



# Attaching Documents to eGC1s

## How to prepare Sponsor documents

1. Order the pages in the sequence specified in the Sponsor's guidelines.

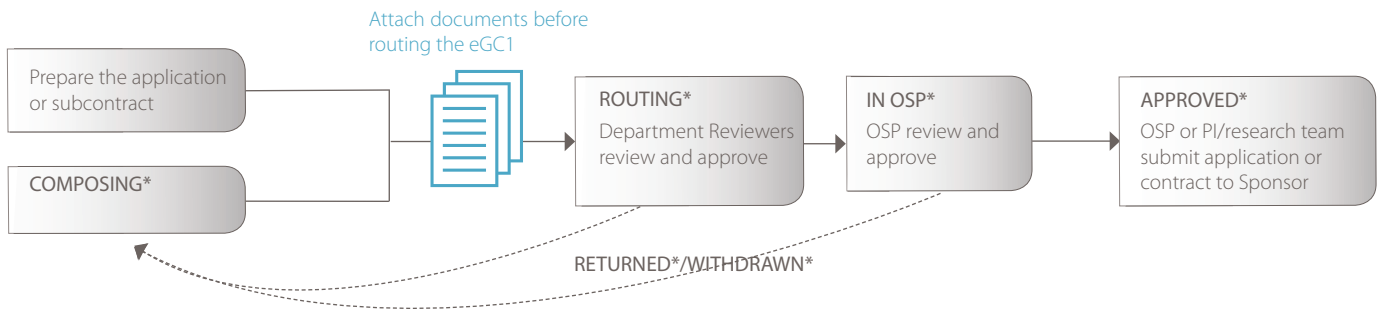


2. Combine the well-ordered pages within a single PDF.

If there are signature pages, create a second PDF file containing a copy of just the signature pages.



## When to attach documents



\*These terms describe the eGC1's status - see Job Aid SQ02: SAGE Quick Start Guide for explanations

## How to attach documents

- Documents are attached to the eGC1 via the options on the [Attachments & Routing Questions](#) page:
  - Prepare grant proposals or subcontracts as shown above, then attach them to the [Documents to be Submitted to Sponsor](#) section
  - Attach internal UW documents required by OSP (such as the Cost Sharing Addendum), to the [Internal Documents for OSP](#) section
  - Attach documents that are only required by your department (such as the School of Medicine's Grant Activity Sites Inventory), to the [Internal Documents for Dept/School/College](#) section

Use a meaningful Description

**Documents to be Submitted to Sponsor** Help

*Provide one file with the entire application (in the correct order) that will be submitted to the sponsor; if appropriate, please containing only signature pages that require OSP ink signature. By providing this file the review time may be reduced and it is processed according to sponsor instructions.*

Description	Version	File Name	Attached On	Actions
Final NIH proposal	2	Final Proposal.xfd	1/26/2008 1:50:00 PM	Update View

After the first approval, the **Delete** button disappears. Use **Update** to change an existing file

Add New Attachment

Use **Add New Attachment** to add new files



# Attaching Documents to eGC1s

## Myths & Best Practice

### Myth : All documents are "Internal Documents for OSP"

**Documents to be Submitted to Sponsor** [Help](#)  
Provide one file with the entire application (in the correct order) that will be submitted to the sponsor; if appropriate, please separate file containing only signature pages that require OSP ink signature. By providing this file the review time may be ensured that all paperwork is processed according to sponsor instructions.  
No attachments have been associated

**Internal Documents for OSP** [Help](#)  
Upload non-sponsor attachments that OSP and your division, department or school/college need to review.

