Attachments

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

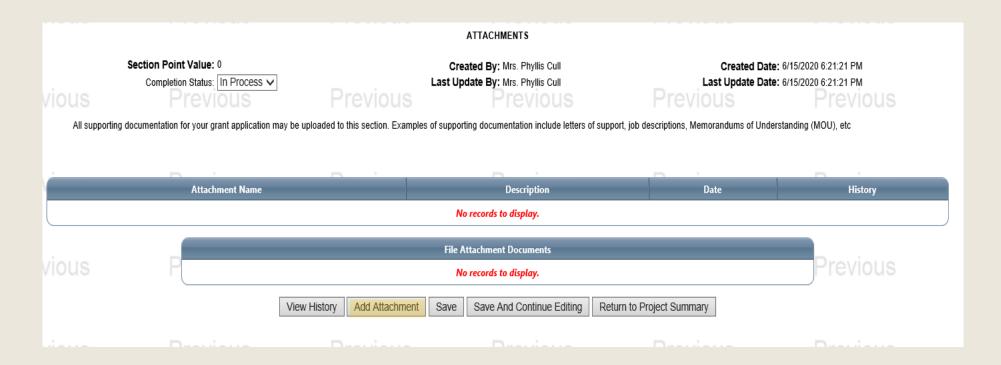
A list of the types of items typically uploaded to this section of the application is listed on the right side of this page.

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

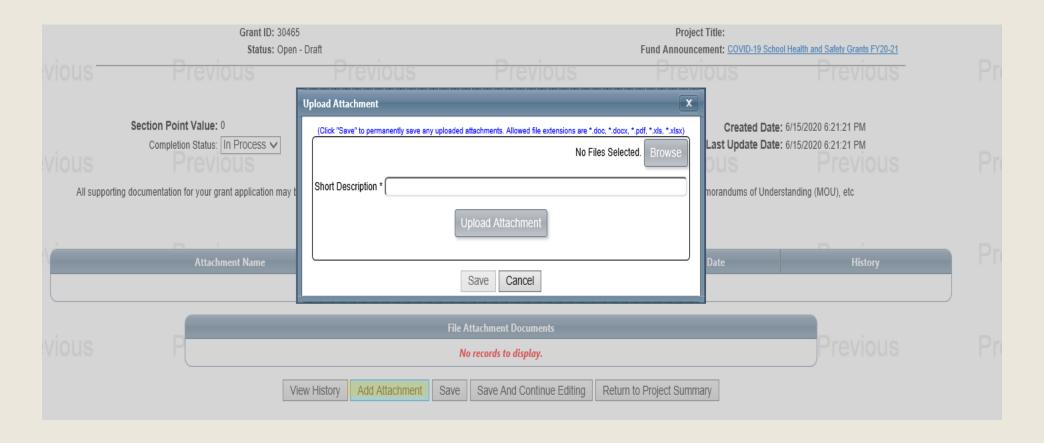
- Signed signature page
- Letters of Support from the nonpublic schools the intermediate unit is applying for on their behalf
- Job descriptions
- Memorandums of Understanding (MOUs)
- Assessments
- Peer reviewed studies
- Price quotes



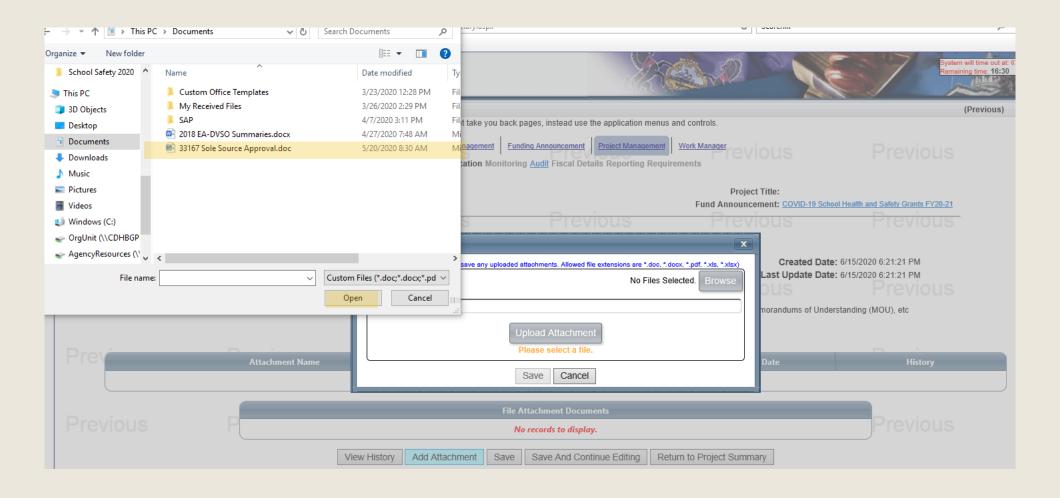
Click the **Add Attachment** button. Please note that individual documents may not exceed 4MB, however there is no limit to the number of documents or total size of the documents uploaded to this section.



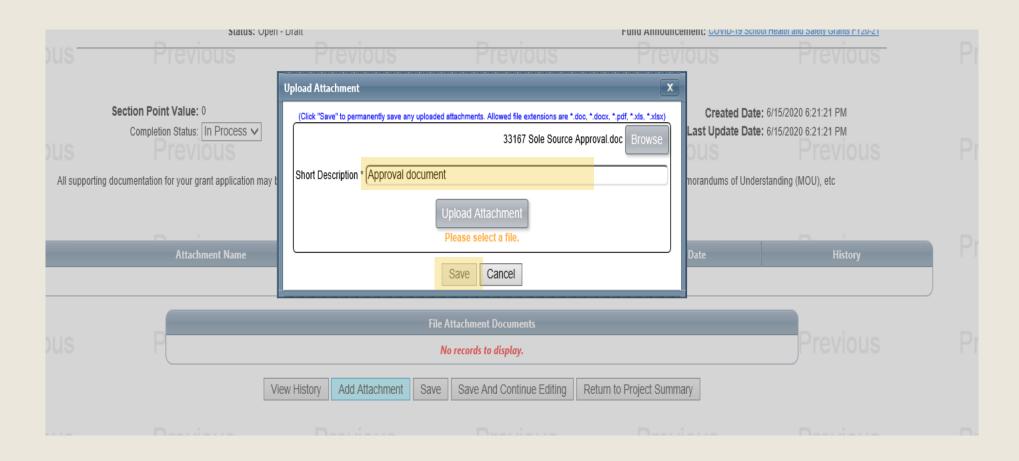
A pop-up window labeled Upload Attachment will appear. Click the **Select Attachment** button in this pop-up window.



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



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



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

