RAPSS Manage Attachments Quick Guide

RUTGERS Office for Research

Documents for **ALL** activity initiated **prior** to the July 2023 system updates will be found in the **Other** category.

Manage Attachments Activity

This activity is available in these project types
- Funding Proposal (FP)
- Award (AWD)
- Award Modification Request (AMR)
- Award Modification (AWD_MOD)

My Activities
- Create-Update SF424
- Permission to Submit
- Withdraw
- Send Email
- Copy Project
- Manage Project Access
- Manage Attachments ⬅
- Download Attachments

Attachment Categories

Documents may be uploaded using several broad categories. Examples (not comprehensive) are provided below.

1. **Sponsor Documents**
   - Opportunity/Solicitation Guidelines
   - Information regarding indirect costs
2. **Project Narrative**
   - Research Plan/Strategy
   - Abstract
   - Technical components of project
3. **Budget and Related**
   - Budget(s)
   - Budget Justification(s)
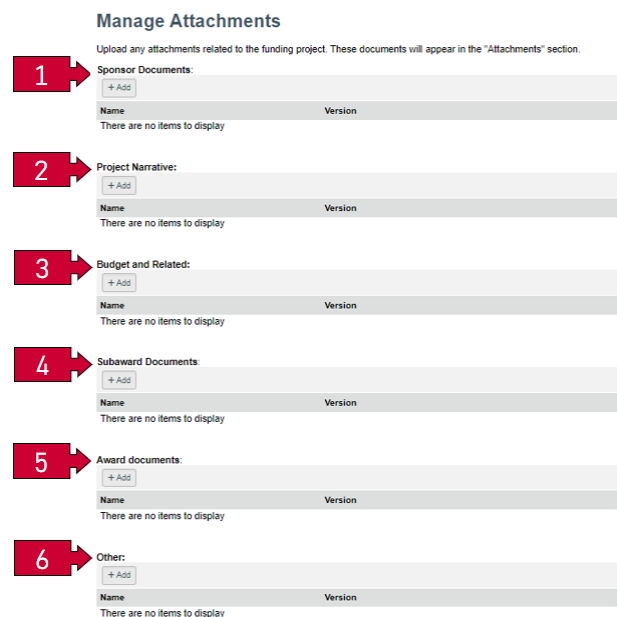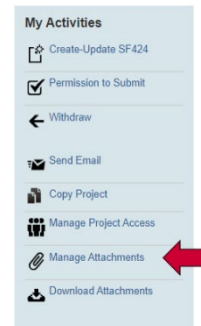4. **Subaward Documents**
   - Statement(s) of Intent
   - Scope of Work
   - Subaward Commitment Form(s)
5. **Award Documents**
   - Notice of Award
   - Oracle project account request form(s)
6. **Other**
   - Miscellaneous documents not matching the above categories

Manage Attachments

Upload any attachments related to the funding project. These documents will appear in the "Attachments" section.

