unit is applying for on their behalf
- Job descriptions
- Memorandums of Understanding (MOUs)
- Assessments
- Peer reviewed studies
- Price quotes

Click the **Add Attachment** button. Please note that individual documents may not exceed 4MB, however there is no limit to the number of documents or total size of the documents uploaded to this section.

**ATTACHMENTS**

Section Point Value: 0  
Completion Status:

Created By: Mrs. Phyllis Cull  
Last Update By: Mrs. Phyllis Cull

Created Date: 6/15/2020 6:21:21 PM  
Last Update Date: 6/15/2020 6:21:21 PM

All supporting documentation for your grant application may be uploaded to this section. Examples of supporting documentation include letters of support, job descriptions, Memorandums of Understanding (MOU), etc

Attachment Name	Description	Date	History
<i>No records to display.</i>			

**File Attachment Documents**

*No records to display.*

A pop-up window labeled Upload Attachment will appear. Click the **Select Attachment** button in this pop-up window.

The screenshot displays a web application interface for managing grant attachments. At the top, it shows 'Grant ID: 30465' and 'Status: Open - Draft'. To the right, 'Project Title:' and 'Fund Announcement: COVID-19 School Health and Safety Grants FY20-21' are visible. The main content area includes a 'Section Point Value: 0' and a 'Completion Status: In Process' dropdown menu. A table with columns for 'Attachment Name', 'Date', and 'History' is partially visible. A 'File Attachment Documents' section below the table shows 'No records to display.' At the bottom, there are buttons for 'View History', 'Add Attachment', 'Save', 'Save And Continue Editing', and 'Return to Project Summary'. A modal window titled 'Upload Attachment' is open in the center, containing a 'Browse' button, a 'Short Description \*' text input field, an 'Upload Attachment' button, and 'Save' and 'Cancel' buttons at the bottom. A message at the top of the modal reads: '(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are \*.doc, \*.docx, \*.pdf, \*.xls, \*.xlsx)'. The background page also shows 'Created Date: 6/15/2020 6:21:21 PM' and 'Last Update Date: 6/15/2020 6:21:21 PM'.

A file explorer window will open. Locate the file that you would like to open and click the **File Name** then the **Open** button.

The screenshot shows a web application interface with a File Explorer window open over it. The File Explorer window is titled 'This PC > Documents' and shows a list of files and folders. The file '33167 Sole Source Approval.doc' is selected. The web application interface shows a project management page with a table of attachments. An 'Upload Attachment' dialog box is open, prompting the user to select a file. The dialog box contains the text 'No Files Selected.' and a 'Browse' button. The background web application shows a project management page with a table of attachments. The table has columns for 'Attachment Name' and 'Date'. The table is currently empty, displaying 'No records to display.' Below the table are buttons for 'View History', 'Add Attachment', 'Save', 'Save And Continue Editing', and 'Return to Project Summary'. The web application also shows a 'Project Title' and 'Fund Announcement' section.

Attachment Name	Date
No records to display.	

Add a **Short Description** of the document in the Upload Attachment pop-up window then click the **Save** button.

The screenshot displays a web application interface with a modal window titled "Upload Attachment". The modal contains the following elements:

- A close button (X) in the top right corner.
- Instructional text: "(Click 'Save' to permanently save any uploaded attachments. Allowed file extensions are \*.doc, \*.docx, \*.pdf, \*.xls, \*.xlsx)".
- A file selection area showing "33167 Sole Source Approval.doc" and a "Browse" button.
- A text input field labeled "Short Description" containing the text "Approval document".
- An "Upload Attachment" button.
- A red error message: "Please select a file.".
- "Save" and "Cancel" buttons at the bottom.

The background interface includes:

- Page header: "Status: Open - Draft" and "Fund Announcement: COVID-19 School Health and Safety Grants FY20-21".
- Navigation links: "Previous" (repeated).
- Form fields: "Section Point Value: 0", "Completion Status: In Process" (dropdown).
- Text: "All supporting documentation for your grant application may be in the form of letters of intent, memorandums of Understanding (MOU), etc".
- Table header: "Attachment Name", "Date", "History".
- Table content: "File Attachment Documents", "No records to display.".
- Footer buttons: "View History", "Add Attachment", "Save", "Save And Continue Editing", "Return to Project Summary".

This process can be repeated until all supporting documents have been uploaded. Once done, **change the Completion Status from In Process to Complete.**

**ATTACHMENTS**

**Section Point Value:** 0  
**Completion Status:** In Process ▾

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Attachment Name	Description	Date	History
<a href="#">33167 Sole Source Approval.doc</a>	<a href="#">Approval document</a>	6/15/2020	<a href="#">Show Attachment History</a>

**File Attachment Documents**

*No records to display.*

View History Add Attachment Save Save And Continue Editing Return to Project Summary