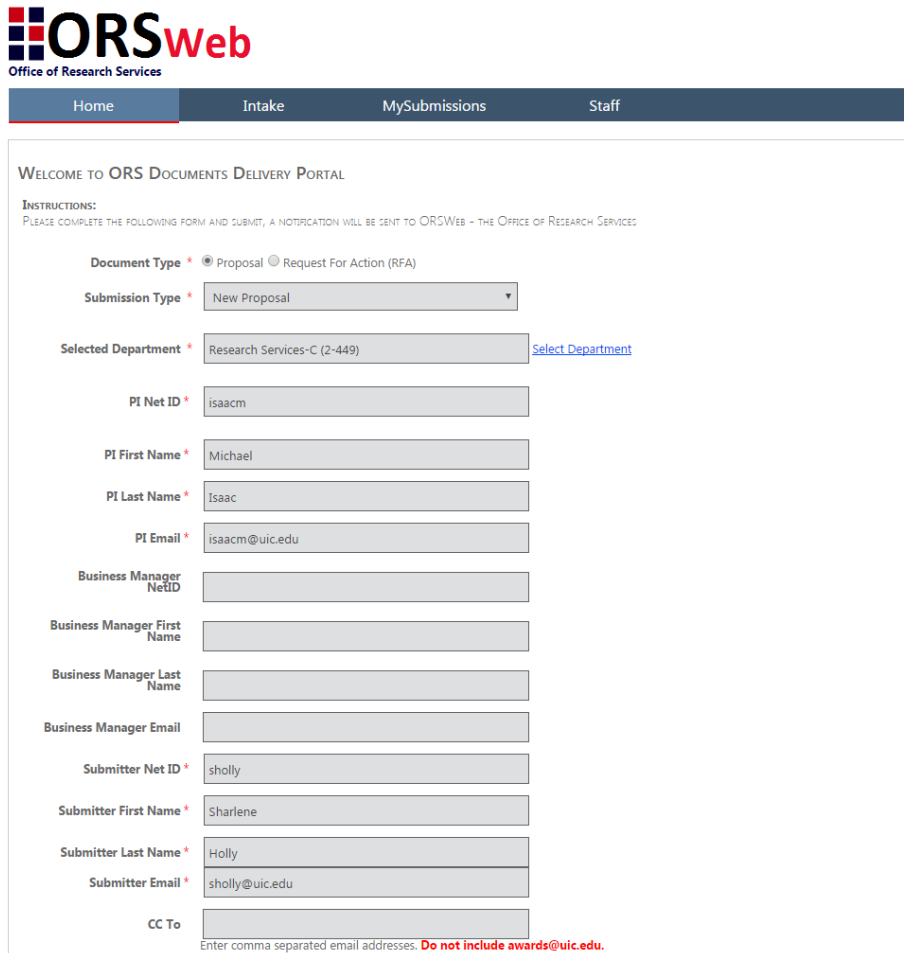


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PAF Number
PAF Number, Banner grant code or ORS PAF Proposal Number. (If you already have a PAF number please enter it)

Project Title*

Project Sponsor*

Sponsor Deadline Date*

Comments

The Following File Extensions are allowed : pdf,doc,docx,ppt,xls,zip,jpg,txt,bmp,pptx,xlsx,jpeg,png

Drag Your Files Here.....

Select File

Upload file(s) using the 'upload' button before you 'Submit' the form

Following are the files that are already Uploaded

File Number	File Name	Download File	Remove File
1	ORS PAF 7-22-16 Chicken and Road.pdf	<input type="button" value="Download"/>	<input type="button" value="Remove"/>

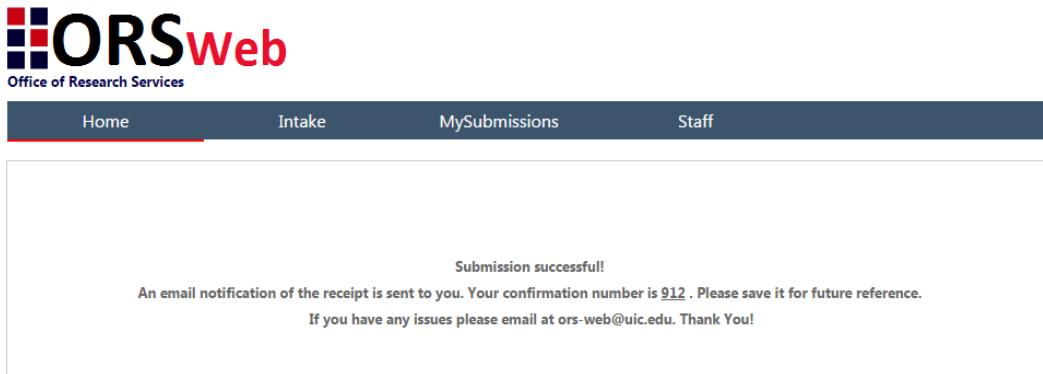
If you have any technical issues please email at orswebsupport@helpdesk.uic.edu.

