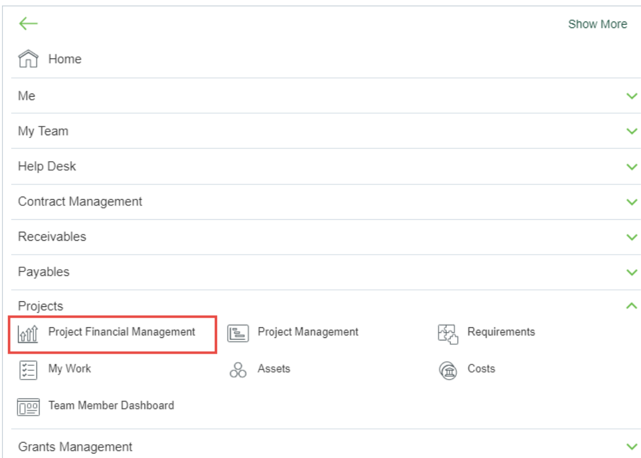
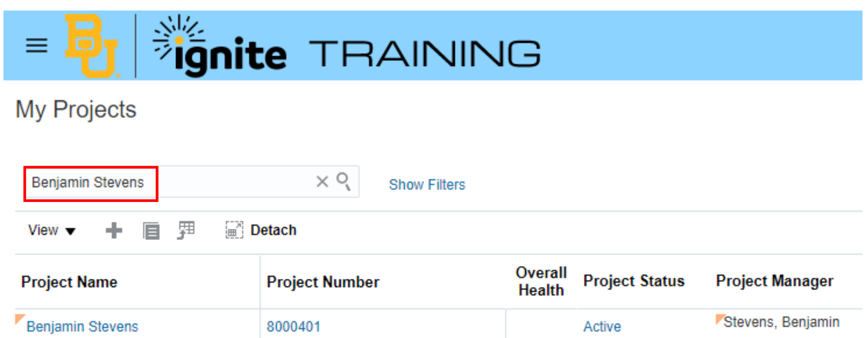
FACULTY FUNDS: Adding Attachments & Team Members

This handout outlines the steps for adding attachments and team members to a Faculty Fund project. These steps are intended to be an in system step-by-step reference guide.

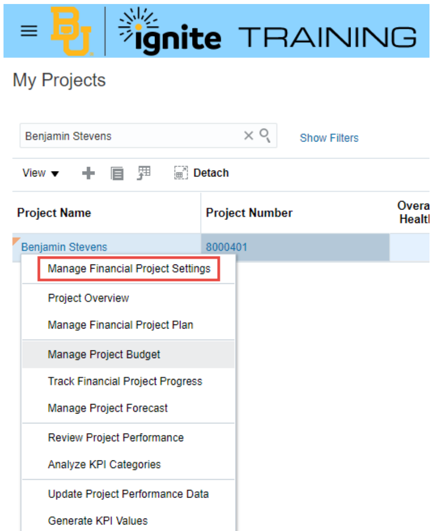
1. From the Ignite homepage, use the left-hand Navigation bar, or use the scroll bar above the tiles to navigate to **Projects**, then **Project Financial Management**.



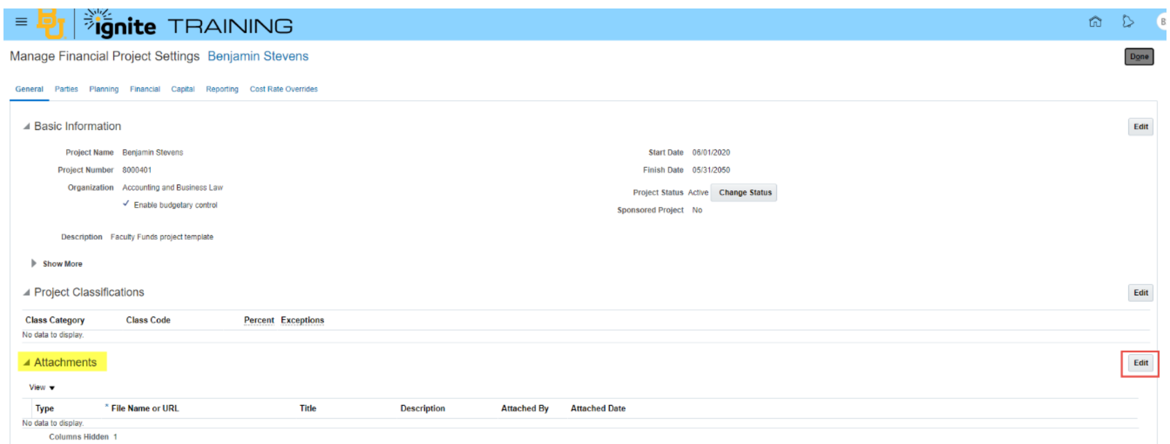
2. In this step, you will search for your project. Search, using the **Project Name or Number**, for the project you created.



