FILING CABINET REQUESTS

When the DOCR needs subrecipients to submit a grant related document, a Filing Cabinet Request will be created within COSMOS. An automated email, like the one below, will be sent to the subrecipient points of contact.

The Filing Cabinet Requests for Quarterly PMT Reports will be automatically generated by COSMOS. The process to submit a Quarterly PMT Report will follow the same steps below, with one exception. There is no source document.

The example below demonstrates the process to submit a Risk Assessment.

----Original Message-----

From: DOCR, Grants < docrgrants@nd.gov > Sent: Tuesday, January 7, 2022 12:18 PM

To: Removed, Name

Subject: A Filing Cabinet Request was created in COSMOS

A Filing Cabinet Request titled "FY 2022 Risk Assessment" was created on 1/07/2022.

Please submit a file for this request by 01/15/2022.

You may log into COSMOS to submit the file.

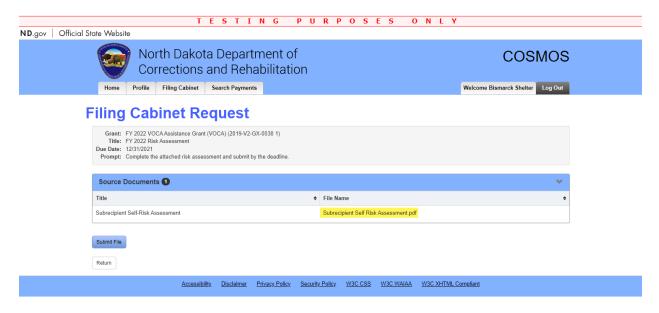
https://apps.nd.gov/docr/cosmos/

Once logged in to COSMOS, the Filing Cabinet Request work queue task is visible on the main page, as highlighted below. You can view the filing cabinet request by clicking on "View Filing Cabinet Request", highlighted below.

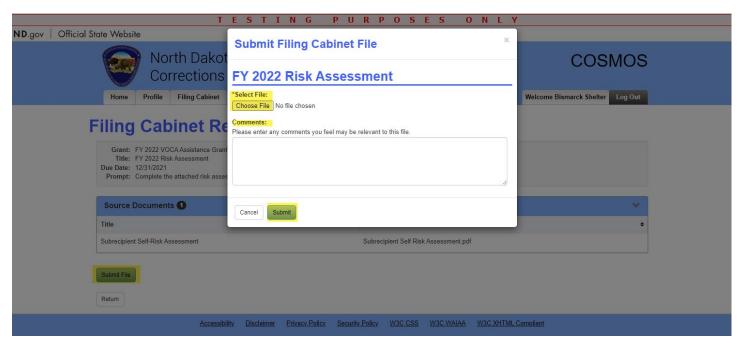


Within the "Filing Cabinet Request" you can see the details. The applicable grant, title, due date, and prompt are all visible at the top. Within this specific file request is a source document. By clicking on the document,

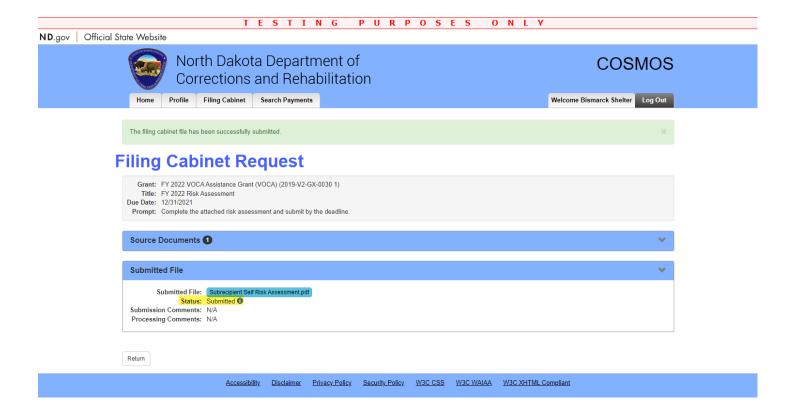
highlighted in yellow below, you'll be able to view/download the source document. In this example, the source document is a risk assessment.



