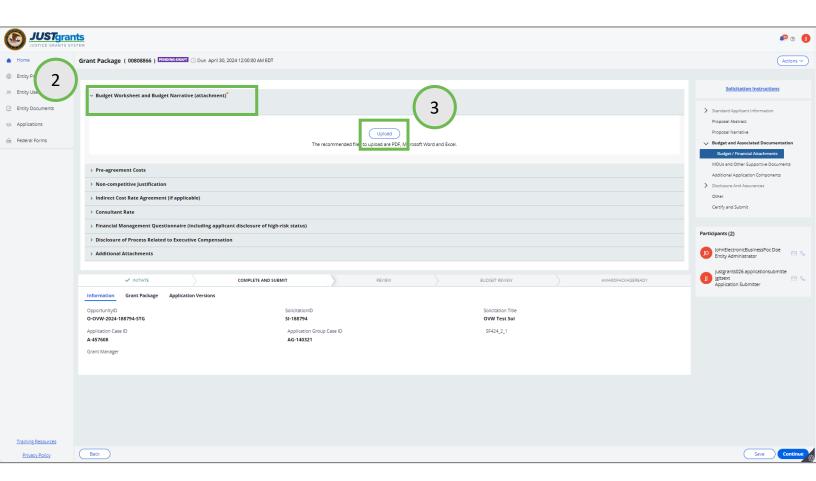
OVW Attachment Budget Structure Steps 1 – 3

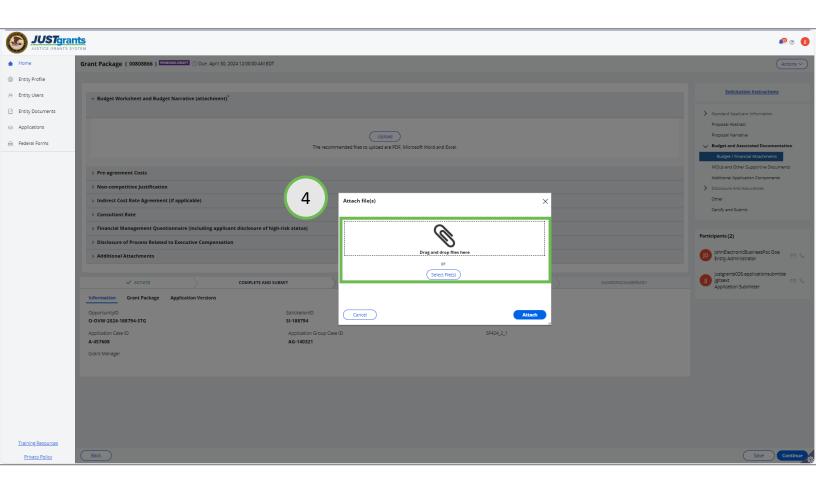




- Open the Budget and Associated Documentation section of the application. Each section of the page allows a specific document to be uploaded. Refer to the solicitation for guidance on document requirements.
- 2. Select the section corresponding to the document to be uploaded. In this example, the **Budget Worksheet and Budget Narrative** document is needed.
- 3. Select the Upload button.

