

Quick Tips: Attaching and Submitting non-PDF files with Proposal

Cayuse typically submits only PDF documents as attachments. You can upload and attach a source file for your records, but only the attached PDFs will be submitted. PDF files containing active form fields cannot be uploaded, to avoid errors when the proposal is submitted through Grants.gov.

What if my opportunity specifies a non-PDF format?

Agencies will sometimes request documents in other formats, or even request active PDF forms. In **many** cases, they will accept a flat PDF version of the file containing the relevant information, as long as the original file can be provided on request. In these cases we recommend submitting via Cayuse 424, and including the source file in the proposal for later use. It will not be submitted directly to the agency, but can be sent separately if needed.

In **rare** cases, an agency may require submission in another document format, i.e. excel spreadsheets, word documents, active pdfs, etc.

While regular Cayuse users will be unable to upload non-PDF attachments a System Administrator (Angela, Ginger or Barb) can upload these non-PDF attachments for you.

Please follow the instructions below if your proposal requires these attachments:

Attaching Non-PDF Files for Submission to agency

In cases where an agency requires the inclusion of a non-PDF document such as an excel spreadsheet, word document, active PDF, with a submission,

PIs/Business Offices:

1. Attached the required file in its source format (xls, xlsx, doc, docx, etc), uniquely named, to the supporting documents attachment page. i.e. NOAA90-2_Smith as a SOURCE file.
2. Indicate on the comment section the name of the document and the section or form it needs to be attached to within the proposal package

ORAA:

1. Download and save the required file to a location for easy retrieval.
2. Select **Add** or **Add Attachment** on the attachment point you wish to add the non-PDF attachment within the grants.gov opportunity forms.
3. Click **Browse** and select the non-PDF file you wish to upload.
4. Click **Upload**.
5. A box will appear with alerting you that you are about to upload a non-PDF attachment.
6. Click **OK** to confirm that you wish to proceed.

The non-PDF file will now be attached to that Proposal. Note that even though the link in the proposal still indicates the attachment is a PDF file, the attachment will be the file you uploaded and will be opened with the proper program, Word, Excel, etc. Additionally, if you attempt to generate a print copy of this proposal including the form with the non-PDF attachment, **the non-PDF attachment will not be included in the print copy. However, it will be successfully transmitted to Grants.gov.**

NOTE: REMEMBER that any documents, pdf or other files uploaded to the Proposal Summary>Documents Section on the **Supporting Documents Attachment Page are uploaded here for internal use and will not be submitted with the proposal. They must be attached to one of the opportunity forms.**