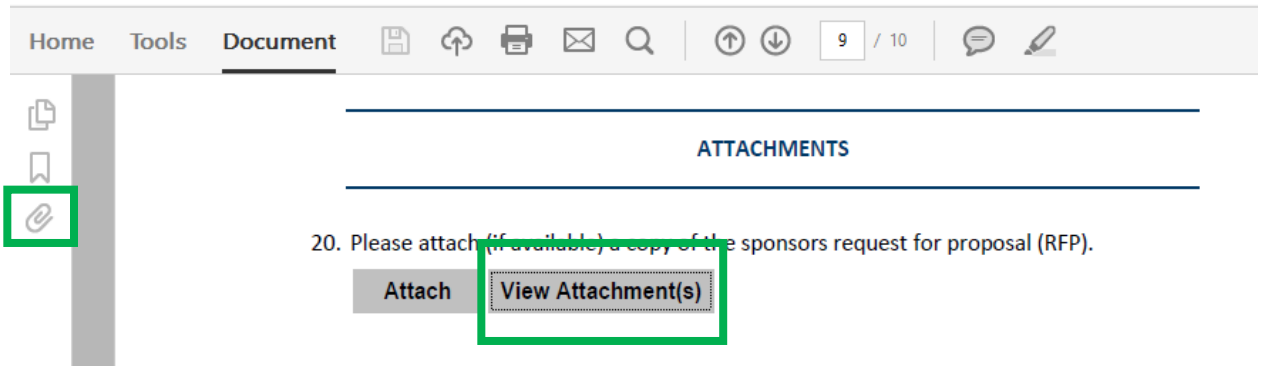


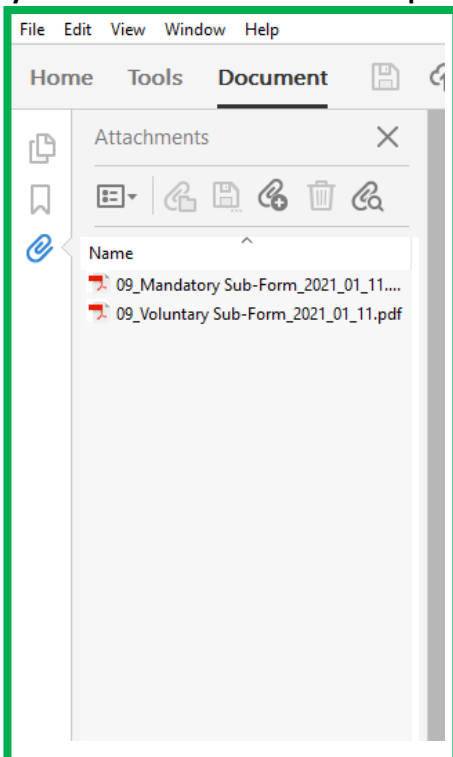
# Working with Sub-Forms

## INSTRUCTIONS

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



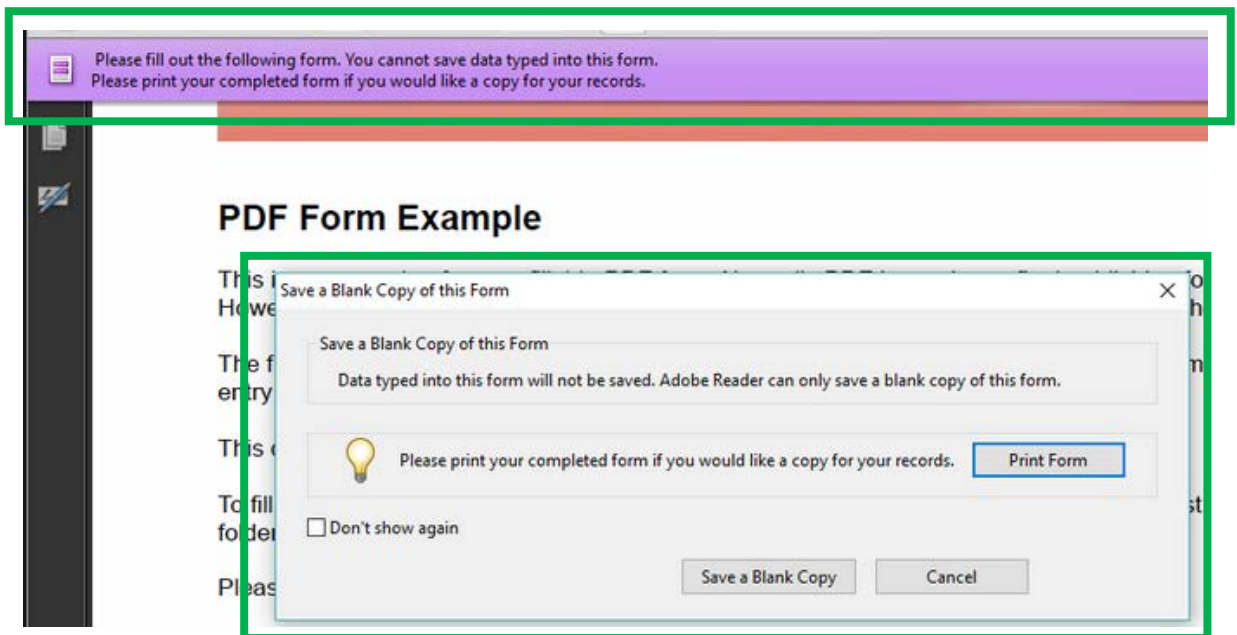
2. After you click on the **'View Attachments'** or **'Paperclip'** button a **'Dialog Box'** will open that will allow you to select the sub-forms you want to work on. Double click on the sub-form that you want enter data – This will open the desired sub-form.



