



Workspace Preview - Where are All the Attachments?

RA Support Quick Reference Guide

Workspace Proposal Preview: Where are all the attachments?

If you see a message like this displayed in your Workspace form download/preview:

**The following attachment is not included in the view since it is not a read-only PDF file.
Upon submission, this file will be transmitted to the Grantor without any data loss.**

It means:

1. The file type is not supported in the workspace previewer – it's not a plain PDF file.

- You may need to 'flatten' – print to PDF – to simplify the formatting.
- You may need to submit as is, because the sponsor requested a non-PDF, or complex PDF file type.

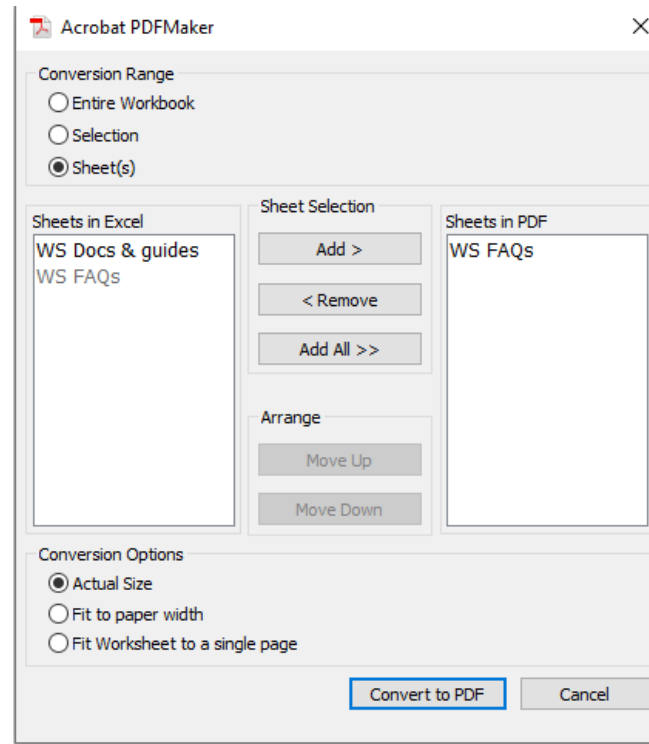
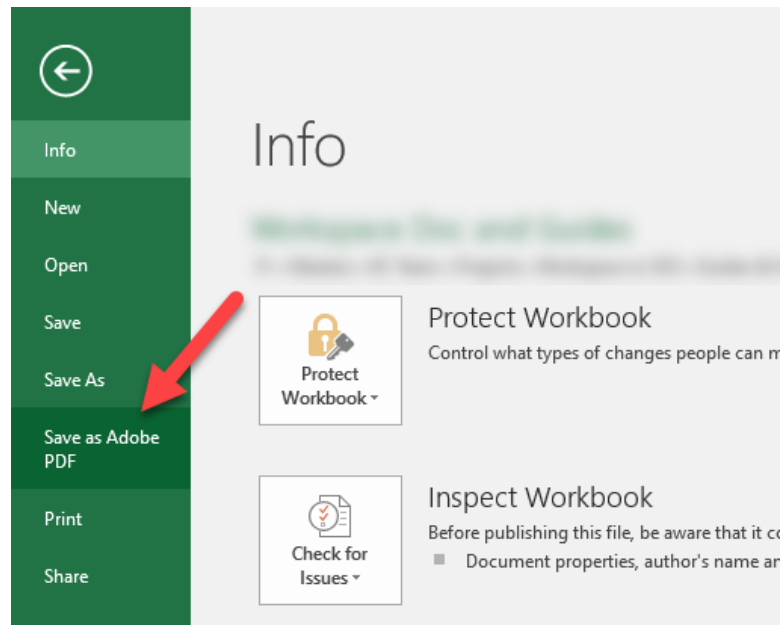
2. The source file/attachment needs to be uploaded separately in the KC proposal.

- If the Workspace preview download does not contain the file image, you must upload the source file(s) in the KC proposal. KC is our system of record and MIT approvers must be able to see the full content of the proposal from KC.
- Grants.gov Workspaces are only saved for 5 years, and are not accessible by all required reviewers.

