



PROPOSAL ATTACHMENTS

Attachment				
Requests	Attached File	Delete	View	
1	028278_Solicitation_01-14-2011.docx			

This [Attachments](#) page is used to upload documents (files) related to the proposal to facilitate approvals and for historical reference. Attachments should include any of the following, as applicable:

- Proposal – A copy of the entire proposal should be uploaded (attached) to the proposal. If the proposal is also being submitted through a sponsor’s electronic proposal submission system, download the proposal from that system (if possible), and upload it here. A draft technical proposal may be added to obtain approvals. However, the final version must be provided to SRA/FSURF to upload at the time the proposal is submitted to the sponsor. All parts of the proposal should be combined into one file prior to upload.
  - technical narrative
  - sponsor forms
  - administrative narrative
  - budgets (plus internal working documents)
  - attachments
  - appendices
  - vitae
- SRA/FSURF Animal Use Form
- Cost Sharing Commitment Form
- Third-Party Support Letters
- F&A Waiver Justification or Approval
- Restricted Costs Waiver Justification or Approval (OMB Circular A-21)
- Solicitation
- Additional Resources Request/Justification or Approval (animal and non-animal space, and other requested resources)

ATTACHMENT NAMING CONVENTIONS

The following naming convention shall be used to identify documents attached to OMNI Proposal Attachments or Project Attachments pages.

**[ProjectID]\_[DocumentType]\_[Date]**

- **ProjectID** means the OMNI Project ID.
- **DocumentType** means the type of document being attached. Use capital letters instead of spaces between words. Some standard document types are shown in the table below.
- **Date** means a date that is appropriate to the situation. For a draft proposal, use date it is received. For a final proposal (and transmittal form), use date proposal was approved and submitted. For an award, use date it was received. Human subject approval, use date it was received. Format of the date is MM-DD-YYYY (always use “-”).



Due to the complexity of the research administration business, it is impossible to develop a definitive list of document types. The following is a list of document types normally encountered and the standard document-type name that should be used when naming the file. For documents not listed, follow the convention **[Project ID]\_[DocumentType]\_[Date]**.

DOCUMENT TYPE	STANDARD NAME	SAMPLE FILE NAME
Entire proposal application package in one file. All documents of a proposal shall be scanned as one file.  For large files:	DraftProposal FinalProposal  FinalProposalPart[#]	025645_DraftProposal_10-01-2009 025645_FinalProposal_10-01-2009  025645_FinalProposalPart1_10-01-2009 025645_FinalProposalPart2_10-01-2009
Supplemental Proposal	SupplementalProposal	025645_SupplementalProposal_10-01-2009
Revised Proposal	RevisedProposal	025645_RevisedProposal_11-29-2009
ContinuationProposal	ContinuationProposalYear3	025645_ContinuationProposalYear3_10-01-2009
Proposal Transmittal Form	Transmittal	025645_Transmittal_10-01-2009
SRA Animal Use Form	ASUForm	025645_ASUForm_10-01-2009
Cost Sharing Request/Justification/Approval	CSRequest CSApproval	025645_CSRequest_10-01-2009 025645_CSApproval_10-01-2009
FSU Cost Sharing Commitment Form	CSCommForm	025645_CSCommForm_10-01-2009
Human Subjects approval letters or email.	HumanSubjApproval	025645_HumanSubjApproval_10-01-2009
Animal Subjects approval letters or email.	AnimalSubjApproval	025645_AnimalSubjApproval_10-01-2009
Third-Party Support Letters (if not already in proposal attachment/appendix). If multiples, scan all to one file.	ThirdPartyCSLtrs	025645_ThirdPartyCSLtrs_10-01-2009
Third-Party Cost Sharing Commitment Form	ThirdPartyCSCommForm	025645_ThirdPartyCSCommForm_10-01-2009
F&A Waiver Justification or Approval and/or sponsor's published policy if not in solicitation.	FAWaiver	025645_FAWaiver_10-01-2009
Restricted Costs (CAS) Waiver Justification or Approval (OMB Circular A-21)	CASWaiver	025645_CASWaiver_10-01-2009
Solicitation	Solicitation	025645_Solicitation_10-01-2009
Additional Resources Request/Justification or Approval	AddlResourcesRequest AddlResourcesApproval	025645_AddlResourcesRequest_10-01-2009 025645_AddlResourcesApproval_10-01-2009
Spreadsheets showing how submitted budgets were calculated (e.g., NIH Modular Budget)	BudgetWorksheets	025645_BudgetWorksheets_10-01-2009



