



Uploading Documents in eSRA

It all starts with the “Add” button



1. Leave “title” box blank and eSRA will automatically use the filename. This is very helpful in Grants.gov applications to confirm correct allowable filenames are being used, or correct format (pdf vs docx), or to prevent accidental upload of the wrong document.
2. Use **Browse** to select the file from your hard drive or network drive.
3. Click “OK” to upload your document

The screenshot shows the 'Submit a Document' dialog box. It has a title bar with 'Submit a Document' and a 'Help' button. The main area contains a 'Title:' field with a callout '1' and a note 'If not provided, the name of the file will be used'. Below it is a '* File:' field with a 'Browse...' button and a callout '2'. A 'Show Advanced Options' button has a callout '4'. At the bottom, there is a '* Required' label, an 'OK' button with callout '3', an 'OK and Add Another' button with callout '5', and a 'Cancel' button.

Optional steps:

4. “Show Advanced Options” adds information about a document, but does not display it anywhere and isn’t currently used in any part of the review process.

The screenshot shows the 'Show Advanced Options' dialog box. It contains several fields: 'ID:', 'Description:', '* Owner:' (with 'Cynthia Sylvester' and a dropdown arrow), 'Author:' (with 'Cynthia Sylvester'), 'Document Categories:' (with 'Add...' and 'Remove' buttons), '* Activation Date:' (with '1/1/1800'), '* Expiration Date:' (with '12/31/2500'), 'Current Version:' (with '0.01'), 'Max Versions to Keep:' (with 'Unlimited' and a dropdown arrow), 'Upload Icon:' (with a 'Browse...' button), and 'Version Notes:'.

5. “OK and Add Another” can be used in situations when multiple files can be uploaded, such as attachments to an email, Award documents in Award Preparation, or in View 8.5 when multiple uploads can be accommodated.



Do not use “OK and Add Another” when what you really intend is to upload a document into another field.