How to convert a file to PDF using Print to PDF:

If you have any Microsoft Office document, such as an Excel file that doesn't need to be submitted as Excel:

- Click the **File menu** and the select **Save as Adobe PDF**.
- **Save** the file to your computer.
- **Replace** the current upload in Workspace with your new PDF file.

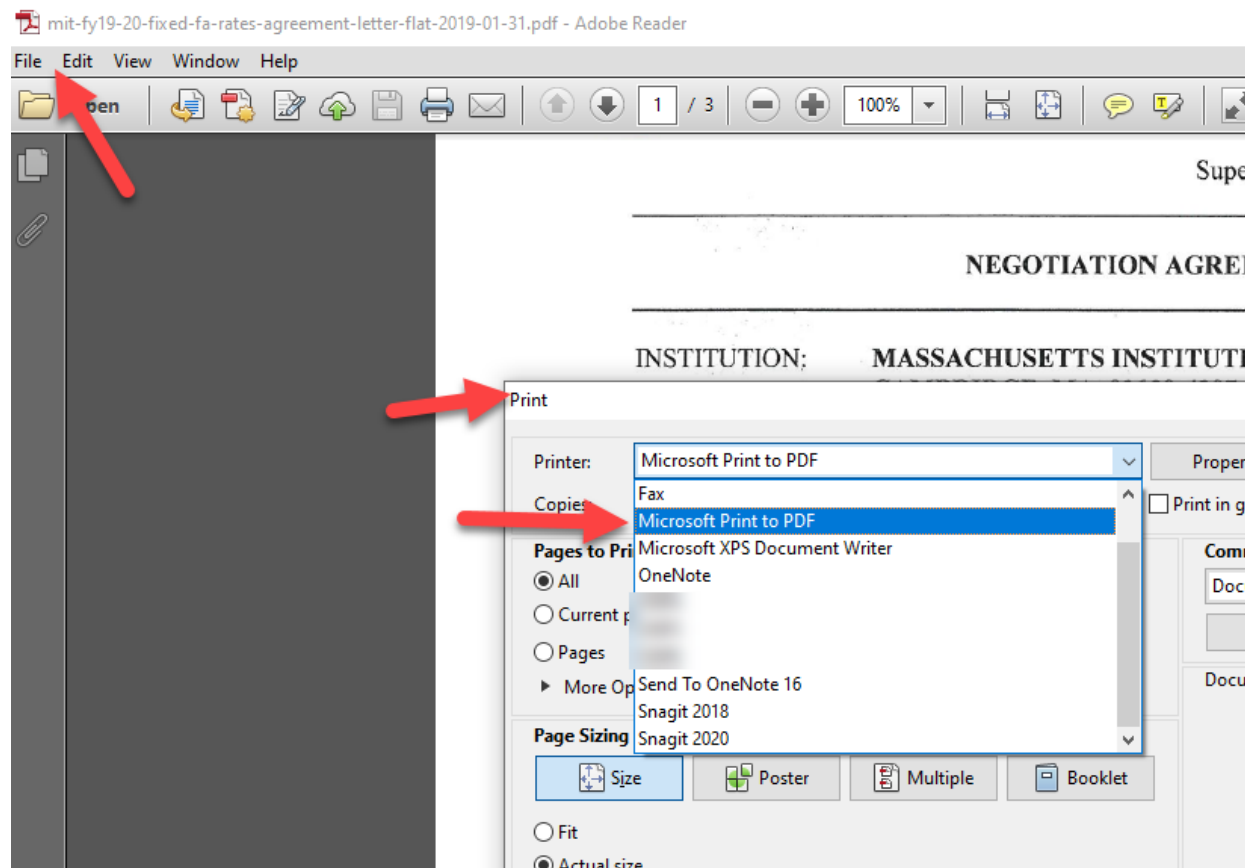


If your Excel workbook has multiple sheets, you'll need to identify if you want to convert the entire workbook, a specified selected section, or the sheet currently in view.

