



## GRANTS

### Click Attachment Naming Conventions

Last updated December 3, 2019

| Funding Proposal Category                                                                       | File Name                           |
|-------------------------------------------------------------------------------------------------|-------------------------------------|
| General Proposal Information – relinquishing statement                                          | Relinquishing Statement             |
| General Proposal Information – limited competition                                              | OVPR Approval Letter                |
| Personnel - Biosketch                                                                           | 'last name' Biosketch               |
| Personnel - Other support                                                                       | 'last name' Other Support           |
| Submission Information (if non-s2s) – Final Proposal                                            | Final Proposal                      |
| Submission Information (if non-s2s) – Internal Supporting Documents and Sponsor Correspondences | 'at the discretion of dept'         |
| Submission Information – Application Guidelines                                                 | Proposal Guidelines                 |
| IBB F&A Allocation – Calculation Tool                                                           | IBB F&A Allocation                  |
| Project Budget Category                                                                         | File Name                           |
| General Budget Information – USDA F&A Rate Calculator                                           | NIFA F&A Calculator                 |
| General Budget Information – Sponsor's F&A Policy                                               | Sponsor F&A Policy                  |
| Attachments - Internal Budget Supporting Documents                                              | 'at the discretion of dept'         |
| Cost Sharing Budget Category                                                                    | File Name                           |
| Cost Share Information – third party commitment letters                                         | Third Party Commitment Letter       |
| Attachments – Internal Budget Supporting Documents                                              | 'at the discretion of dept'         |
| Subaward Budget Category                                                                        | File Name                           |
| SF424 Subaward Import                                                                           | 'name of sub' SF424 Subaward Budget |
| Attachments – Internal Budget Supporting Documents                                              | 'at the discretion of dept'         |
| Ancillary Review Category                                                                       | File Name                           |
| Manage Ancillary Reviews – Supporting Documents                                                 | 'at the discretion of dept'         |