Description	Version	File Name	Attached On	
Draft Clinical Trial Agreement	1	FG566 for review.doc	2/8/2008 2:04:33 PM	<a href="#">View</a>
Budget Exhibit	1	FG566 Exhibit 1 - with changes.xls	2/8/2008 12:04:06 PM	<a href="#">View</a>
SOM Site Inventory	1	FG566 site inventory.doc	2/8/2008 12:03:40 PM	<a href="#">View</a>
SOM Sci Code	1	FG566 scientific code.doc	2/8/2008 12:03:23 PM	<a href="#">View</a>
Protocol	1	FG566 protocol final.pdf	2/8/2008 11:58:59 AM	<a href="#">View</a>
Informed Consent Draft	1	FG566 icf draft.doc	2/8/2008 11:58:29 AM	<a href="#">View</a>
CRBB Negotiation Page	1	FG566 negotiation page final.pdf	2/8/2008 11:58:01 AM	<a href="#">View</a>
CRBB Summary Email	1	FG566 Summary Review.xls	2/8/2008 11:07:40 AM	<a href="#">View</a>

**Internal Documents for Dept/School/College** [Help](#)  
Upload attachments that only your division, department or school/college need to review. All other internal (non-sponsor) should up uploaded as "OSP" documents.  
No attachments have been associated

#### Myth buster:

Although OSP conducts the final review and gives approval, documents should still be organized according to their final destinations - as described on page 1 of this Job Aid and illustrated in the Best Practices below.

### Myth : Duplicating documents across sections provides better access to them

**Documents to be Submitted to Sponsor** [Help](#)  
Provide one file with the entire application (in the correct order) that will be submitted to the sponsor; if appropriate, please separate signature pages that require OSP ink signature. By providing this file the review time may be reduced and it will ensure that all sponsor instructions.

Description	Version	File Name	Attached On	
grants.gov file	1	BUDDING LTS_McToosh.xfd	10/17/2007 11:01:27 AM	<a href="#">View</a>
Grants.gov file	3	BUDDING LTS_McToosh.xfd	10/16/2007 8:07:51 AM	<a href="#">View</a>

**Internal Documents for OSP** [Help](#)  
Upload non-sponsor attachments that OSP and your division, department or school/college need to review.

Description	Version	File Name	Attached On	
grants.gov file	1	BUDDING LTS_McToosh.xfd	10/17/2007 11:01:27 AM	<a href="#">View</a>
Grants.gov file	3	BUDDING LTS_McToosh.xfd	10/16/2007 8:07:51 AM	<a href="#">View</a>

**Internal Documents for Dept/School/College** [Help](#)  
Upload attachments that only your division, department or school/college need to review. All other internal (non-sponsor) documents.

Description	Version	File Name	Attached On	
grants.gov file	1	BUDDING LTS_McToosh.xfd	10/17/2007 11:01:27 AM	<a href="#">View</a>
Grants.gov file	3	BUDDING LTS_McToosh.xfd	10/16/2007 8:07:51 AM	<a href="#">View</a>

#### Myth buster:

All Reviewers can see all sections of the Attachments and Routing Questions page. There is no need to duplicate documents across sections.

Organize documents according to their final destinations - as described on page 1 of this Job Aid and illustrated in the Best Practices below.

## Best Practice

**Documents to be Submitted to Sponsor** [Help](#)  
Provide one file with the entire application (in the correct order) that will be submitted to the sponsor; if appropriate, please separate file containing only signature pages that require OSP ink signature. By providing this file the review time may be ensured that all paperwork is processed according to sponsor instructions.

Description	Version	File Name	Attached On	
SNYS documents	1	Bang SNYS documents.PDF	11/30/2007 1:12:39 PM	<a href="#">View</a>

**Internal Documents for OSP** [Help](#)  
Upload non-sponsor attachments that OSP and your division, department or school/college need to review.  
No attachments have been associated

**Internal Documents for Dept/School/College** [Help](#)  
Upload attachments that only your division, department or school/college need to review. All other internal (non-sponsor) should up uploaded as "OSP" documents.

Description	Version	File Name	Attached On	
Dean's sites	1	Site Activity.doc	11/30/2007 1:10:32 PM	<a href="#">View</a>
Dean's checklist	1	Checklist.xls	11/30/2007 1:10:19 PM	<a href="#">View</a>

In this example:

- Documents that will ultimately be submitted to the Sponsor have been organized within a single PDF file;
- There are no internal documents for OSP (if there were, they would only be attached under the appropriate section);
- Documents that are required for internal, departmental purposes are attached to the section for internal departmental documents.