How to Flatten a PDF on a PC:

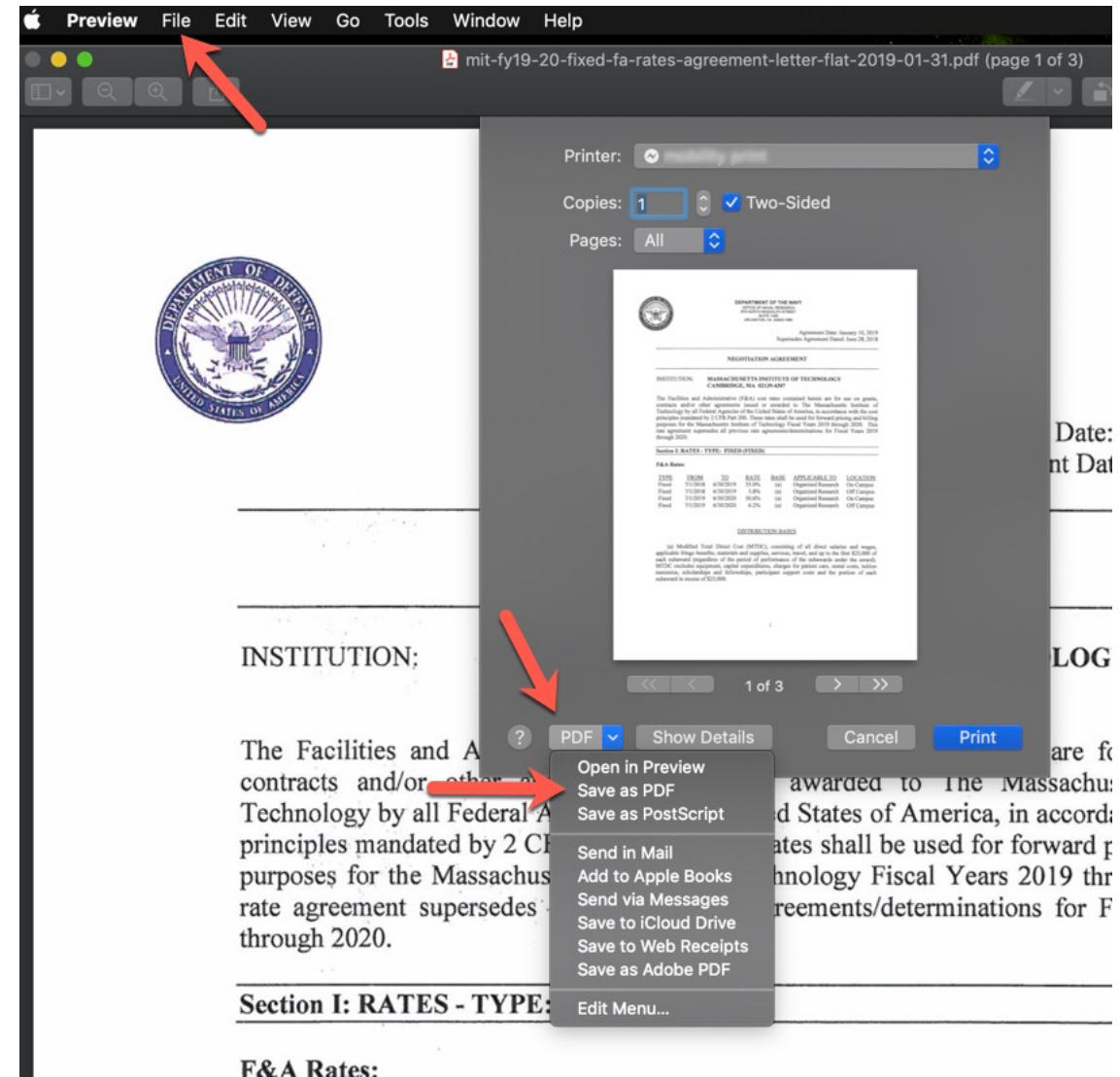
Have a PDF document with form fields or other Adobe 'extras' that won't preview? Create a simpler, flatter file:

- Click the **File** menu, select Print.
- **Select** the Microsoft **Print to PDF** option as your 'printer' to generate a 'flat' pdf & save that file to your computer,
- Replace the current upload in your Workspace with the 'flattened' one.



How to Flatten a PDF on a Mac:

- Open the file with **Preview**
- Click the **File** menu, select **Print**.
- At the bottom left of the pop-up window, click on **PDF** and choose **Save as PDF** to generate a 'flat' PDF & save that file to your computer
- Replace the current upload in your Workspace with the 'flattened' one.



