KC Development Proposal
Data Override

Quick Reference Guide

What IS Data Override?

When a proposal has reached RAS for Approval, there are a few areas that can be edited that do not require returning the proposal to the department. One way this is accomplished is by Data Override, executed either by the reviewing Contract Administrator or Agency Liaison.

Data Override Types in Proposal with no resultant issues

Safe to override in most proposals; may impact s2s submissions, so use with care.

- **Sponsor Deadline Date**
- **Deadline Type**
- **Mailing** (aka Submission) **Address**
- **Notice of Opportunity**
- **Program Title**
- **Title** (proposal)
- **Sponsor Proposal ID** (aka Federal Identifier on SF424 Form Field 4a)
- **Agency Prog Code**
- **Agency Div Code**
- **NSF Code**
- **Agency Routing ID** (aka Agency Routing Number on SF424 Form Field 4b)

Data Override Types where returning to the DLC is recommended

- **Activity Type** – Budget will most likely change.

- **Program Number** (aka Opportunity) - this could affect the S2S Questionnaire and forms requirements.

- **Proposal Type** – For all types (except **Pre-Proposal**), certification requirements, budget, etc. may be adversely affected

- **Sponsor Code** – This may affect routing/final approval

- **Prime Sponsor Code** - This may affect routing/final approval

- **Original Proposal Number** (Institute Proposal) - Use as appropriate to Proposal Type (see Proposal Type quick guidance for more information)

- **Award No**. - Use only if number already occupies this field; Proposal Type validation determines whether or not it belongs there

- **Previous Grants.gov Tracking** – If ID does not belong in proposal, return to DLC.

- **CFDA** – DO NOT USE

- **Anticipated Award Type**

Other Override functions that may be done in RAS Office

- ## Compliance
  - Compliance entries may be added, modified or removed by the reviewing Contract Administrator or Agency Liaison in RAS (such as Human Subjects or Foundation Relations Review). However, these entries should only be edited in RAS if consistent with other areas of the proposal (such as certification responses of the PI and/or Co-PI). If changes in Compliance section would not be consistent with other components of the proposal, it should be returned to the DLC Aggregator for editing.

- ## Attachments
  - An attachment may be replaced by the DLC Aggregator, Contract Administrator or Agency Liaison while the proposal is routing. This is done to fix small corrections in a document, such as a typo. *However*, prior to replacing any Attachments in a proposal that is routing, DLC Aggregator and Contract Administrator should discuss – if changes are significant, the proposal should be returned to the DLC Aggregator to edit and re-route the proposal, for re-review and approval of the DLC, Dean's Office and RAS.

Data Override for Budget

In addition to Data Override and other override functions in KC Proposal that can be performed by the RAS Office, there are separate *Budget* Data Override functions the RAS Office may perform. These functions include:

- **Submit Cost Share –** in Budget Settings, this box is checked by default to indicate "yes" for submitting any cost share indicated to Sponsor. Should not be unchecked for most scenarios (even when there is no cost sharing) - check with RA-Help before changing

- **Comments –** in Budget Settings, the Comments field is where users may enter information about special Sponsor requirements, like F&A rate restrictions

- **Budget Name –** Each Budget Version is given a name by the Aggregator, but cannot be changed by the Aggregator once entered. The RAS Office may edit a Budget Version Name, at the request of the Aggregator

- **Justification (in Budget Notes) –** Not used at MIT. Budget Justification should be uploaded in the Attachments section in KC

When in doubt, return the proposal to the DLC or contact ra-help@mit.edu.

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