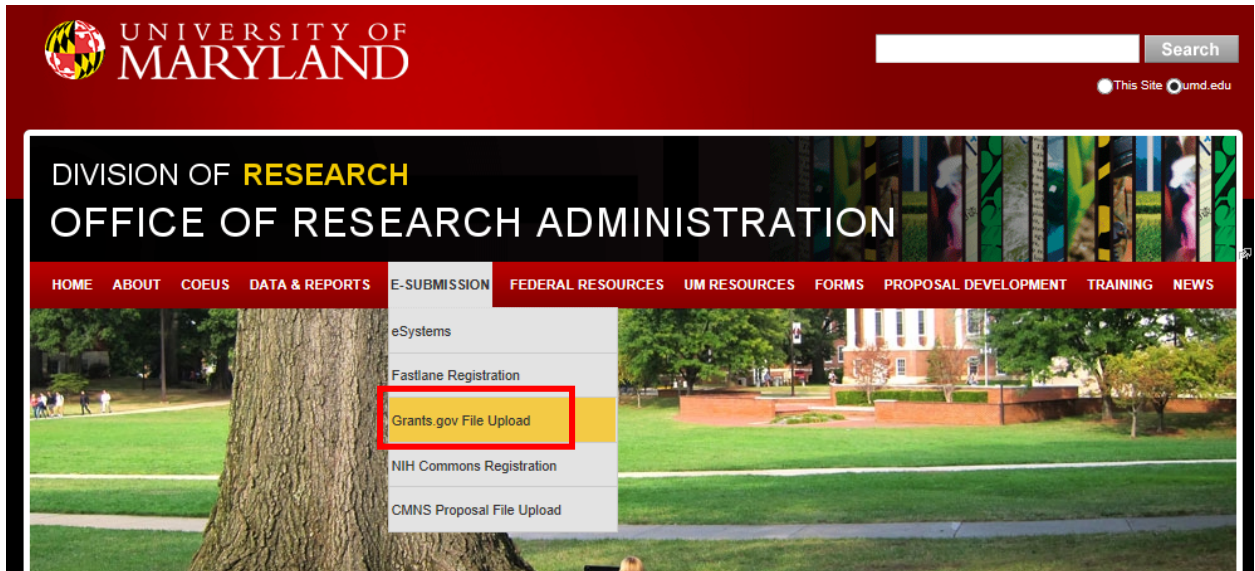
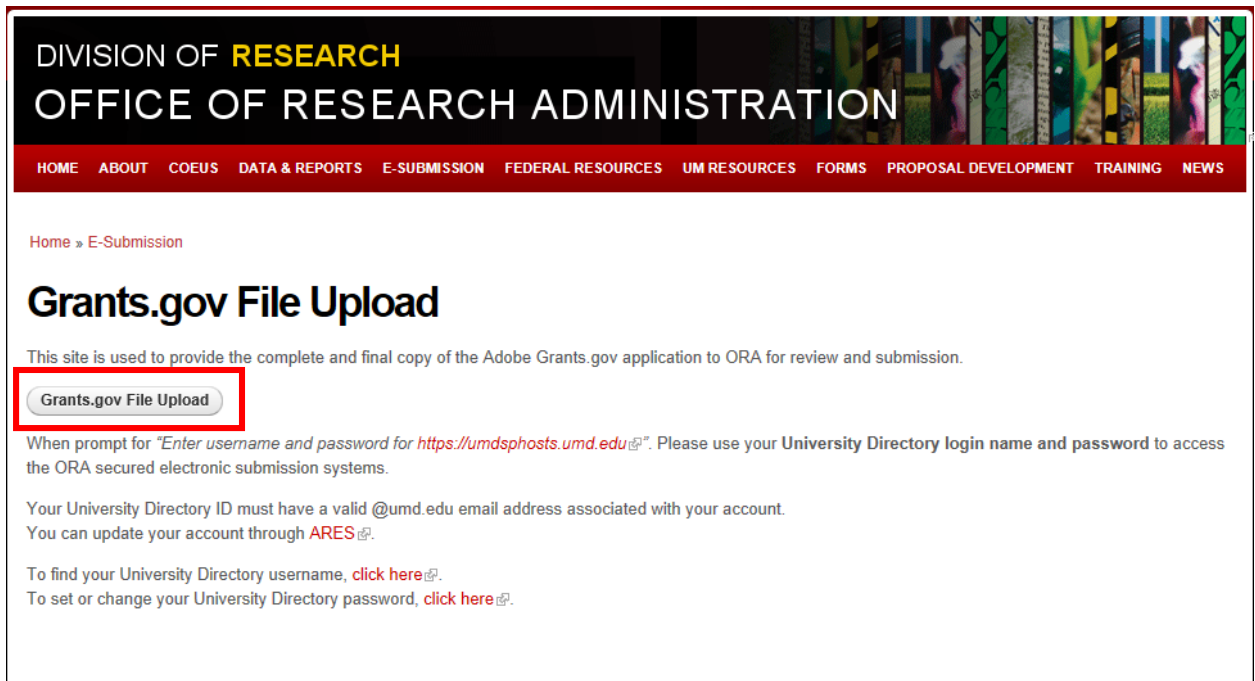


