The purpose of this training document is to aid PIs in uploading documents to the PACS Grants module. Three types of documents will be uploaded to the proposal record: General Submission Information, Project Attachments, and Budgetary Information.

1. Log into PACS
2. Select the **Grants** module at the top of the screen.
3. Select the draft proposal (to create a proposal, see **PACS: How to Initiate a Proposal**)

**General Submission Information** (FOA, funding guidelines, and program FAQs)

1. From the proposal information home screen, select **Edit Funding Proposal** (left-hand column)
2. Using the “Jump-To” menu in the top tool bar, select “Submission Information”
3. Upload general submission documents

**Proposal Documents** (all proposal documents to be submitted to the sponsor)

1. From the proposal information home screen, select **Edit Funding Proposal** (left-hand column)
2. Using the “Jump-To” menu in the top tool bar, select **Project Plan Attachments**
3. Upload the full proposal as a single PDF document in **3.0 Proposal in Full**
   
   NOTE: **DO NOT upload files in any of the other categories**

**Budgetary Documents/Additional Approval Documents** (general budget documents such as the budget narrative/justification, BU-required budget documents, cost share commitments)

1. From the proposal information home screen, select the **Budgets** tab
2. Select the sponsor budget, listed under **Working Budgets**
3. Select **Edit Budget** on the left-hand column
4. Using the “Jump-To” menu in the top tool bar, select **Attachments**
5. Upload appropriate documents

**Subrecipient Documentation** (institutional commitment forms/letters, justification, rate agreements, Subrecipient monitoring checklist, sub cost-sharing docs, contact info sheet, and any other internal subrecipient documentation)

1. From the proposal information home screen, select **Budgets** tab
2. Select the sponsor budget
3. Select the **Subaward/Subcontract** tab
4. Select the appropriate subaward/subcontract budget from the list
5. Select **Edit Budget** on the left-hand column
6. Select **Attachments** from the top toolbar dropdown menu
7. Upload appropriate documents