

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



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:



- b. Browsing people by clicking on the organization name:



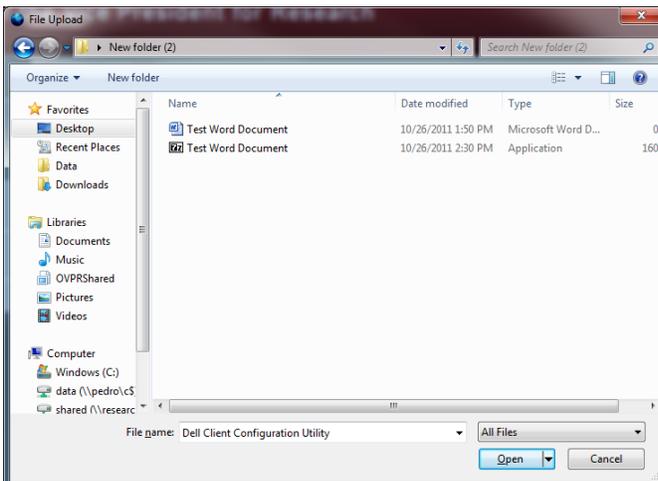
- Once you have either searched, or clicked an organization, you'll be directed to the drop us a file page. If you Searched, the person's name who you searched for will already be listed, if not, click on the drop down list and find the person who you wish to send a file to.



- Click Browse



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



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

Drop Us A File ...

Follow the steps below to complete your file upload:
Current Department: **Office of the Vice President for Research (OVPR)**

- 1** Please select an individual you would like to have receive your file:
[Redacted] > [Change Department / Search Staff](#)
- 2** Enter a brief description of the contents of your file (optional):
[Text Area]
200 characters left. Limit 200 characters.
- 3** Select the file you would like to upload ... (up to 700Mb)
C:\Users\[Redacted]\Desktop |
- 4** Click the **Upload Now »** button below to complete your file upload:

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.

Follow the steps below to complete your file upload:
Current Department: **Office of the Vice President for Research (OVPR)**

- 1** [Redacted] will receive your file.
- 2** Enter a brief description of the contents of your file (optional):
[Text Area]
200 characters left. Limit 200 characters.
- 3** Select the file you would like to upload ... (up to 700Mb)
C:\Users\[Redacted]\Documents |
- 4** Click the **Upload Now »** button below to complete your file upload:

remote.JPG Time Remaining: 0:00
Upload complete (100% of 23.2 KB)

Your file was successfully delivered to [Redacted]

If you would like to drop another file click [here](#).

REMINDER: This file will expire and be removed from the system on . If you would like to extend/change the expiration date [click here](#).
If you have dropped all of the files that you intended to drop, we suggest that you close your browser to end your session with us, especially if you are using a public or shared computer.