

Overview:

A Development Proposal that is in the midst of routing for Review/Approval is still able to have its Narrative attachments replaced, if necessary. Please contact the current Approver and/or OSP 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 the attachments without first making the following Approver or OSP Contract Administrator aware.

Procedure:

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

Attachments

Attachments

Proposal (10) Personnel (1) Abstracts (0) Internal (0) Notes (0)

Proposal (10)

Add attachments to this proposal

File	Type *
1 TEST_Research_Plan.pdf	PHS_ResearchPlan_ResearchStrate
2 Cover_Letter_M2.pdf	RRSF424_Cover_Letter
3 Project_Narrative_M2.pdf	Narrative
4 Facility_M2.pdf	Facilities

3. To the right of the attachment, click on the **Details** button.

Attachments

Attachments

Proposal (10) Personnel (1) Abstracts (0) Internal (0) Notes (0)

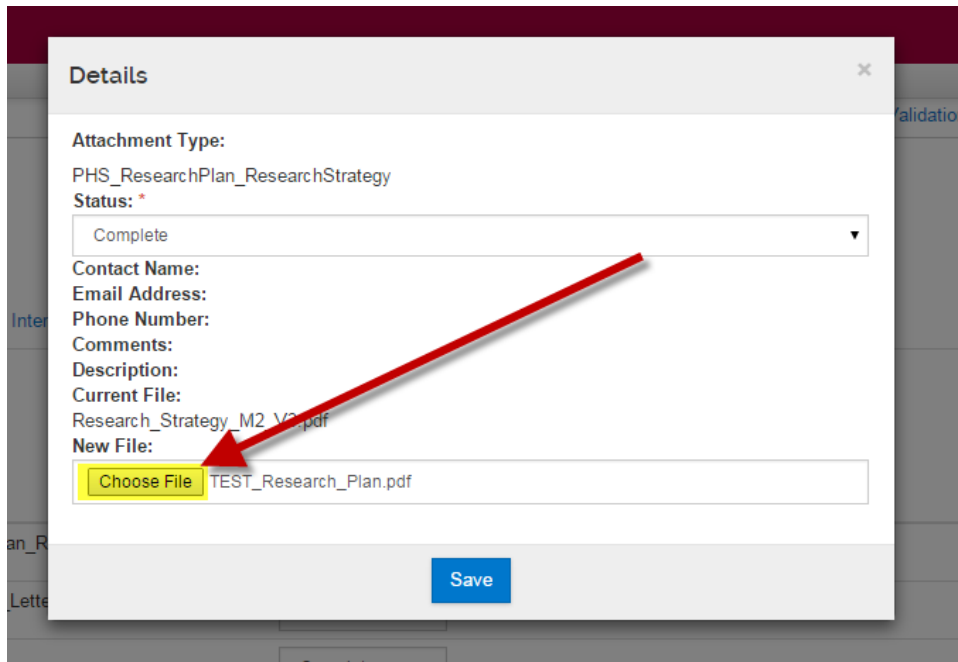
Proposal (10)

Add attachments to this proposal

File	Type *
1 TEST_Research_Plan.pdf	PHS_ResearchPlan_ResearchStrategy
2 Cover_Letter_M2.pdf	RRSF424_Cover_Letter
3 Project_Narrative_M2.pdf	Narrative
4 Facility_M2.pdf	Facilities

Uploaded By	Posted Timestamp	Actions
Cariolo, Ian C	07/22/2015 05:28 PM	Details
Cariolo, Ian C	06/11/2015 09:02 AM	Details
Cariolo, Ian C	06/11/2015 09:02 AM	Details
Cariolo, Ian C	06/11/2015 09:02 AM	Details

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



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

Proposal (10)

Add attachments to this proposal

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:

<http://kc.mit.edu/category/faq/proposal-development-module/attachments>

Getting Help

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