



Add or Delete an Attachment on an Award

Use these instructions to add or delete a free-form note on an award. An attachment may document requirements or information unique to an award, such as an extension of the termination date, a change in project director, or specific requirements of a sponsor.

Prerequisites

- You must have one of the following responsibilities to add or delete an attachment on an award:
 - ORG Accounts Establishment Administrator
 - ORG Account Establishment Specialist with Budget Approval
 - ORG Account Establishment Specialist
- The award must exist in the Oracle business system.
- The award number must be known.

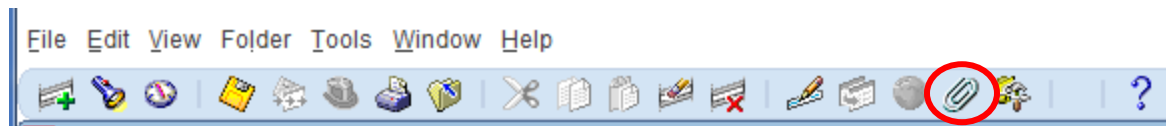
To add or delete an attachment to an award:

1. Navigate to **Awards > Find Award** to open the **Find Award** form.

Notes:

The toolbar attachment icon, a picture of a paper clip, indicates the attachment feature is enabled.

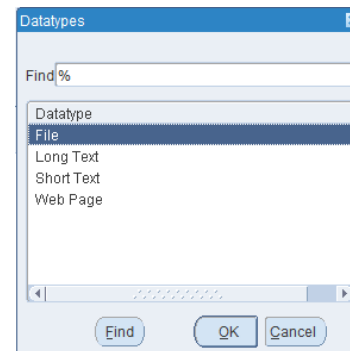
The icon displays as a paper clip holding a paper when the current record has at least one attachment.



If an award already has an attachment, open the existing attachment and add to it. Multiple attachments to an award can be accomplished in the same **Attachments** form.

Attachments are printed with the report, RF Project Abstract, which is printed for an award.

1. Enter the **Award Number**.
2. Click **Find** to go to the **Award Management Folder** form.
3. Click **Open** to go to the **Award Management** form.
4. If the award has no attachment, click the **Attachments** paper clip icon on the toolbar to open the **Attachments** form.
5. Click in the **Category** field which defaults to Miscellaneous. The **Title** field is optional.
6. Click in the **Description** field. Enter the award number associated with the **award** abstract notes. The award number entered in this field determines award notes that will print on abstract. **Note:** If not populated with a valid award number, the award notes will not print.
7. Click in the **Data Type** field, choose from the List of Values.



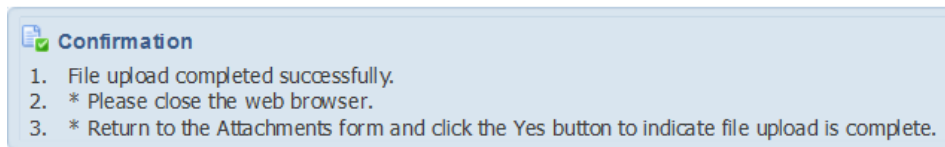
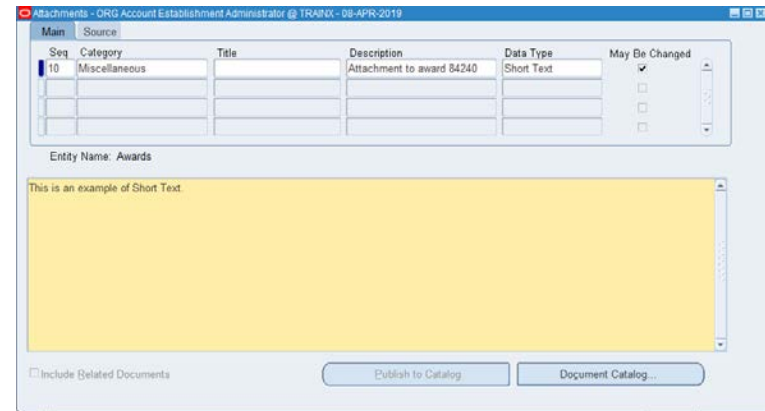
8. For Short or Long Text, **click** in the box **to enter text**.

