

Subsequent submission of attachments

Requirements

You should have already submitted at least one application for personal funding via the Portal.

Procedure

1. Start by clicking on "Application and funding overview" in the "Personal funding" tab.



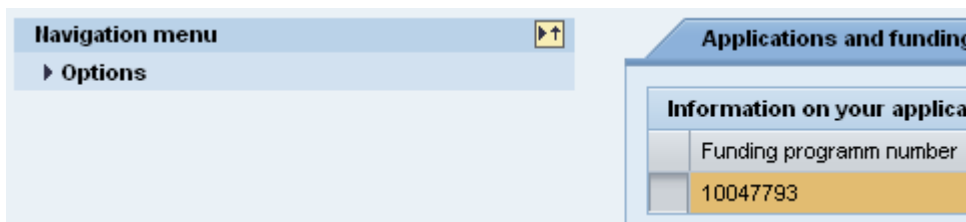
2. If you have already submitted several applications, first select the application to which you wish to add attachments by clicking on it. The selected application will then be shown in brown/orange.

The screenshot shows the 'Applications and funding' tab selected. Below it, there is a table titled 'Information on your applications and funding'.

Funding programm number	Funding programme	Date of submission	Type of funding	Application status
55537034		23.07.2013	Initial funding	Application submitted
57030409		12.06.2013	Initial funding	Application submitted
57049521	Testinstanz Außenorganisation für Go Live im Juli 2013 (EN)	14.10.2013	Initial funding	Application submitted
57053825		04.07.2013	Initial funding	Application submitted

Below the table is a 'Note' section with the text: 'If you would like to submit documents to support an application / funding, please use the relevant option in the menu tree or click [here](#)'.

3. Then click on the arrow before "Options" in the navigation menu on the left to open the selection options.



4. Then click on the option "Submit document for application/funding".



5. Start by clicking on "Browse" in the popup window that appears to find the document to be uploaded on your computer and select it. Then please provide a self-explanatory name for the attachment, so that it will be recognisable to our administrators.

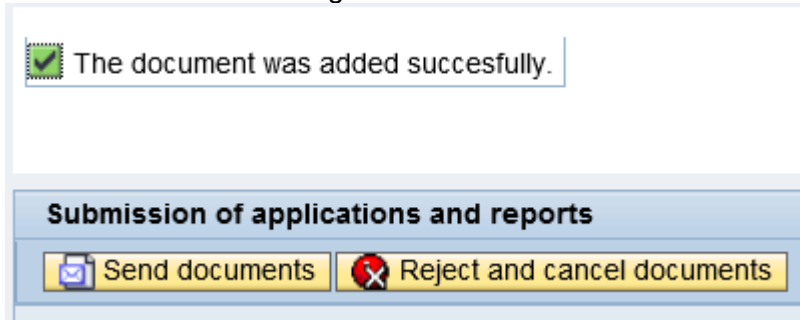


To ensure that we can process these attachments in our digital files, please upload them in PDF format only. Please make sure that the PDF files you upload are NOT encrypted and do NOT have any commenting restrictions on them. It is also advisable to check documents which you have already received in PDF format.

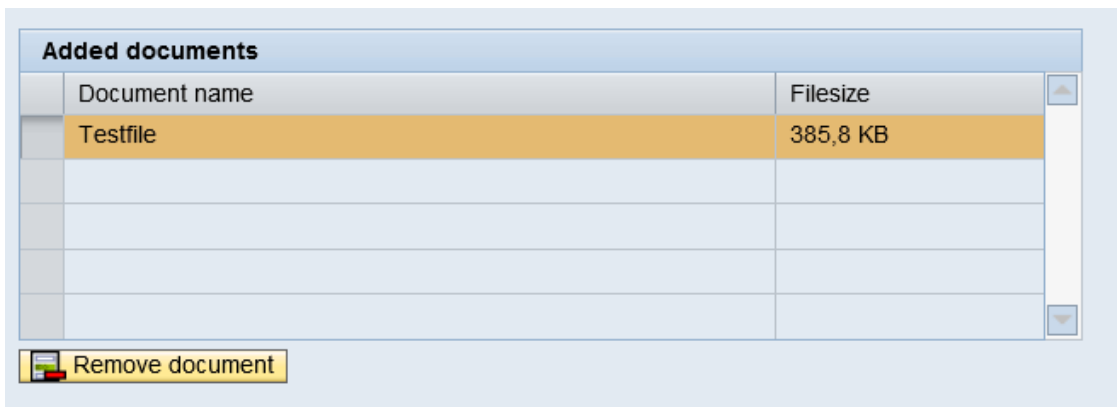
These PDFs cannot be processed in our system, so we would have to ask for the document to be resubmitted.