1 → Sponsor Documents:
+ Add

Name	Version
There are no items to display	

2 → Project Narrative:
+ Add

Name	Version
There are no items to display	

3 → Budget and Related:
+ Add

Name	Version
There are no items to display	

4 → Subaward Documents:
+ Add

Name	Version
There are no items to display	

5 → Award documents:
+ Add

Name	Version
There are no items to display	

6 → Other:
+ Add

Name	Version
There are no items to display	

Adding Attachments

Step 1

Documents may be added by dragging and dropping one or more files into the respective section from the location where the files are saved.
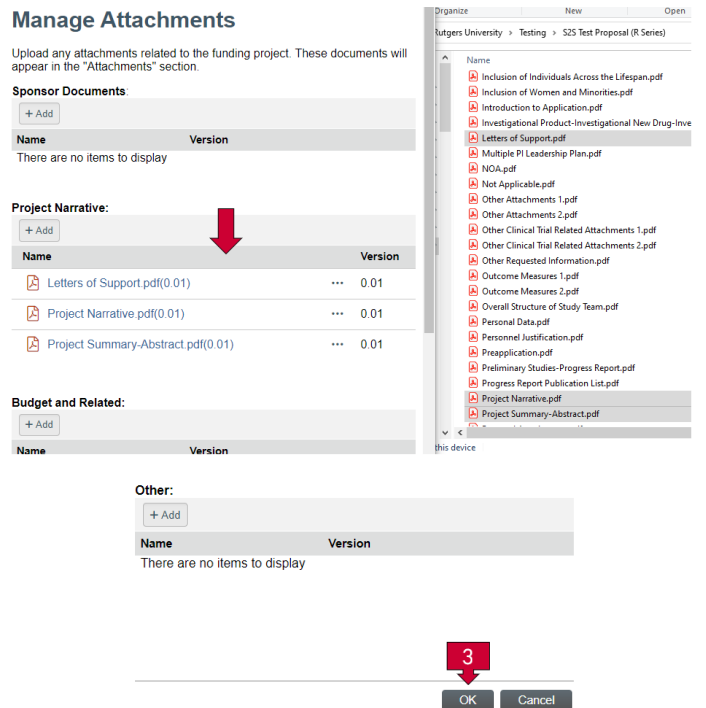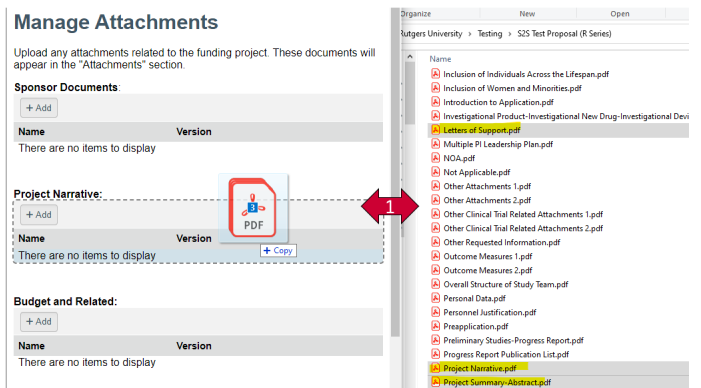
The system will use the name of the file as the name of the attachment.

Step 2

The workspace will display the documents that were added to the section.

Step 3

Click **OK** at the bottom of the **Manage Attachments** window to save the changes.

Removing Attachments

Documents may be removed if they have been uploaded erroneously or are no longer necessary for the project.
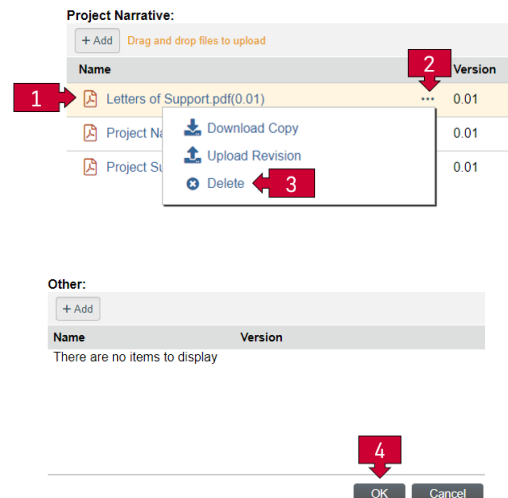
Step 1

Identify the document to remove.

Step 2

Select "**…**" (more)

Step 3

Click **Delete**

Step 4

Click **OK** at the bottom of the **Manage Attachments** window to save the changes.

Uploading a Revised Document

The system's versioning feature may be used to maintain multiple versions of a document instead of uploading multiple copies of the document and having them all appear in the workspace.

Project Narrative:

Name		Version
Letters of Support.pdf(0.01)	...	0.01
Project Narrative (version 2).pdf(0.01)	...	0.01
Project Narrative.pdf(0.01)	...	0.01
Project Summary-Abstract.pdf(0.01)	...	0.01

Step 1

Identify the document a revision is to be uploaded for.

Step 2

Select **"…"** (more).

Step 3

Select **Upload Revision.**

Project Narrative:

Name		Version
Letters of Support.pdf(0.01)		0.01
1 Project Narrative.pdf(0.01)	2 ...	0.01
Project Su...		0.01

Download Copy
3 Upload Revision
Delete

Budget and Rel...

