

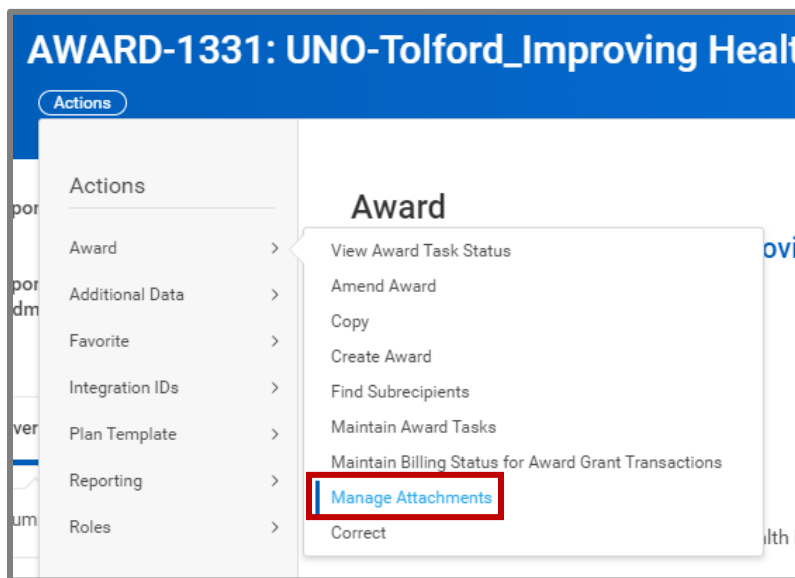
How to Add an Attachment to an Award in Workday

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Instructions

1. Navigate to the individual award page, either by typing a portion of its name into the main navigation bar or by selecting the award in the **View Award** task.
2. Click the **ACTIONS** button next to the award name in the blue bar; a fly-out menu will appear.
3. Hover over **Award** in the left-hand sidebar of the menu; click **Manage Attachments**.



4. Click the **Select Files** button and navigate to the file you wish to attach; alternatively, drag the file from a File Explorer window into the **Drop files here** box.

NOTE: It is best to upload PDFs whenever possible.

5. After uploading a file, a new screen will appear.
6. **Comment** – Enter any comments you would like to leave about the file.
7. **Attachment Category** – Select the attachment category that *best represents* the contents of the file. The options are listed on the next page.
8. To upload another document, click the **Upload** button.
9. Click the **OK** button at the bottom of the page to save and submit your attachment.

10. Click the **Done** button at the bottom of the page to return to the award view.

*NOTE: Attachments to the award may be viewed from the award page by selecting **Overview** tab then the **Attachments** tab.*

Attachment Category Options

The following **Attachment Categories** may be associated with any document uploaded into an award page in Workday. You may only select one attachment category per document.

- Amendment Approved by Sponsor
- Biosketch/CV
- Budget
- Budget Justification
- CFDA Form
- CFDA Number Description
- Change of PI
- Conflict of Interest Form (NOTE: This would be the SharePoint Award Proposal form.)
- Cost Share - Post Award Documentation
- Cost Share - Proposal Documentation
- Deobligation Notice
- Email/Negotiation
- Notice of Award/Executed Contract
- Notice of Intent
- Other Documents
- Proposal Submitted to Sponsor
- Request for Proposal/Sponsor Guidelines
- Statement of Work
- Sub Letter of Commitment
- Subrecipient Risk/Profile Questionnaire
- Supplement From Sponsor
- Terms and Conditions
- Transfer Grant In
- Transfer Grant Out
- UNO Advanced Award Request Form
- UNO NOGA
- UNO Proposal Routing Form (NOTE: This would also be the SharePoint Award Proposal form.)