Attaching NOA to the Award Procedure

1) Go into the existing Award
2) Click “Find”

3) Click “Open”
4) Choose the “Compliance” tab by expanding the field.
5) Click on the located in the tool bar at the very top
6) You will automatically go to the following screen.
   A: “Seq” Should always start with “50” and follow with 51, 52 and so forth.
   B: Category “Miscellaneous”
   C: Description “NOA”, “NOA NCX” or “NOA INCR”
   D: Data Type is “File”
7) You will be directed here to either type in the file location or
Click on “Browse…”

File upload form - Windows Internet Explorer

https://ofweb.stanford.edu:8051/pls/OF1_PRD/Oracle59WA.Execute?E=78f28e513896c8d00C3F30d0970C

ORACLE

Upload a File

File

Browse...

OK Cancel

8) Go to the file location

\J:\H & S\Project Files\Grants and Subcontracts

Address \J:\H & S\Project Files\Grants and Subcontracts

Folders Name

OSR H&S
Page 5
12/14/2007
9) Choose the file and click “Open”

10) The file is ready to attach. Click “Ok”

Upload a File

File

Browse...

OK Cancel
11) The system will display the following;

**ORACLE**

Upload a File

File upload completed successfully.

* Please close the web browser.

* Return to the Attachments form and click the Yes button to indicate file upload is complete.

12) You will need to click on the "Yes: button to complete the upload.