Retrieving Workspace Attachments after submission.

You can still retrieve the attachments in a submitted Workspace:

1. Search for your Workspace, preferably by the Workspace ID or Grants.gov Tracking number.
2. Open using the **Manage** link, and click on the **Details** tab; then click the **Details** hyperlink action in the row.

MANAGE WORKSPACES ?

Please enter criteria and click Search:

Funding Opportunity Number:	<input type="text"/>	Workspace ID: WS00226493	Workspace Status:
Funding Opportunity Title:	<input type="text"/>	Workspace DUNS: <input type="text"/>	<input type="checkbox"/> New
Opportunity Package ID:	<input type="text"/>	Application Filing Name: <input type="text"/>	<input type="checkbox"/> In Progress
Workspace Owner:	<input type="text"/>	Last Activity Date: From: 12/04/2019	<input type="checkbox"/> Ready for Submission
Grant Tracking Number:	<input type="text"/>	To: 03/04/2020	<input type="checkbox"/> Submitted
			<input type="checkbox"/> Archived

Results: Export Detailed Data

1-1 of 1 Records

Workspace ID	Workspace DUNS	Workspace Status	Funding Opportunity Number	Closing Date	Application Filing Name	Workspace Owner	Last Activity Date	Actions
WS00226493	0014255940000	Archived	NOAA-OAR-SG-2019-2005915	12/21/2018	Massachusetts Institute of Technology		12/22/2019	Copy Manage

1-1 of 1 Records

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | **DETAILS**

Workspace Grant Tracking Numbers: Export Detailed Data ?

1-1 of 1 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions (Click Details to Download)
GRANT12763248	Dec 19, 2018 07:23:46 PM EST	Agency Tracking Number Assigned	Dec 19, 2018 08:36:26 PM EST	Laureen Horton	2777803	Details

1-1 of 1 Records

Retrieving Workspace Attachments after submission. (continued)

3. Click the **Download ZIP** button in the “Submission Forms/Attachments Received” header.

4. **Open the extracted ZIP folder** and find the attachments you need to save to your KC proposal or Institute Proposal.

The screenshot displays a web interface for managing submission forms and attachments. The top section, titled "Submission Forms/Attachments Received:", contains a table with columns for "Form Name/Attachment File Name" and "File Size". A red arrow points to a "Download ZIP »" button in the top right corner of this section.

Below the table, a "File" dialog box is open, showing the "Extract" tab for a ZIP file named "GRANT1276...zip". A red arrow points to the "Extract all" button. The "Extract To" field is empty.

The extracted files are shown in a list view below the dialog box. The list includes the following items:

Name	Type	Compressed size	Password
BudgetNarrativeAttachments_1_2-Attachments-1236-BudgetNarrative.pdf	Adobe Acrobat Document	83 KB	No
BudgetNarrativeAttachments_1_2-Attachments-1237-Project-Summary_LONG_Form.xlsm	Microsoft Excel Macro-Enabled Worksheet	1,578 KB	No
Form BudgetNarrativeAttachments_1_2-V1.2.pdf	Adobe Acrobat Document	12 KB	No
Form CD511-V1.1.pdf	Adobe Acrobat Document	14 KB	No
Form ProjectNarrativeAttachments_1_2-V1.2.pdf	Adobe Acrobat Document	12 KB	No
Form SF424_2_1-V2.1.pdf	Adobe Acrobat Document	18 KB	No
Form SF424A-V1.0.pdf	Adobe Acrobat Document	18 KB	No
Form SF424B-V1.1.pdf	Adobe Acrobat Document	17 KB	No
GrantApplication.xml	XML Document	4 KB	No
manifest.txt	Text Document	1 KB	No
ProjectNarrativeAttachments_1_2-Attachments-1234-ProposalNarrative.pdf	Adobe Acrobat Document	527 KB	No
ProjectNarrativeAttachments_1_2-Attachments-1235-Project-Summary_LONG_Form.xlsm	Microsoft Excel Macro-Enabled Worksheet	1,578 KB	No

Questions?

Contact: ra-help@mit.edu

