

Overview:

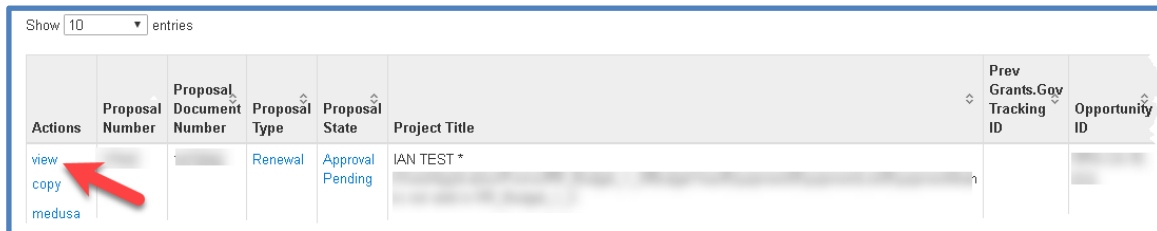
A Development Proposal that is in the midst of routing for internal Review/Approval is able to have uploaded Narrative attachments replaced, if necessary. Please contact the current Approver and/or RAS Contract Administrator prior to refreshing narratives as the narrative may already be under review.



Note: Proposals submitted for review should be considered **complete and final**. Do not replace attachments without first making the current Approver or RAS Contract Administrator aware.

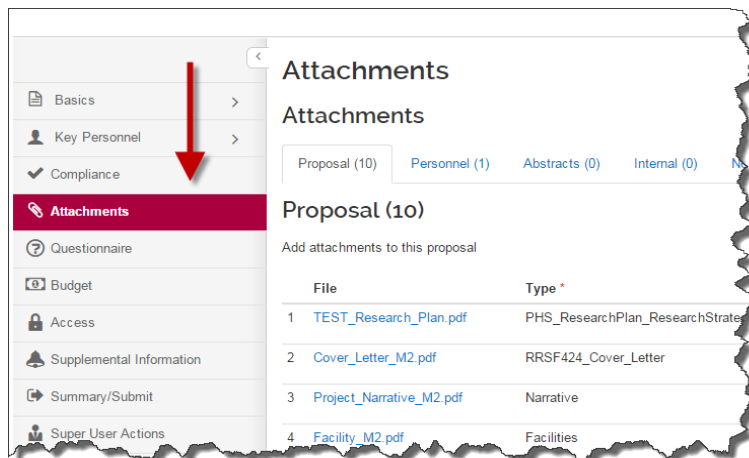
Procedure:

1. Search for and open the proposal. It should only be available in **View** Mode as it has been submitted for Review.

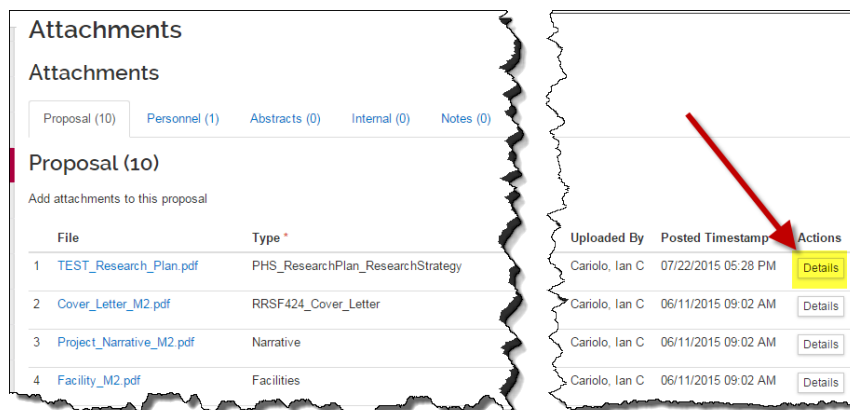


Actions	Proposal Number	Proposal Document Number	Proposal Type	Proposal State	Project Title	Prev Grants.Gov Tracking ID	Opportunity ID
view copy medusa			Renewal	Approval Pending	IAN TEST *		

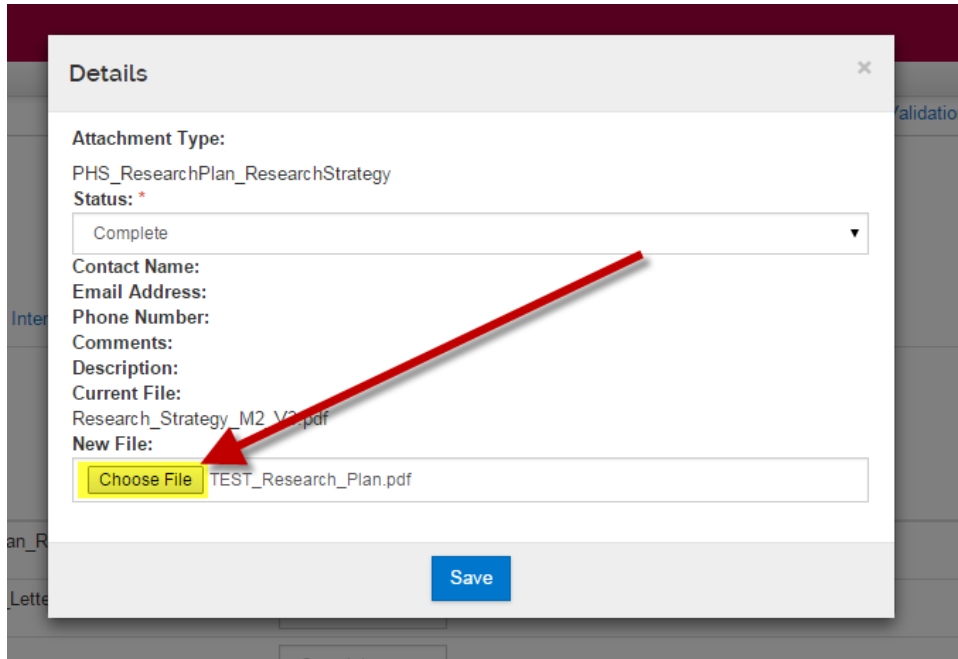
2. After opening the proposal, in the left-hand column, click on **Attachments**.



3. To the right of the attachment you wish to replace, click the **Details** button.



4. The *Details* window will open, and you will then click on the **Choose File** button. Navigate your computer to select the file you wish to upload, then click **Save**.



5. Be sure the **Status** for all of your attachments is set to **Complete**.



File	Type *	Status *
1 TEST_Research_Plan.pdf	PHS_ResearchPlan_ResearchStrategy	Complete
2 Cover_Letter_M2.pdf	RRSF424_Cover_Letter	Complete
3 Project_Narrative_M2.pdf	Narrative	Complete
4 Facility_M2.pdf	Facilities	Complete
5 Equipment_M2.pdf	Equipment	Complete

Related Documentation:

<https://kc.mit.edu/category/faq/attachments>

Getting Help

For questions or problems using this Quali Quick Reference Card or the procedure it describes, please email the Research Administration Education & Support team at ra-help@mit.edu. Include your **Name**, **Contact Information**, and the **Proposal, Award, or IP Number**.