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.

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)

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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.

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

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.

Application Attachments
(File Names)

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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★

⚠Narrative 2021-05-05 at 7.5

File sizes are limited to 25 mb.

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 Documentatior	Supporting Documentation.docx	Proposal Narrative ⌄	🗑

Cancel   **Attach**

Application Attachments (Correspondence)

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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.