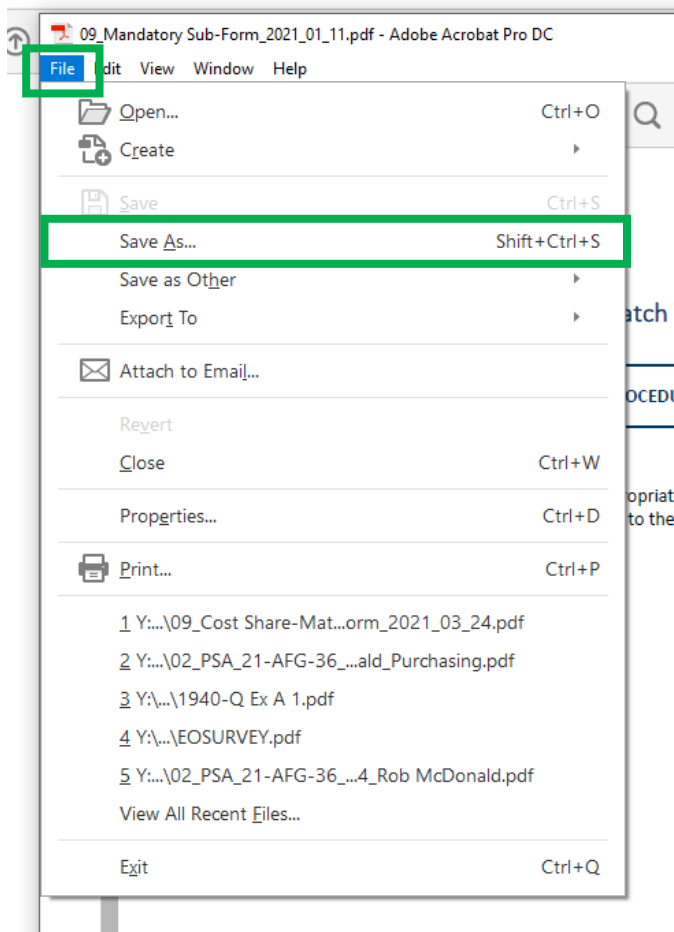
3. After the selected sub-form has opened you may see a 'Notification'.

If you **SEE** a 'Notification' similar to the ones below [Click Here](#).

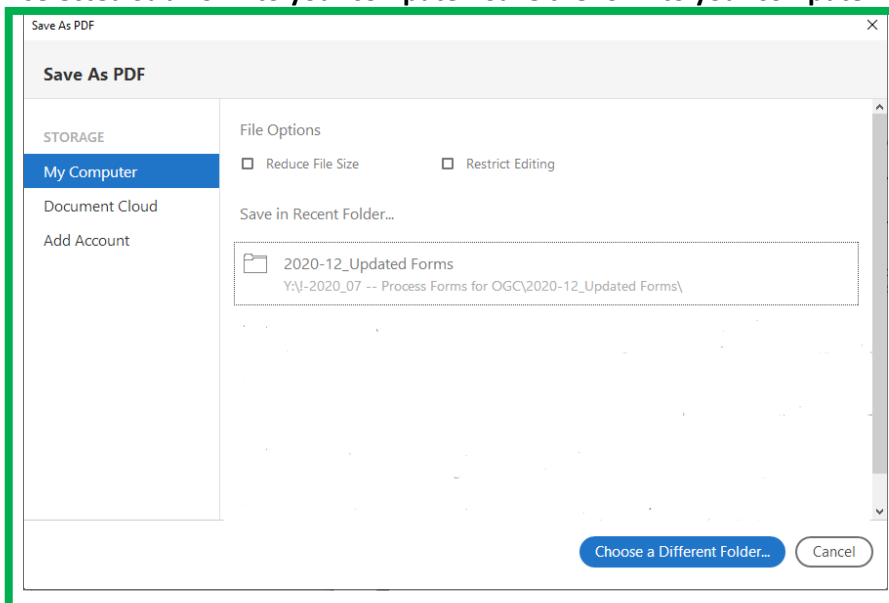
If you **DO NOT SEE** a 'Notification' similar to the ones below [Click Here](#).