Field Name	Description
Document Type	Choose either Proposal (PAF/Grants.Gov file) or RFA (contract or prior approval request).
Submission Type	Select from drop down menu.
Selected Department	Click on the <i>Select Department</i> . A dialogue box opens; use the search function at the top to aid you in this (not the drop down menu) and type in the name of your department then click Search. The search is populated by organization names through Banner. When your department name appears, click on the department, then press close at the bottom.
PI Net ID, Name, and Email	The PI will receive the automated emails.
Business Manager Net ID, Name, and Email	<i>Complete only if different from the submitter.</i>
Submitter Net ID, Name, and Email	<i>Prepopulated to be YOU based on your login.</i>
CC to	Any email addresses included here will receive the system generated automated emails. A person copied does not have access to view a submission in ORSWeb but will receive the emails.
PAF #	Only when available/applicable (PAF Number, Banner grant code or ORS PAF Proposal Number. If you already have a PAF number or an Institutional Number please

	enter it).
Project Title	Be sure that the Project Title, Project Sponsor, and Sponsor Deadline Date match the proposal. Please include the full and correct title and name of the sponsor, and the deadline time if there is one.
Project Sponsor	
Sponsor Deadline Date	
Comments	Use this field to personalize your message to ORS and give any important information or details.
Upload Files <i>Please upload PAF, Excel budget, and other documents requiring signature as separate files.</i>	Option 1: Click <i>Select File</i> and choose your documents through the directory. You can select multiple files. Then select UPLOAD . Your screen will refresh and you will see your downloaded document.
<ul style="list-style-type: none"> • Not sure if you selected the correct file? Click on download to view the document. • Oops, you uploaded the wrong document? Click on remove and upload the correct document. 	Option 2: Click <i>Select File</i> to drag and drop files into the white box. Select your files and then the box will turn blue when you're in the right location to drop the files. Then select UPLOAD . Your screen will refresh and you will see your downloaded document.

3. Press Submit

4. Submission Confirmation You'll first see a confirmation on your browser:



If anything is missing, you may see an error message in red.

Once you have successfully submitted, you, the PI, the business manager, and any emails you included above will get a confirmation email that looks like this:



Hello,

Your documents have been received by ORS and your reference number is: 912. For any subsequent follow ups, please use this ORSWeb reference number.

Details -

- PAF number - 1234567
- PI - Michael Isaac (isaacm@uic.edu)
- Submitter - Sharlene Holly (sholly@uic.edu)
- Project sponsor - USDA
- Project title - Why Did the Chicken Cross the Road?
- Sponsor deadline - 07/22/2016 05:00 pm CT
- Comments - Please see the attached PAF for Dr. Isaac. The Grants.gov submission is due on 7/15/16. We expect to have the application ready in ASSIST by 7/15/16.

Below are the file(s) that were received by ORS.

ORS PAF 7-22-16 Chicken and Road.pdf

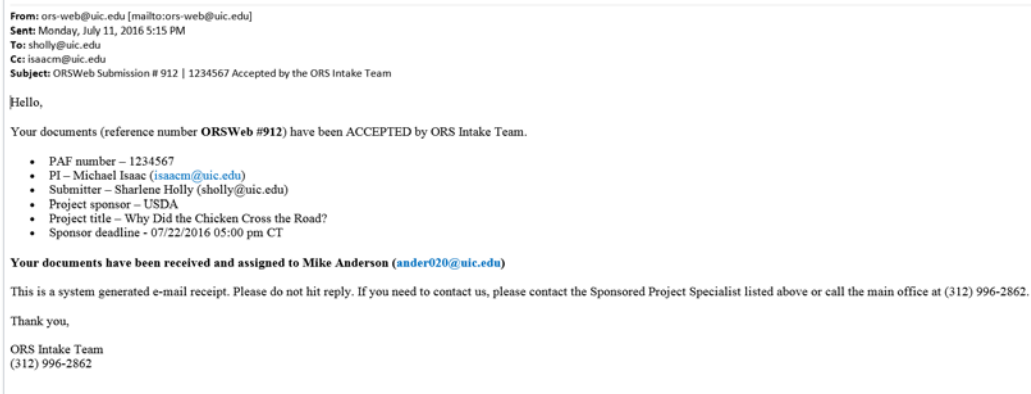
This is a system generated e-mail receipt. Please do not hit reply. If you need to contact us, please call the main office at (312) 996-2862 and use the ORSWeb reference number in this email.

Thank you,

ORS Intake Team
(312) 996-2862

The first email is auto-generated by ORSWeb and you will get this email almost immediately. Next you will receive a second email that the documents you delivered were either ACCEPTED or REJECTED by the ORS Intake Team. The second email will be sent as soon as possible but please realize that it will not be immediate. ORSWeb submissions are processed in the order in which they are received and depending on the workflow and number of submissions (ORSWeb and in person), it can take a bit of time.

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- ACCEPTED submissions – If the documents sent were complete, you will receive an email that your documents are ACCEPTED and being assigned to an appropriate person at ORS. This may take some time depending on the volume of submissions on a given day. Your confirmation email will look like this:



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