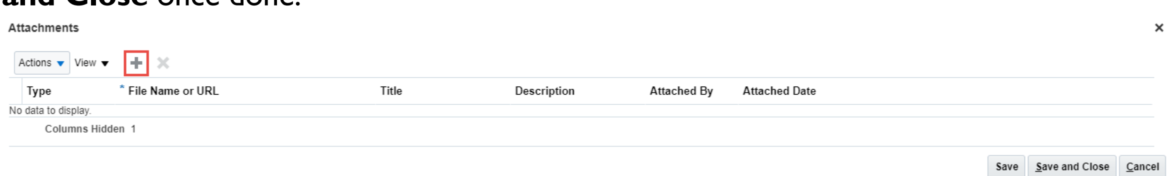
3. Highlight the row, click on the **Project Name or Number**, and select **Manage Financial Project Settings**.



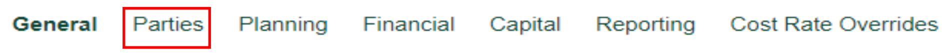
4. In the **Attachments** section towards the lower half of the page, click on the **Edit** button to add an attachment.



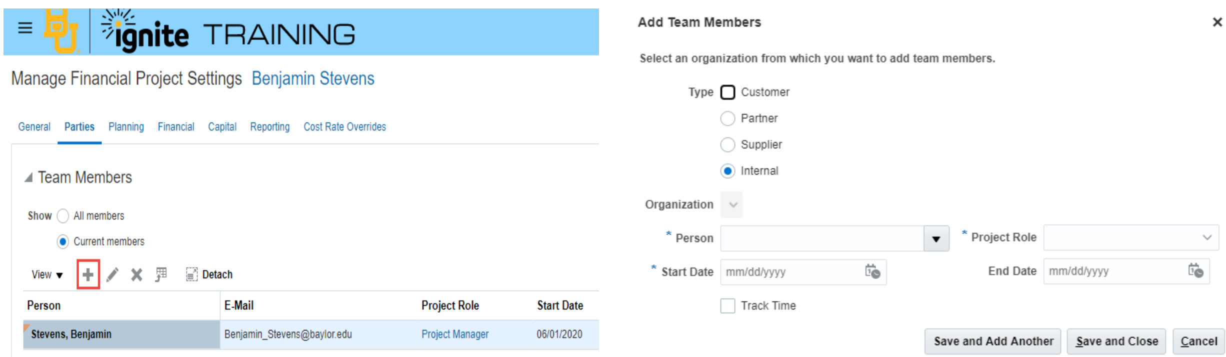
5. Click on the **Plus icon**. Upload any sample documentation you choose and click **Save and Close** once done.



6. To begin adding team members, click on the **Parties** tab near the top of the page.



7. Use the **Plus icon** to begin adding team members using the following information:
    a. **Type**: Internal
    b. **Person**: Search for and enter a team member name
    c. **Start Date**: Use the start date of your project or active date of team member
    d. **Project Role**: Select appropriate role for the individual being added*



*NOTE: The project manager selected at setup will already be included with a start date of the beginning of the project. There can only be one individual with the project manager role during a specific timeframe.

8. Click **Save and Done** or use the **Save and Add Another** button to continue adding team members.

9. Click **Done**.