

CGMS NOTES AND ATTACHMENTS

The **Subaward Details** page has been expanded to allow the addition of notes and attachments. The intent is to provide a centralized platform to store files and updates related to the subaward. From your home page, click on the hyperlink for the **Subaward Details** you would like to view. The **Notes** and **Attachments** sections are at the bottom of the page.

Notes			
Note #	Created	Created By	Notes
1	11/2/2015 5:07:22 PM	Bejanki, Murali (HSEMA-contractor)	Just for testing after configurations - Oct 2nd 2015
View All Notes			Add Note

Attachments			
Attachment #	Created	Created By	Attachment
1	11/2/2015 5:09:01 PM	Bejanki, Murali (HSEMA-contractor)	1STRAINING-02-Award.pdf
View All Attachments		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

The **Notes** section should be used to document significant changes and developments with the subaward. Some notes may necessitate an update to the project management plan; your program manager will help you determine if that is an appropriate action.

The **Attachments** section should be used to store subaward related documents. Examples include items such as budget establishment forms, EHP requests and approvals, or specifications for items to be purchased.

The addition of a note or attachment will be visible to everyone with access to the subaward. An email notification will be sent to the creator of the note/attachment, the primary and secondary points of contact and the SAA program manager.