

KC Development Proposal

Data Override

Quick Reference Guide

What IS Data Override?

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

Override Types with no resultant issues

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

- **Sponsor Deadline Date** (**NOTE**: it can only be replaced, **not** deleted when in OSP)
- **Deadline Type**
- **Mailing (aka Submission) Address**
- **Notice of Opportunity**
- **Program Title**
- **Title (proposal)**
- **Sponsor Proposal ID** (aka Federal Identifier/**Field 4a**)
- **Agency Prog Code**
- **Agency Div Code**
- **NSF Code**
- **Agency Routing ID** (aka Agency Routing Number/**Field 4b**)

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** – **Not currently usable**

Data Override for Budget

Available actions:

- **Submit Cost Share?**
- **Comments**
- **Budget Name**
- **Justification**, but recommend returning to DLC

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