OVW Attachment Budget StructureStep 4



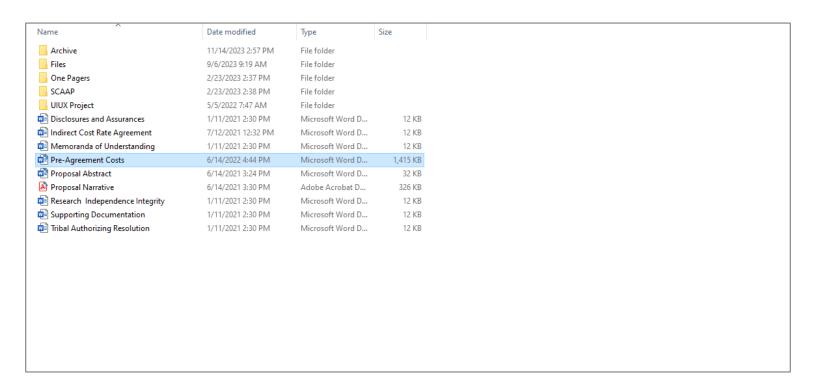


4. Either drag and drop the file into the large text box or use the **Select file(s)** button to attach the document.

OVW Attachment Budget StructureStep 5



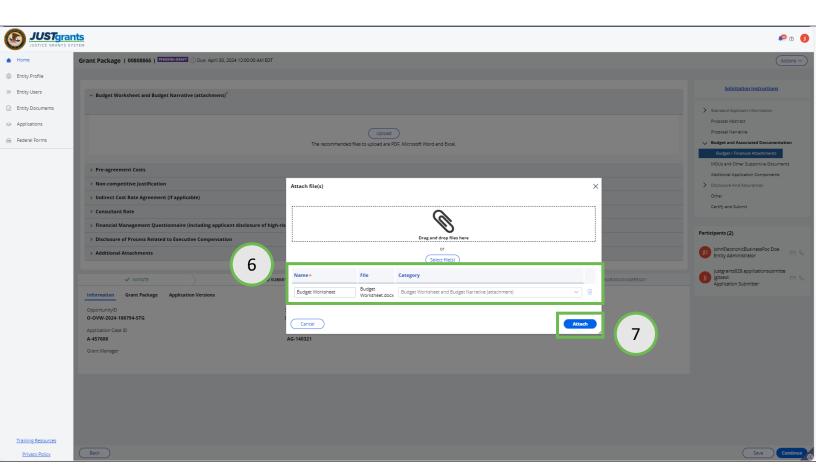




5. Locate the file on your workstation or shared drive.

OVW Attachment Budget StructureSteps 6 - 7

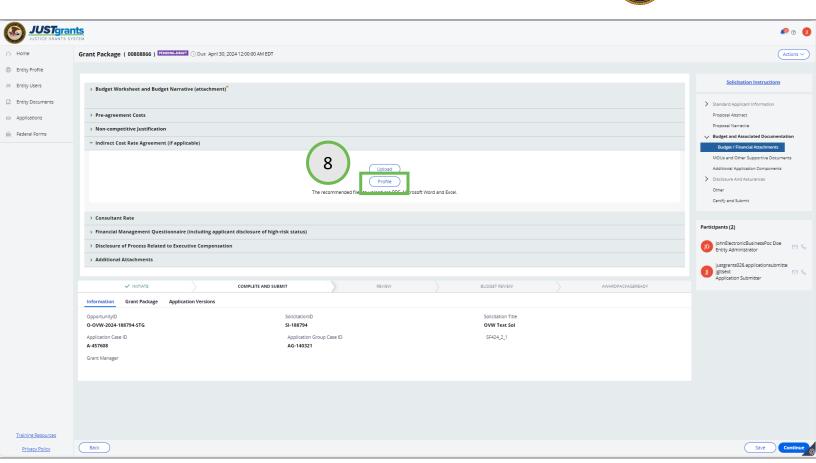




- 6. When the file appears, update the **Name** if needed, and verify that the **Category** is correct.
- 7. Select the Attach button.

OVW Attachment Budget Structure Step 8



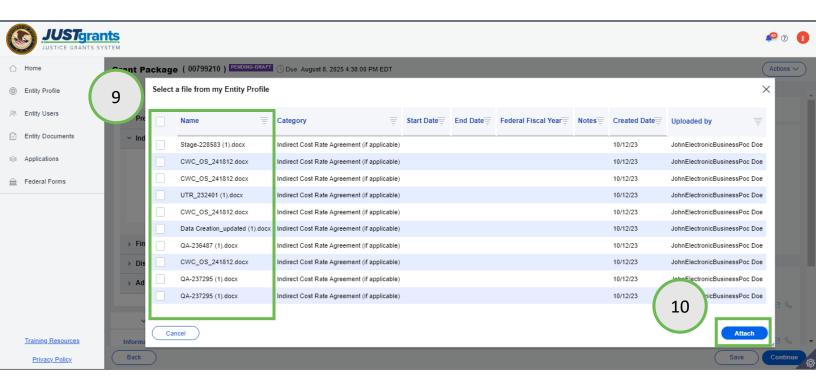


Some documents are stored in JustGrants by the **Entity Administrator**. Typically, these are documents that are shared by multiple applications and awards, such as an Indirect Cost Agreement.

8. Select the **Profile** button to upload a document from the Entity Documents section in JustGrants.

OVW Attachment Budget Structure Steps 9 - 10

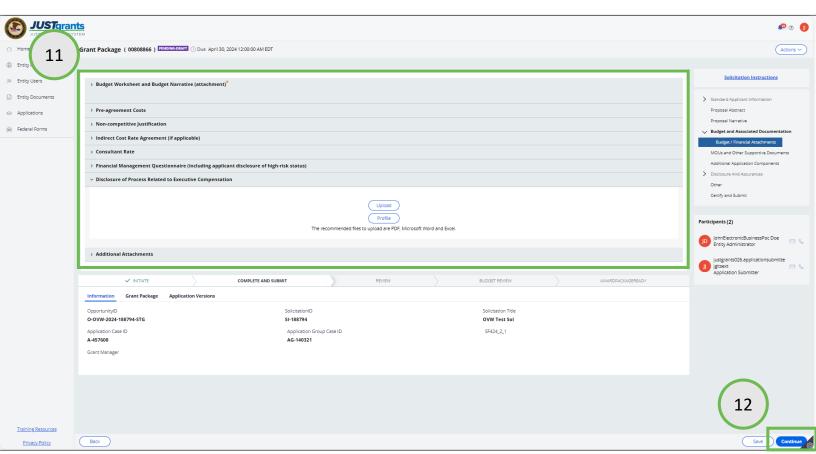




- 9. Select the document(s) to upload by checking the box to the left of the **Name** column.
- 10. Select the Attach button.

OVW Attachment Budget Structure Steps 11 - 12





- 11. Continue attaching documents in each section as required.
- 12. When all required and requested files have been attached to the application, continue with the other sections of the application.