## Uploading Electronic Files to ORA

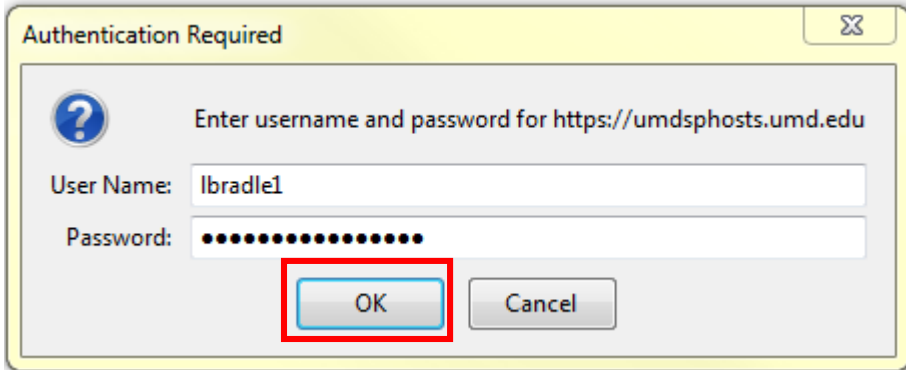
- 1.) Save and Close your application file.
- 2.) Open Internet Explorer and locate ORA's upload website.  
<http://ora.umd.edu/>



- 3.) Click on the "Grants.gov File Upload" button.



- 4.) You will be prompted to enter your UMD username and Password. After entering your UMD credentials, click the “OK” button.



- 5.) Complete all required fields that are marked by an asterisk (\*). Add any additional directions or notes in the “Comments” section if needed.

Grants.gov File Upload

Please enter the information below, then use the "Attach File" button above to include your files.

Please make sure that your file is named using the following convention: [PILastName\\_agency\\_duedateddmmYYYY\\_final.pdf](#)  
Example: [Smith\\_DOE\\_01102006\\_final.pdf](#)

PI Name *	<input type="text"/>
Are you the PI? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Department *	<input type="text"/>
Contact Name *	<input type="text"/>
Administering Unit *	<input type="text"/>
Is this the final version? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Proposal Due * (by the agency/Grants.gov)	<input type="text"/> 12 AM   00
Comments	<input type="text"/>

Fields marked with a (\*) are required to be completed

- 6.) After entering the required information, click on the “Attach File” button located at the top left of the screen. Please ensure at this time that your file is named in this format:

