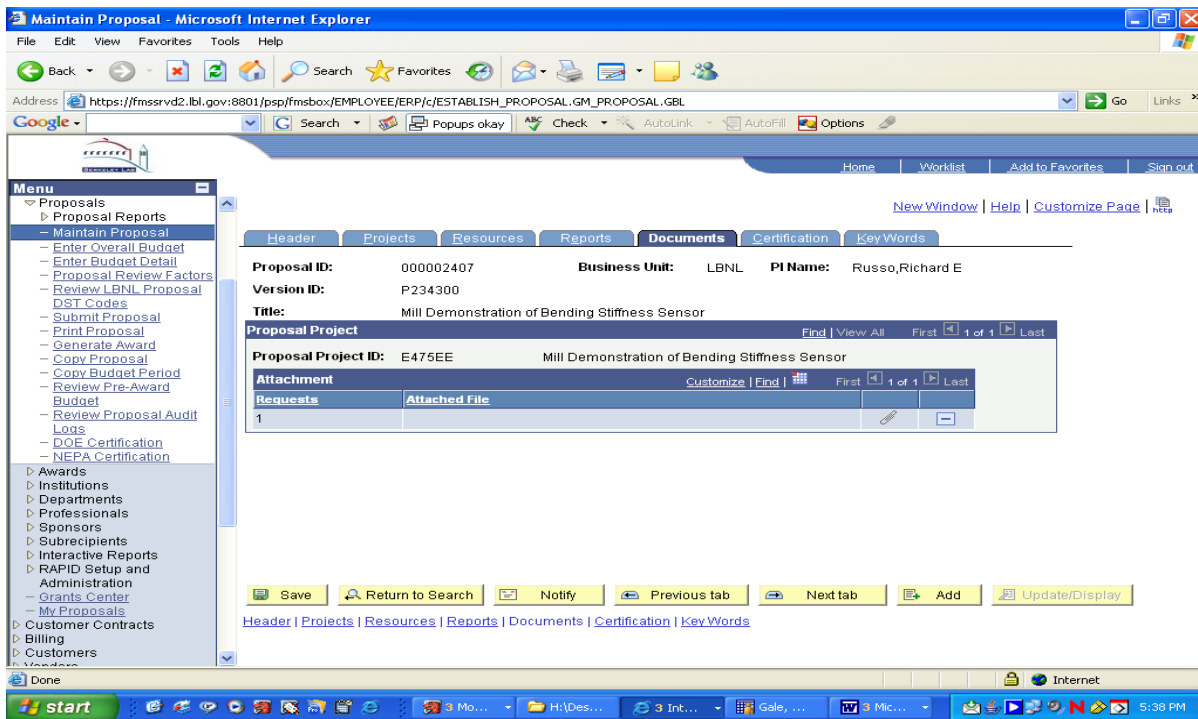




Documents Page:

As part of the proposal process, it may be appropriate to link (upload) documents into RAPID. This page helps you keep track of documents such as statements of work (SOWs), human and another subjects, etc. You can have multiple documents to the proposal. The next several pages walk you through how to manipulate uploads and downloads within the Document Page.

Electronic Submission to SPO CO

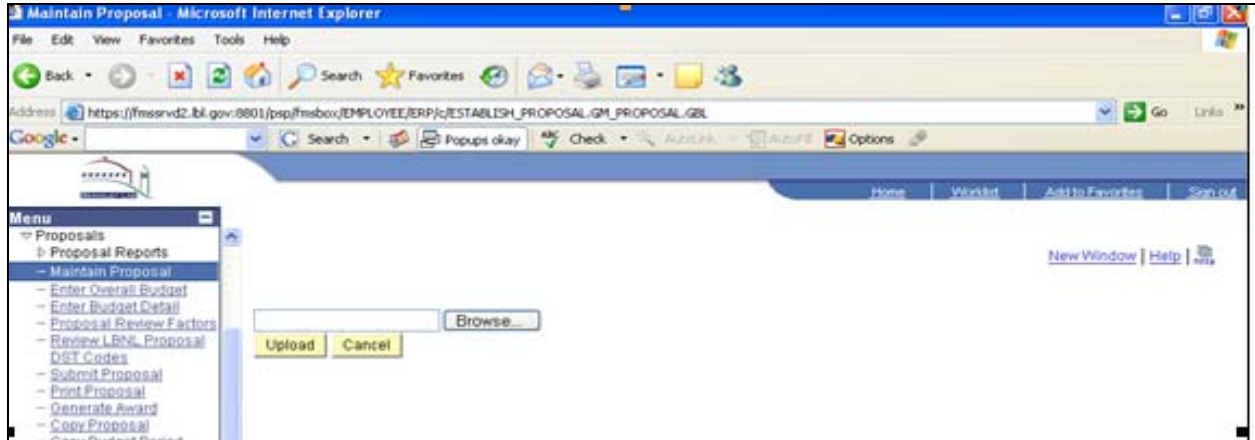
If a Sponsor doesn't require a "wet" signature, you can upload the SPPF, budget, and Statement of Work - the Sponsor's Proposal - into RAPID. Divisions are not required to submit a hardcopy, original proposal. You can print it out from RAPID. Divisions are to coordinate these submissions like all other proposal submissions with you.



