

Closing GMAS Requests

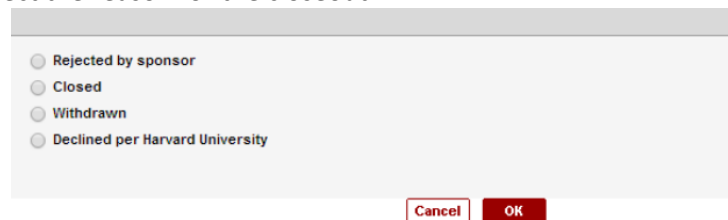
Once it is known that a request will not be funded, it should be closed in GMAS as soon as possible to stop unnecessary downstream review activities and to ensure accurate reporting. This guide applies to requests that have been submitted to the sponsor. Requests that have not been submitted, and will never be submitted or processed should be deleted rather than closed.

Steps

1. Navigate to the request in GMAS you wish to close out.
2. On the Request Homepage, click on the **Request closeout** button.



3. On the next screen, select the reason for the closeout.



- **Declined per HU** – For requests being declined by the University
- **Rejected by Sponsor** – For requests where communication from the sponsor has been received that it was not selected for funding
- **Withdrawn** - For requests that were withdrawn from funding consideration
- **Closed** – For requests that will not be funded that do not fit the above criteria (i.e., a proposal that has been pending for a significant period of time without response from the sponsor)

4. Enter a comment if necessary.
5. Click **OK**. (The request status will update to the reason selected, and the segment status will update to “Not funded” if all the requests in the segment are in a closed status.)
6. Upload and relevant documentation to the request homepage.

Please note: If the request was closed out in error or needs to be reopened, contact your pre-award representative. GMAS “Super-users” in the central office have access to process using the “Request rollback” button to bring the request back to an open status. The request can be reverted all the way back to “Under development” status if necessary.