Note: When the **May Be Changed** check box is checked, the attachment may be edited by other users.

9. Click **File > Save**.

To attach a **new file**, select **File** in the **Data Type** field. **A new Browser window displays**.

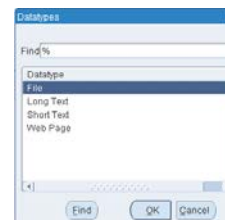
1. Click **Browse** to find and select the file. **Note:** A message will appear at the bottom of the window indicating your file was uploaded successfully.



2. Click **File > Save**.

If a record already has an attachment, you can open the existing attachment and add to it. Multiple attachments to an **award** should be accomplished in the same **Attachments** form.

1. Click in the **next available line** of the multi-line attachment block.
2. Click in the **Category** field which defaults to Miscellaneous. The **Title** field is optional.
3. Click in the **Description** field. Enter the award number associated with the **award** abstract notes. The award number entered in this field determines award notes that will print on abstract. **Note:** If not populated with a valid award number, the award notes will not print.
4. Click in the **Data Type** field, choose from the List of Values.



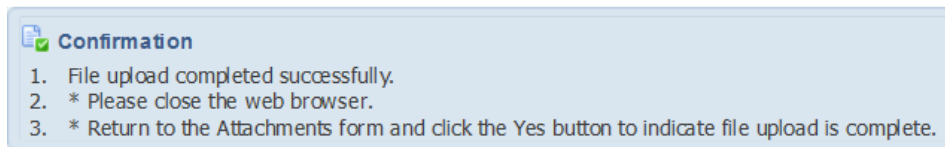
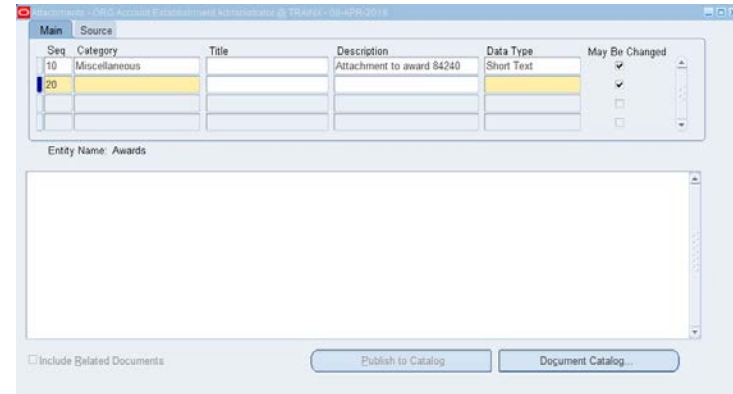
5. For Short or Long Text, click in the box to enter text.

Note: When the **May Be Changed** check box is checked, the attachment may be edited by other users.

6. Click **File > Save**.

7. To attach a **new file**, select **File** in the **Data Type** field. A new **Browser** window displays.

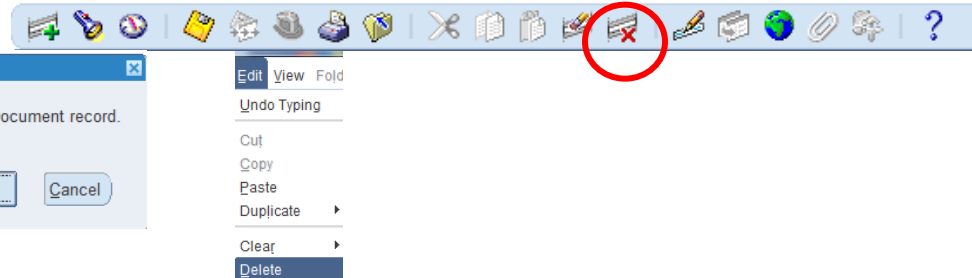
8. Click **Browse** to find and select the file. **Note:** A message will appear at the bottom of the window indicating your file was uploaded successfully.



9. Click **File > Save**.

To delete an existing Attachment, select the attachment by clicking on the appropriate line.

1. Select The red X on the toolbar, respond to the Caution window.



Or

2. Select **Edit > Delete Record** from the Menu bar.

3. Click **Document and Attachment** from the **Decision** window to delete both the document and the attachment.