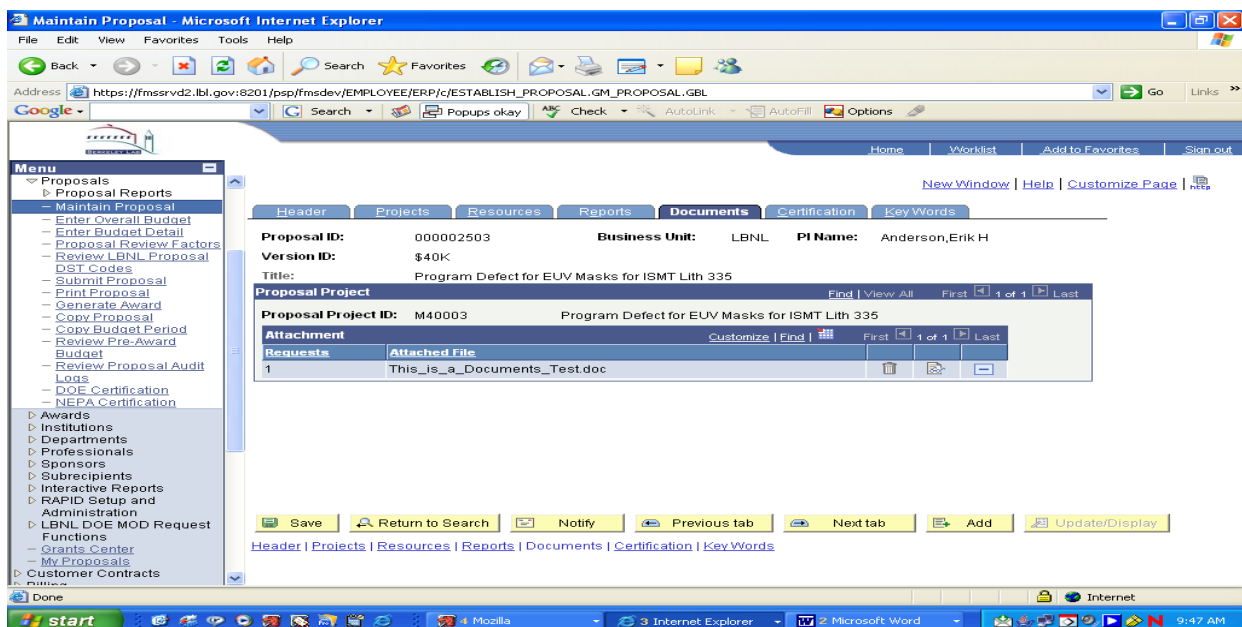
Non-Federal Proposal Header Field	Field and Instructions	Responsibility
	<p>Click on the Documents tab.</p> <p>Click the Add Attachment button  to attach a document to the proposal.</p> <p>The document link (upload) page is displayed.</p>	<p>Optional at this time for Non-Federal WFO.</p>