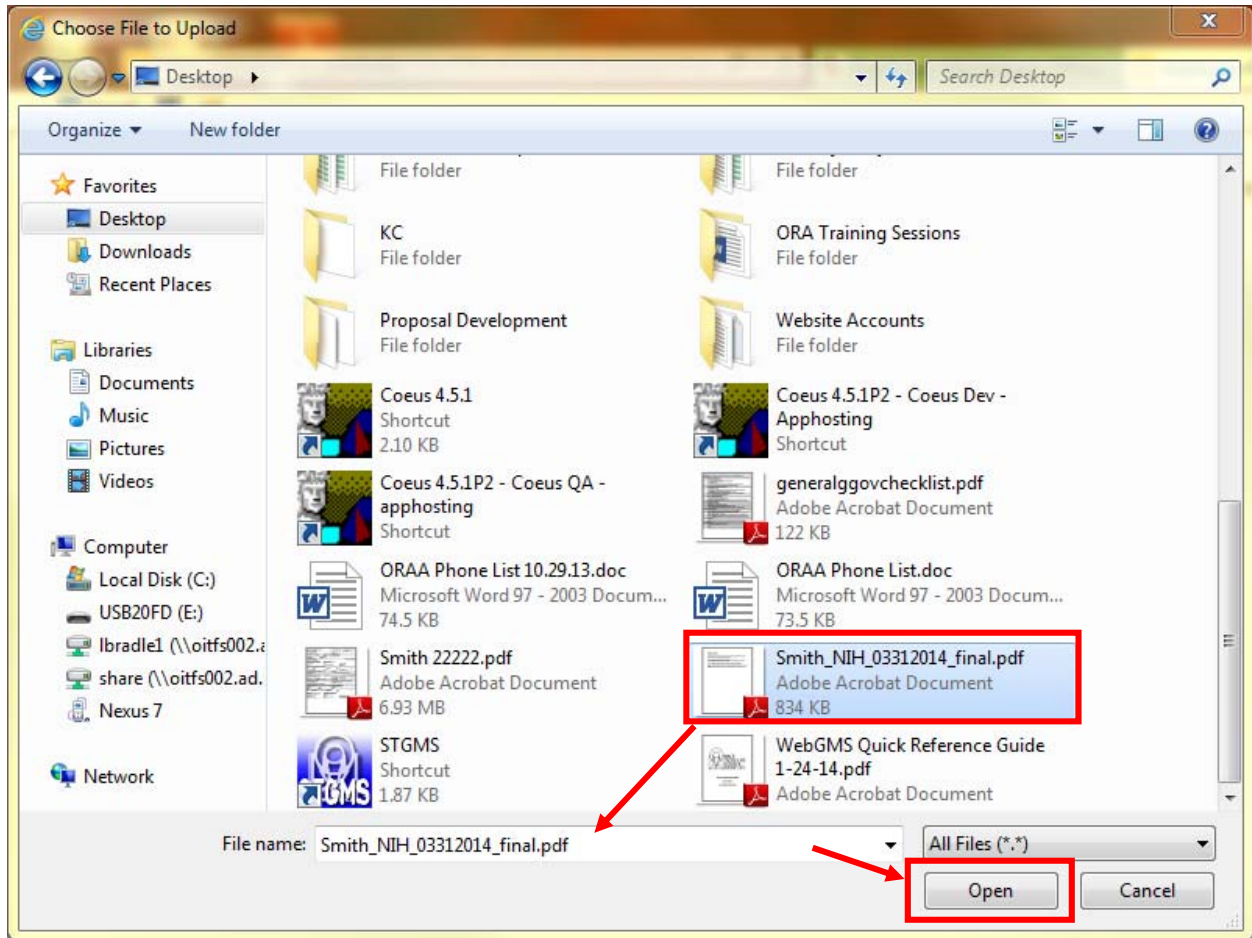
***[PILastName\\_agency\\_duedatemddYYYY\\_final.pdf](#)***



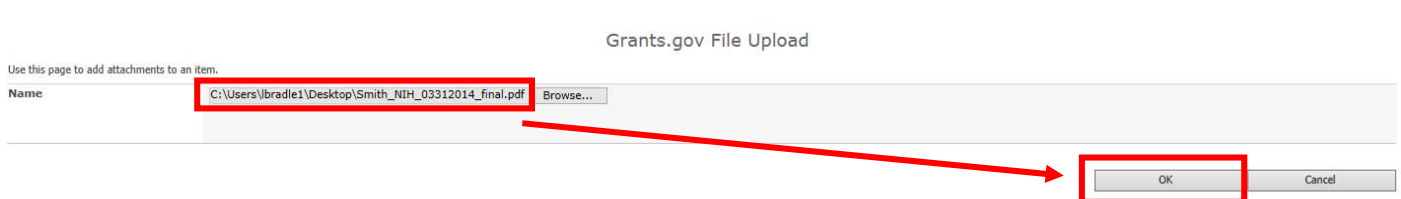
7.) Click the “Browse” button.



8.) A window appears. Location the application file on your computer, click once on the file so it appears in the “File Name” field, then click “Open.”



9.) The file you are about to upload, will appear in the “Name” field. Click “OK”



10.) You will be brought back to the Grants.gov File Upload page. Your Attachment will now appear in the "Attachments" field. Click the "Submit" button. An email is automatically sent to ORA Staff notifying them that the file has been uploaded.

\*Note: You have the ability to delete your uploaded file if need be by clicking the "Delete" link next to the Attachment File.

Grants.gov File Upload

Please enter the information below, then use the "Attach File" button above to include your files.

Please make sure that your file is named using the following convention: `PILastName_agency_duedateddmmmyyy_final.pdf`  
Example: `Smith_DOE_01102006_final.pdf`

PI Name *	<input type="text" value="John Smith"/>
Are you the PI? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Department *	<input type="text" value="ESSIC"/>
Contact Name *	<input type="text" value="Jane Doe"/>
Administering Unit *	<input type="text" value="ESSIC"/>
Is this the final version? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Proposal Due * (by the agency/Grants.gov)	<input type="text" value="2/27/2014"/> <input type="text" value="5 PM"/> <input type="text" value="00"/>
Comments	<input type="text" value="Additional Comments As Needed"/>
Attachments	<input type="text" value="C:\fakepath\Smith_NIH_03312014_final.pdf"/> <a href="#">Delete</a>

Attachment appears here

Delete Link