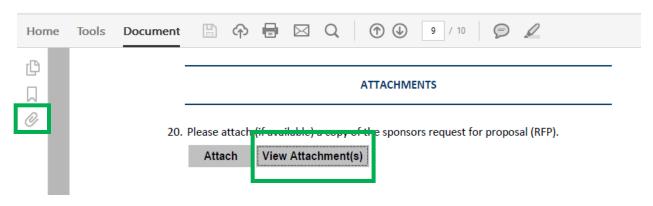
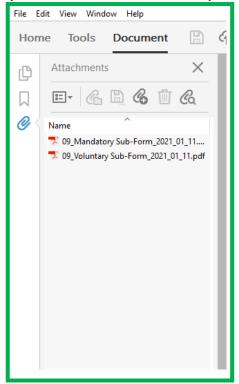
## Working with Sub-Forms

## INSTRUCTIONS

1. To view the sub-forms, click on the 'View Attachements' or select the 'Paperclip' on the left menu bar.



2. After you click on the 'View Attachments' or 'Paperclip' button a 'Dialog Box' will open that will allow you to select the sub-forms you want to work on. Double click on the sub-form that you want enter data – This will open the desired sub-form.



3. After the selected sub-form has opened you may see a 'Notification'.

If you SEE a 'Notification' similar to the ones below <u>Click Here</u>.

If you DO NOT SEE a 'Notification' similar to the ones below <u>Click Here</u>.

2		
	PDF Form Example	
	This Save a Blank Copy of this Form	×
	He we Save a Blank Copy of this Form	
	The f Data typed into this form will not be saved. Adobe Reader can only save a blank copy of this form.	
	This ( Please print your completed form if you would like a copy for your records. Print Form	
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- 4. Click on the 'File' button and select 'Save As'.

5. After you click on the 'Save As' button a 'Dialog Box' will open that will allow you to save the selected Sub-Form to your computer. Save the form to your computer.

Save As PDF	×	:
Save As PDF		
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- 6. Complete the applicable fields on the sub-form and click the 'Save' button.

## 7. Select the 'Attach' button on the Main PDF Form.

Home	Tools	Document	E		Q	1	9 / 10 🦻 🖉
С Д		-			,	ATTACHM	ENTS
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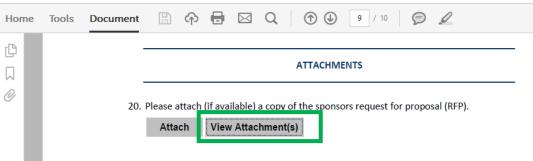
8. After you click on the 'Attach' button a 'Dialog Box' will open that will allow you to select the folder and document you want to attach.

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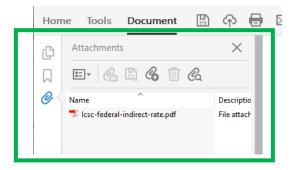
9. Select the sub-form that you want to attach to the Main PDF, click the 'Open' button.

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**10.** After you have clicked the 'Open' button the selected sub-form will be attached to your PDF. To view which sub-forms are attached to your PDF click the 'View Attachments' button.



11. After you have clicked the 'View Attachments' button a 'Side Menu' will open on the PDF which will show you what sub-forms you have attached to the PDF. To hide the 'Side Menu' click the 'View Attachments' button again.



Repeat steps 4 to 11 for each applicable Sub-Form.

12. Complete the applicabl	e fields on the sub-form and click the 'Save' button.
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Mandatory Cost Share / Match Amounts per Category	
Expense Categories	Year 1
Personnel	
1 Salary	\$ 0.00
2 Fringe & Benefits	\$ 0.00
Travel	
1 Domestic	\$ 0.00
2 International	\$ 0.00
Materials & Supplies (i.e., includes equipment less than \$5000)	\$ 0.00
Capital Equipment (i.e., items greater than or equal to \$5000)	\$ 0.00
Miscellaneous (i.e., items that do not align with other categories)	\$ 0.00

## Repeat step 12 for each applicable Sub-Form.