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.



6. Complete the applicable 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
<b>Personnel</b>	
1 Salary	\$ 0.00
2 Fringe & Benefits	\$ 0.00
<b>Travel</b>	
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
<b>Sub-Awards</b>	

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

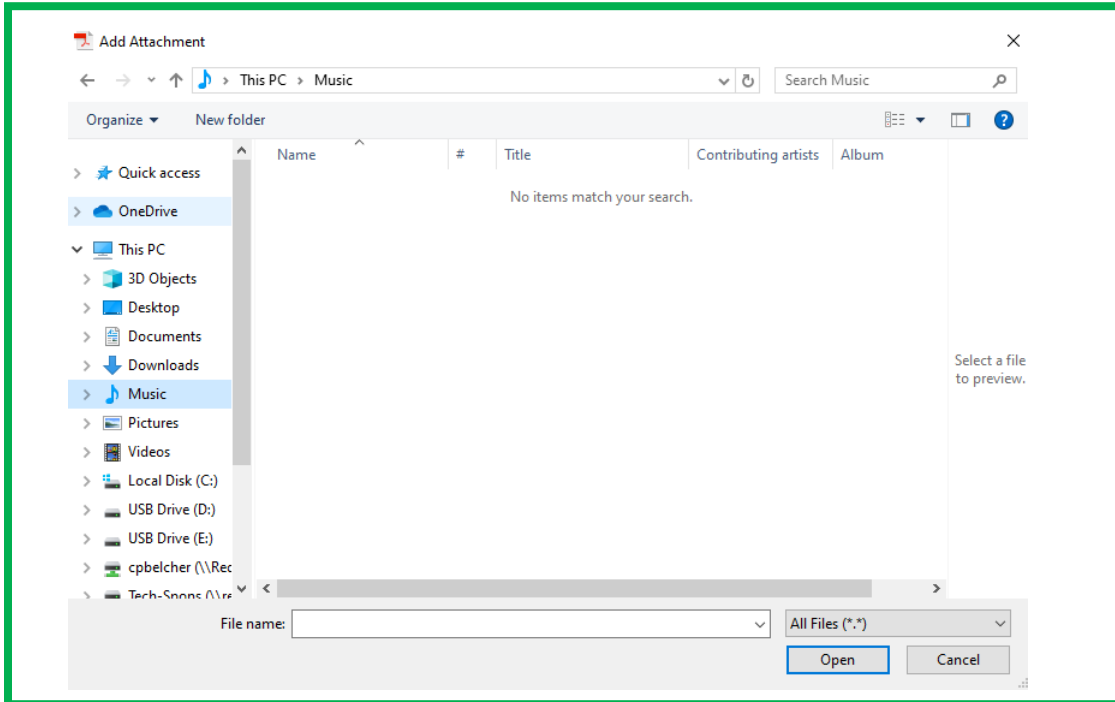
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ATTACHMENTS

