



# Application Attachment Tips



## Attachment Tips

Log in to JustGrants using either Chrome or Microsoft Edge as your browser. Internet Explorer is not a compatible browser for JustGrants.

Open the application and use the **Continue** button on the bottom right to navigate. File attachments associated with a section are displayed in the section.

**Grant Package ( 13318415 )** PENDING-DRAFT Comp # (C-BJA-2021-60008) ⌚ Due March 30, 2021 9:00:00 PM EDT Actions ▾ Print 🖨️

• Please attach documents for DisclosureOfProcessRelatedToExecComp to continue

- > Budget Worksheet and Budget Narrative
- > Pre-Agreement Cost
- > Non-competitive Justification
- > Indirect Cost Rate Agreement
- > Consultant Rate Justification
- > Employee Compensation Waiver
- > Financial Management Questionnaire (Including applicant disclosure of high-risk status)
- ∨ Disclosure of Process Related to Executive Compensation

Upload  
Profile

The recommended files to upload are PDF, Microsoft Word and Excel.

**Solicitation Instructions**

- ✓ CTAS Selection
- > CTAS Standard Applicant Information
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- ∨ **Budget and Associated Documentation**
  - Budget / Financial Attachments
  - MOUs and Other Supportive Documents
  - Additional Application Components
  - > Disclosure And Assurances
  - Other 🖱️
  - Certify and Submit

**Recent followers (0)**

Back
Save
Continue

**NOTE:** Users are not able to upload two documents with the same file name. An error message displays indicating the presence of another file with the same name. If the intent is to upload the file twice, one file name will need to be adjusted so that it is not considered a duplicate.

**NOTE:** Any section or field in the application marked with a red asterisk is required. The application cannot be submitted until that section or field is completed.



# Application Attachment (Attachment Categories)



## Attachment Tips

Attachments are stored in the application based on which **Attachment Category** is selected when the file is uploaded to the application. The **Category** will default to the application section title.

**Example:** For an attachment to display in the **Proposal Narrative** section of the application, **Proposal Narrative** will be the default Attachment Category.

The screenshot displays the application interface with a green box highlighting the attachment details for a file named "Proposal Narrative.docx". The attachment is categorized as "Proposal Narrative". Below this, a table lists the attachment details:

Name	Category	Created by	Application Number	Date Added
Proposal Narrative.docx	Proposal Narrative	justgrants025.applicationsubmitter jgitsext	—	04/26/2021

Below the table, the "Goals, Objectives, Deliverables, and Timeline" section is visible. It includes a "Goal Statement" field with a character count of 228 and an "Objectives" section with a "New Objective" button. The "Objective" section includes a description field, a "Fiscal Year" dropdown set to 2021, and a "Quarter" dropdown set to Q1.

# Application Attachments (Certify and Submit)



Both the **Budget / Financial Attachments** and **Additional Application Components** sections provide accordion options for uploading specific types of documents into the application

The screenshot shows the 'Grant Package' (00787108) in a 'PENDING-DRAFT' state, due on March 31, 2023. The main content area is titled 'Pre-agreement Costs (also known as Pre-award Costs) Edited' and contains an 'Upload' button. Below this, there are sections for 'Indirect Cost Rate Agreement (if applicable)', 'Employee Compensation Waiver', 'Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) Edited', and 'Additional Attachments'. A progress bar at the bottom indicates the current stage is 'COMPLETE AND SUBMIT'. On the right, the 'Solicitation Instructions' sidebar is visible, with 'Budget / Financial Attachments' and 'Additional Application Components' highlighted in green. The bottom right corner features 'Save' and 'Continue' buttons.

Select the **Certify and Submit** section to expand all application sections in full screen. All attachments associated with the application are displayed in this view.

The screenshot displays the 'Certify and Submit' section. The 'Proposal Narrative' section is highlighted with a green box and shows a document titled 'Proposal Narrative.docx' with a category of 'Proposal Narrative', created by 'justgrants025.applicationsubmitter.jgitsex', and dated '4/26/2021 2:18 PM'. Below this, the 'Goals, Objectives, Deliverables, and Timeline' section is visible, containing a table with the following data:

Objective	Fiscal Year	Quarter
Objective One description	2021	Q1
Deliverable	Fiscal Year	Quarter
Newsletter	2021	Q1

The right sidebar shows 'Solicitation Instructions' with 'Certify and Submit' highlighted in green. At the bottom right, there are 'Save' and 'Submit' buttons.



# Application Attachments (File Names)



## Attachment Tips

File names are limited to 59 characters. If a file name is too long, a red triangle appears on the file name.

Name\*

File sizes are limited to 25 mb.

 Narrative 2021-05-05 at 7.5

If an attachment was uploaded previously, JustGrants will not allow a second attachment to be uploaded with the same name. Change the name slightly to upload a second time.

The file name will default to the name of the file you are uploading. You can change the **Name**.

**Attach file(s)** ✕



Drag and drop files here

or

[Select file\(s\)](#)

Name*	File	Category	
Supporting Documentator	Supporting Documentation.docx	Proposal Narrative <span style="float: right;">▼</span>	

[Cancel](#)
[Attach](#)

# Application Attachments (Correspondence)



## Attachment Tips

When an application is submitted in JustGrants, an email is sent to the Application Submitter, the Authorized Representative and the Entity Administrator.

The email is also attached in the **Application Attachments** section under the **Grant Package** tab of the submitted award.

The screenshot shows the JustGrants interface for a 'Grant Package (00777100)'. The 'Application Attachments' section is highlighted with a green box and contains the following table:

Name	Category	Created by	Date Added
 ACTION REQUIRED: Complete Application A-415356 by August 31, 202	Correspondence	Brittany Franklin	09/01/2022

Other visible elements in the interface include a sidebar with navigation options (Home, Entity Profile, Entity Users, Entity Documents, Applications, Monitoring, Federal Forms, Training Resources), a top navigation bar with 'Actions' and 'Print' buttons, and a right sidebar with 'Recent documents (0)' and 'Participants (5)'.