Tabulator).		
Proposal denial notification	ProposalDenial	025645_ProposalDenial_10-01-2009
Proposal Just-In-Time correspondence	ProposalJITRequest	025645_ProposalJITRequest_10-01-2009
Award Document	Award	025645_Award_10-01-2009
Award clarification documents (Notices to Proceed, etc.)	AwardNoticeToProceed	025645_AwardNoticeToProceed_10-01-2009
Award Amendment <sup>1</sup>	AwardAmendment[#] or AwardAmenmdent, if amendment is not numbered	025645_AwardAmendment4_11-30-2009 025645_AwardAmendmentP00004_11-30-2009 025645_AwardAmendment_11-30-2009
Basic Agreement	BasicAgreement	025645_BasicAgreement_10-01-2009
Basic Agreement Amendment	BasicAgreementAmendment[#]	025645_BasicAgreementAmendment3_10-01-2009
Task Order	TaskOrder[#]	025645_TaskOrder3_10-01-2009
Task Order Amendment	TaskOrder[#]Amendment[#]	025645_TaskOrder3Amendment1_10-01-2009
Budget Summary Form	BudgetSummaryForm	025645_BudgetSummaryForm_10-01-2009
Budget Amendment Form	BudgetAmendmentForm	025645_BudgetAmendmentForm_10-01-2009
Request for Advance	RequestForAdvance	025645_RequestForAdvance_10-01-2009
Prior Approval Request Form	PriorApprovalRequestForm	025645_PriorApprRequestForm_10-01-2009
Unfavorable Terms Form	UnfavorableTermsMemo	025645_UnfavorableTermsMemo_10-01-2009
Grants/Projects Personnel Change Form or similar correspondence	ProjectTeamChange	025645_ProjectTeamChange_10-01-2009
Other internal request/approval /correspondence	ChangeCreditDistribReq ChangeWaiverCodeReq	025645_ChangeCreditDistribReq_10-01-2009
Change of Grantee Request/Approval – transferring to or from FSU	AwardTransferNotice	025645_AwardTransferNotice_10-01-2009
Select Agents Registration Approval (from CDC/USDA for NIH only)	SelectAgentsApproval	025645_SelectAgentsApproval_10-01-2009
Indirect Cost Waiver /Approval	ICWaiver	025645_ICWaiver_10-01-2009
Non-disclosure Agreement	NondisclosureAgreement	025645_NondisclosureAgreement_10-01-2009
Award final technical report	FinalTechReport	025645_FinalTechReport_10-01-2009
Award final inventions report	FinalInventionsReport	025645_FinalInventionsReport_10-01-2009
Award final property report	FinalPropertyReport	025645_FinalPropertyReport_10-01-2009
Request to change DeptID on project	ProjectDeptIDChangeRequest	025645_ProjectDeptIDChangeRequest_10-01-2009



Sometimes a proposal or award will contain confidential information and should not be attached in OMNI. In its place, prepare a single Word document with the language shown below, and name it as shown on right.	ConfidentialProposal	025645_ConfidentialProposal_10-01-2009
	ConfidentialAward	025645_ConfidentialAward_10-01-2009
<p><b>CONFIDENTIAL</b> [date]</p> <p>This [insert type of document] contains confidential information and will not be stored in OMNI.</p> <p>Contacts: Principal Investigator [insert PI name] Sponsored Research Services: [insert administrator's name]</p>		

<sup>1</sup> In rare circumstances, an “award” may receive an amendment for different purposes and the sponsor will name one an “amendment” and another a “modification.” Only in these circumstances should you deviate from the standard use of “amendment.”