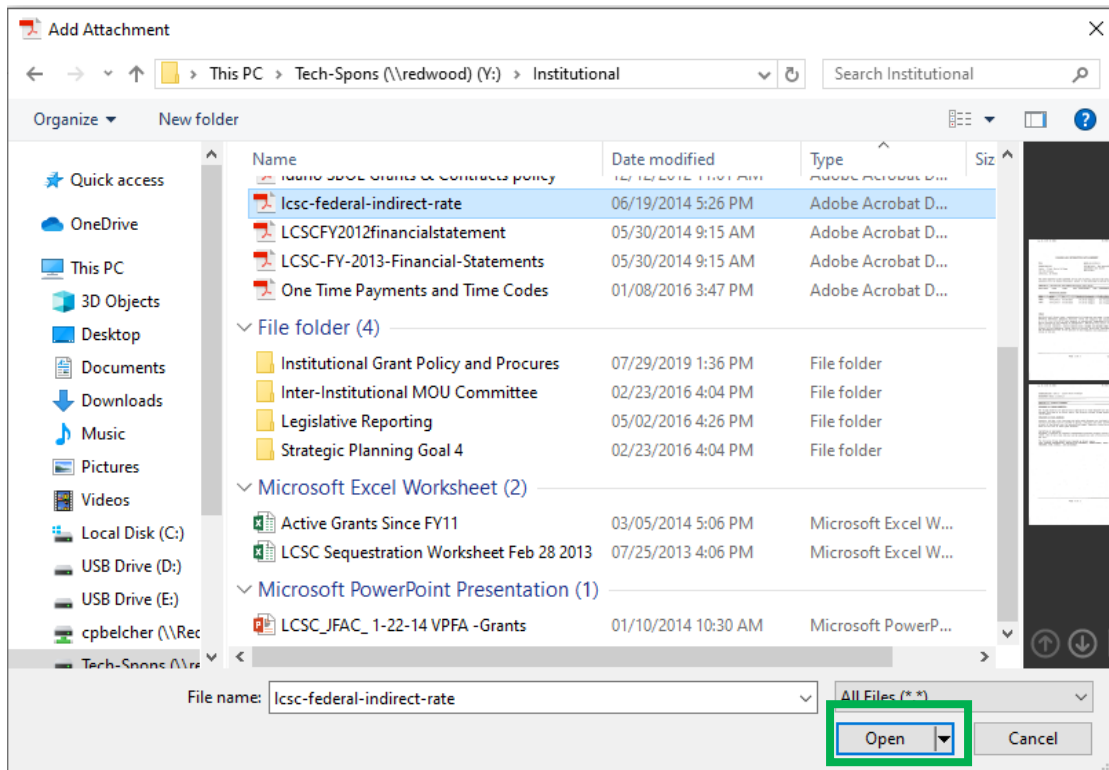
20 Please attach (if available) a copy of the sponsors request for proposal (RFP).

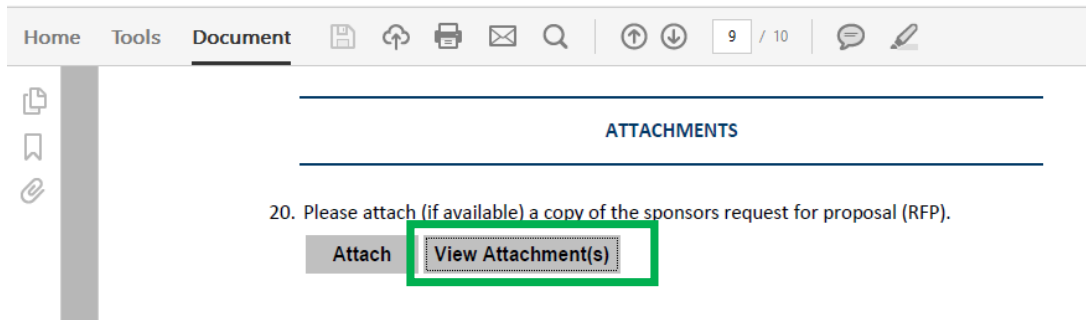
8. After you click on the 'Attach' button a 'Dialog Box' will open that will allow you to select the folder and document you want to attach.



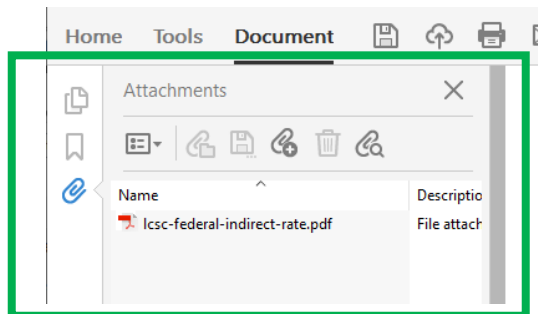
9. Select the sub-form that you want to attach to the Main PDF, click the 'Open' button.



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 **applicable fields** on the sub-form and click the **'Save'** button.

File Edit View Window Help

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### Mandatory Cost Share / Match Amounts per Category

Expense Categories	Year 1
<b>Personnel</b>	
1 Salary	\$ 0.00
2 Fringe & Benefits	\$ 0.00
<b>Travel</b>	
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
<b>Sub-Awards</b>	

Repeat step 12 for each applicable Sub-Form.