Sending a file to the Office of Research / Office of Sponsored Programs

1. Go to https://secure.research.vt.edu/filedrop/ and Login with your PID and PID password

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ur web browse	r when you have	finished acce	ssing
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- 2. You find the person you'd like to drop a file to one of two ways
 - a. Search for that person by entering in their last name in the search all staff box, then click it when their name appears:

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Vargenia Tech Hurne OVPR Hurne OSP Hurne Frie Drop Home	Please select a department: 1 Office of Sponsored Programs (OSP) 2 Office in the Department in Department (01/07)	(Sgr Ool) Current Department
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Petrop Tele of Key	-OR- Search - Mr South Enter Last faces 	

b. Browsing people by clicking on the organization name:



3. Once you have either searched, or clicked an organization, you'll be directed to the drop us a file page. If you Searched, the person's name who you searched for will already be listed, if not, click on the drop down list and find the person who you wish to send a file to.

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	Select the file you would like to upload — (up to 700Mb) Browns Click the Upload How = betton below to complete your file upload: Upload New = betton below to complete your file upload:	Concerning on the Shap button of your browser will cancel your upload.

4. Click Browse

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5. Navigate to the folder where the file is, then double click on it.

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6. Once you have selected the file, click the "upload now" button.



7. Once you see "your file was successfully delivered to.." You are finished. The recipient will receive an email telling them to retrieve the file.