Step 4

Click **Choose File**

Title: Project Narrative.pdf
If not provided, the name of the file will be used

* File: [   ] Choose File   4
View
Show Advanced Options

Step 5

Navigate to the file location and select it

osal (R Series)   Search S2S Test Proposal (R S...

Name
Personnel Justification.pdf
Preapplication.pdf
Preliminary Studies-Progress Report.pdf
Progress Report Publication List.pdf
Project Narrative (version 2).pdf   5
Project Narrative.pdf

Step 6 (optional)

Give the document a new name. Otherwise, the previous name will be used.

Title: Project Narrative (version 2).pdf   6
If not provided, the name of the file will be used

* File: Project Narrative (vers... | Choose File
View
Show A... Options

Step 7

Click **OK**

7

* Required   OK   OK and Add Another   Cancel

Other:

+ Add
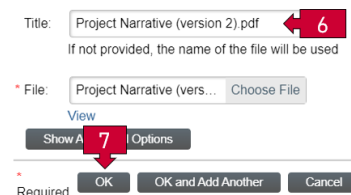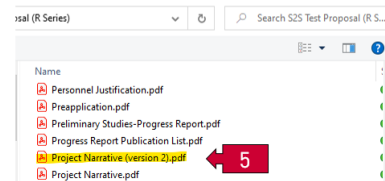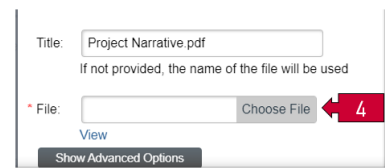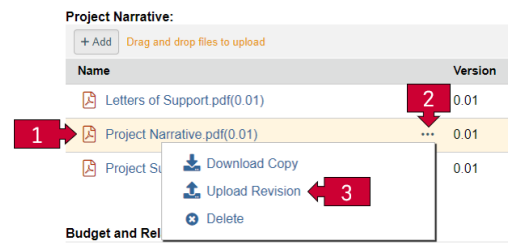
Name	Version
There are no items to display	

Step 8

Click **OK** at the bottom of the **Manage Attachments** window to save the changes

The revised document and version number will be displayed in the workspace.

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OK   Cancel

Project Narrative:

+ Add

Name		Version
Letters of Support.pdf(0.01)	···	0.01
Project Narrative (version 2).pdf(0.02)	···	0.02
Project Summary-Abstract.pdf(0.01)	···	0.01

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Rolling Back to a Previous Version

Follow the steps below to roll-back a document to a previously uploaded version

Step 1

Identify the document to be rolled back.

Step 2

Select "..." (more)

Step 3

Select Upload Revision

Step 4

Select **Show Advanced Options**

Step 5

Select **History & Roll**

Step 6

Select the version of the document to roll-back to.

Step 7

Click **OK**

Step 8

The **Manage Attachments** activity will display the rolled back version.

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Step 9

Click **OK** at the bottom of the **Manage Attachments** window to save the changes.

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Related Quick Guides

Funding Proposal

- RAPSS-Funding Proposal (FP) Proposal States Quick Guide.pdf
- RAPSS-Funding Proposal (FP) Workspace Quick Guide.pdf
- RAPSS-Funding Proposal (FP) Checklist.pdf
- RAPSS-Funding Proposal (FP) SF424 Quick Guide.pdf
- RAPSS-Funding Proposal (FP) Complete Dept Change Request & Specialist Change Request Quick Guide.pdf
- RAPSS-Funding Proposal (FP) Update Project Status Quick Guide.pdf
- RAPSS-Funding Proposal (FP) Complete JIT Request Quick Guide.pdf
- RAPSS-Funding Proposal (FP) Advanced Account Request and Approval Quick Guide.pdf

Department Reviewer

- RAPSS-Funding Proposal (FP) Department Reviewer Quick Guide.pdf
- RAPSS-Funding Proposal (FP) Advanced Account Request and Approval Quick Guide.pdf

Additional Quick Guides

- RAPSS-General-Manage Attachments Quick Guide.pdf
- RAPSS-General-Terminology Quick Guide.pdf
- RAPSS-General-Dashboard Quick Guide.pdf