6. You will need to complete two further steps to send the attachment. Please click on "Add document" to add the attachments to the list of attachments for subsequent submission.

7. You will receive a message to confirm this.

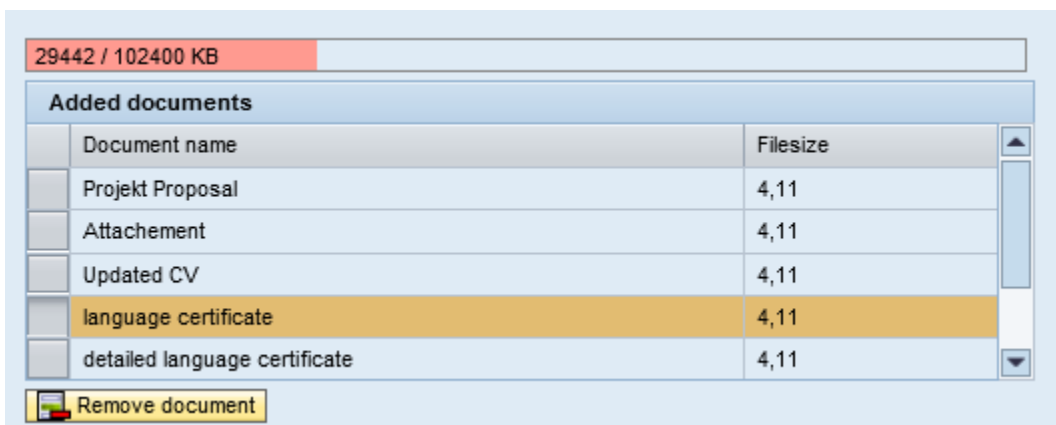


8. The added document will also be listed.

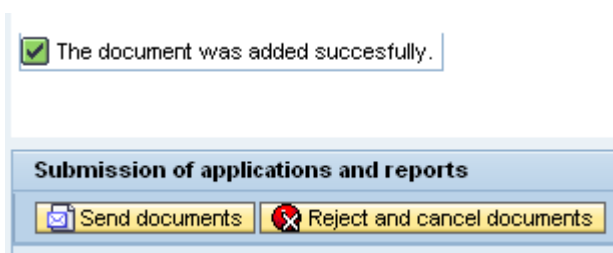


9. If you would like to add more attachments, repeat steps 5 and 6.

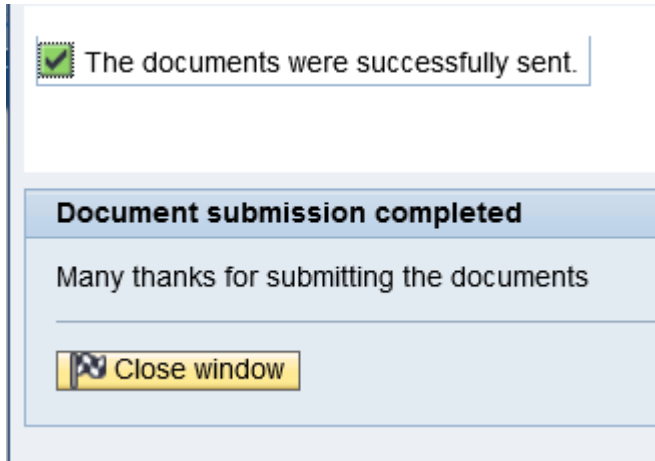
A progress bar shows how many kilobytes have been uploaded and if the maximum size of all added documents has been hit.