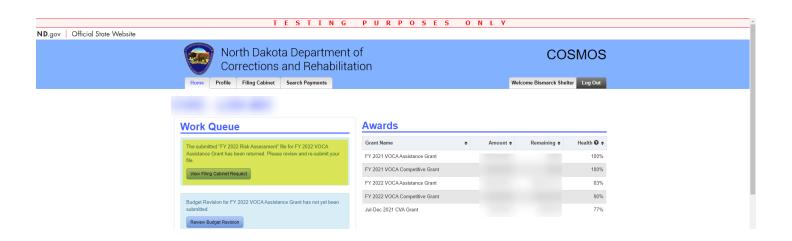
When you're ready to submit a document click on "Submit File". A window will appear where you can select the document and add any comments. Click "Submit" when you're ready to upload and submit the document.



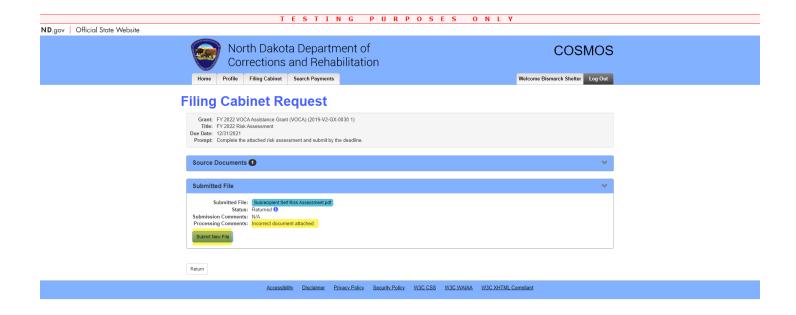
Once the document is submitted, you'll see the screen below and the status will show "submitted".



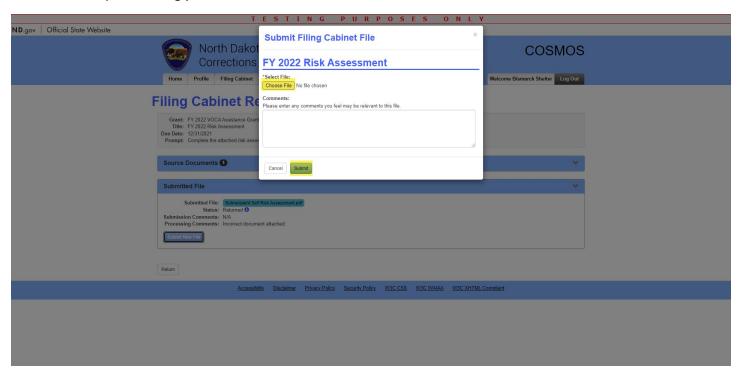
The DOCR will process Filing Cabinet Requests once submitted. In the example below, the Filing Cabinet Request was returned to the subrecipient. A new task is visible in the Work Queue. Click on "View Filing Cabinet Request" to view the Filing Cabinet Request.



Once the Filing Cabinet Request is open, the processing comments will be visible (highlighted below). To resubmit a file, click the "Submit New File" button.



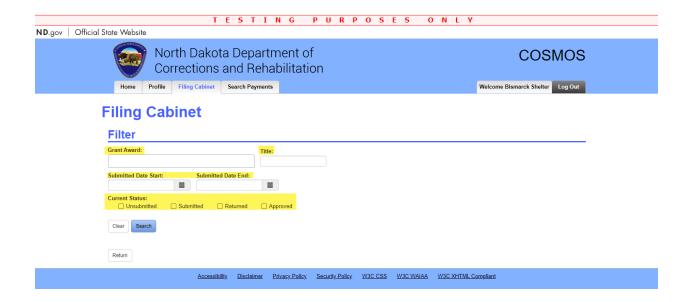
A window will open allowing you to select a new file. Click "Submit" to submit the new file.



To view all documents in the Filing Cabinet, click on the "Filing Cabinet" tab below.



Within the Filing Cabinet, you can filter by grant award, title, submitted date, and status. If you don't filter the results, you will see all filing cabinet requests after clicking "search". Once you have selected the various filters, click "search" to see the results. Clicking the "clear" button will clear all results and filters, allowing you to re-start your search.



By clicking on "search" you can see below the results.