Using the RAPID Proposal Documents Page to Electronically Submit Proposal to SPO

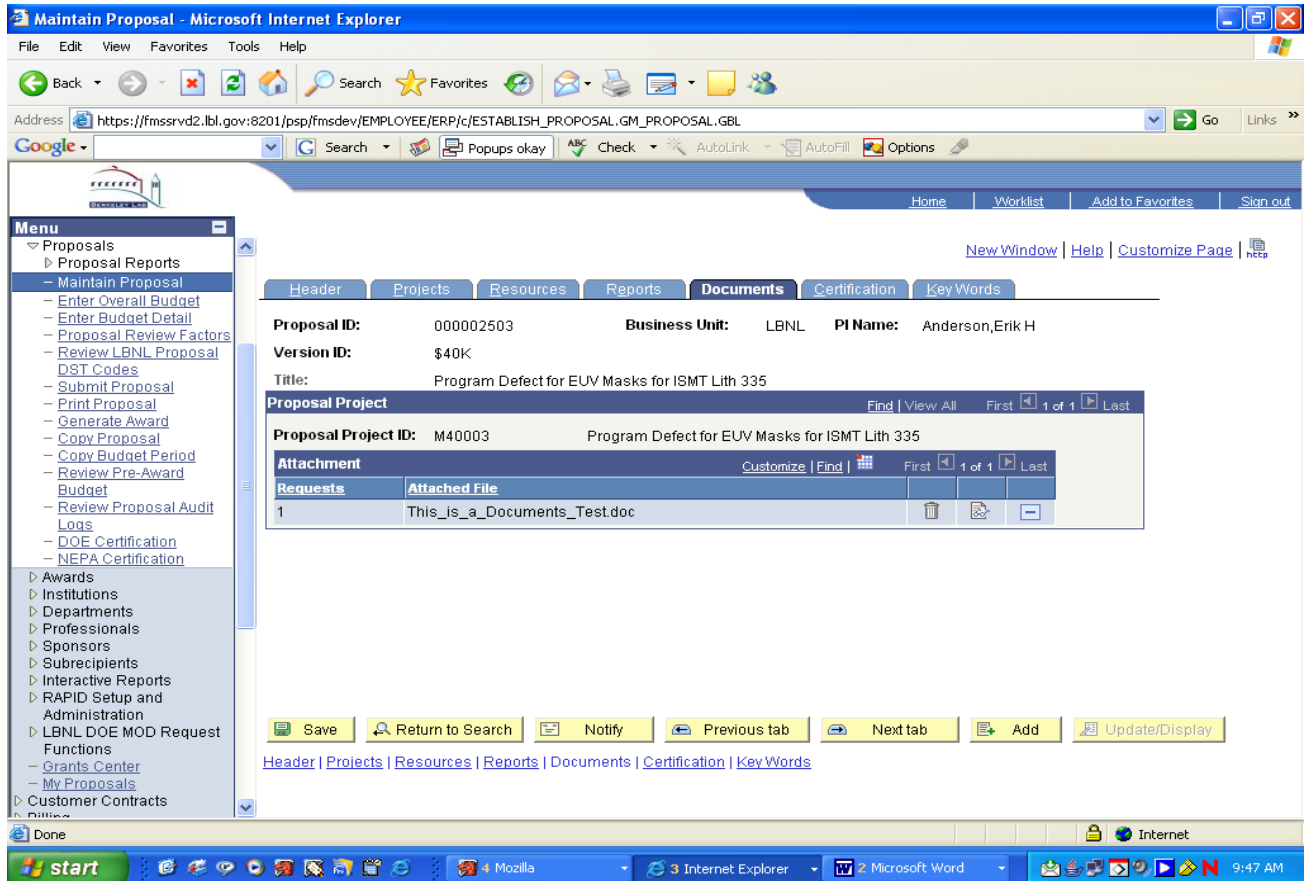
Browse Subpage:




Step	Action
1.	Click to search for the document that you want to attach to the proposal. This button appears after you click the Add Attachment button. Browse
2.	Click to attach the file to the proposal and return to the Documents page. This button appears after you click the Add Attachment button. Upload
3.	The document is displayed under attachments on the Documents page. See example below.



Viewing the Attachment in the Documents Page



Step	Action
4.	<p>Hold down your Control Key on your PC keyboard and click the View Attachment button to view the attachment. Click on "open" to view or "save" to save the document. This button appears only after you attach a document to the page.</p> 
5.	<p>Click the Delete Attachment button to delete a document. Once a document is deleted, it will no longer be available. <i>There is no "undo" button.</i> You will have to go through the "upload" process again for the document to be available in RAPID. This button appears only after you attach a document to the page.</p> 