To submit the attachments, please click on "Send documents".



10. You will now receive a message confirming that your attachments have been sent successfully.



11. A few minutes later, you will receive notification by e-mail that there is a message for you in the Portal. This message in the Portal will once again confirm the submission of your attachments.

12. The messaging system can also be found in the "Application and funding overview".



13. The messages are listed underneath the previously submitted applications/funding programme information. Since most messages relate to specific applications/funding programmes, it is necessary to select the application in question.

Applications and funding Personal data Personal messages

Information on your applications and funding


Funding programm number	Funding programme	Date of submission	Type of funding	Application status
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57049521	Testinstanz Außenorganisation für Go Live im Juli 2013 (EN)	14.10.2013	Initial funding	Application submitted
57053825		04.07.2013	Initial funding	Application submitted

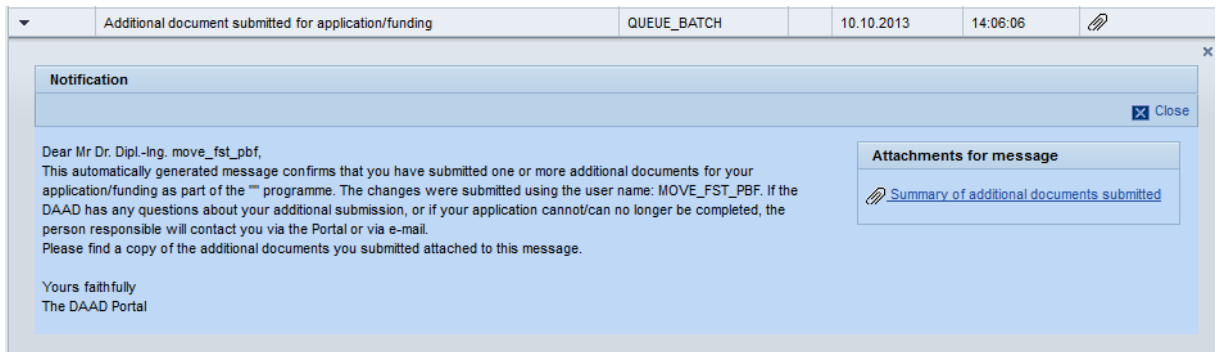
Note
If you would like to submit documents to support an application / funding, please use the relevant option in the menu tree or click [here](#)

Notifications regarding application / funding 57053825

[New message](#) [Expand all](#) [Close all](#) [History as pdf](#)

Subject	from	Role	Send date	Send time	Attachments
▶ Additional document submitted for application/funding	QUEUE_BATCH		10.10.2013	14:28:39	
▶ Additional document submitted for application/funding	QUEUE_BATCH		10.10.2013	14:23:25	
▶ Additional document submitted for application/funding	QUEUE_BATCH		10.10.2013	14:06:06	
▶ Neue Bewerbung eingereicht	QUEUE_BATCH		04.07.2013	10:33:33	

14. To view the message, click on the arrow  in front of it. The message once again confirms the submission and provides you with the submitted file(s) as an attachment.



Additional document submitted for application/funding QUEUE_BATCH 10.10.2013 14:06:06

Notification Close

Dear Mr Dr. Dipl.-Ing. movefst_pbf,
This automatically generated message confirms that you have submitted one or more additional documents for your application/funding as part of the programme. The changes were submitted using the user name: MOVE_FST_PBF. If the DAAD has any questions about your additional submission, or if your application cannot/can no longer be completed, the person responsible will contact you via the Portal or via e-mail.
Please find a copy of the additional documents you submitted attached to this message.

Yours faithfully
The DAAD Portal

Attachments for message
[Summary of additional documents submitted](#)