

How to confirm a research team

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Overview

This job aid focuses on creating and completing a GMAS Confirm research team request.

Why it Matters

The segment research team in GMAS is used to track effort commitments for faculty, and to generate and track approvals for individuals performing research on a specific project, such as:

- OAIR (outside activity and interest reporting)
- Participation Agreement

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Who can Confirm the Segment Research Team?

- Department Administrators – this role receives a GMAS notification when the team needs to be confirmed
- Lab Administrators
- Central Roles

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Who should be on the Segment Research Team?

- Anyone listed as an investigator or key personnel should be included on the research team.

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When can the research team be confirmed?

A research team can be confirmed in either of the following scenarios:

- On a pending project where the initial/competing proposal has been submitted to sponsor and a notice has been logged.
- On a pending project where the initial/competing proposal has been submitted to sponsor and the segment has an At-risk account request that has been authorized.

Segment research team

The research team cannot be confirmed until a notice is received or a request for an at-risk account is authorized.

Confirm research team ?

The research team has not been confirmed

Current research team is from Initial proposal **00000000**

Name	Role	Faculty	Key	Investigator	Proposed effort
David Smith	Principal Investigator	Yes	Yes	Yes	0.00 person months effective on Feb 1, 2021

Note: The action to confirm a research team will be disabled if the segment does not have a notice logged or If the at-risk account has not been authorized. The action button will display a tool-tip explaining why the research team cannot be confirmed.

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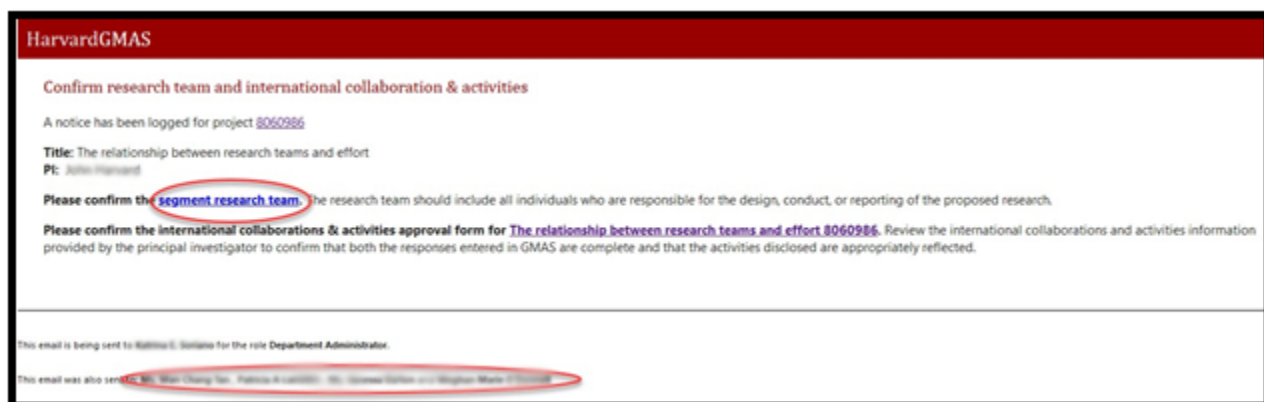
Confirming the Segment Research Team in GMAS

Confirming the segment research team takes place at time of initial award (once the notice has been logged or once an at-risk account request has been signed by all parties and updated to authorized). The segment research team should be edited throughout the life of the award, as team members are added to the project, or when a team member's committed effort changes. *Note:* Committed effort should not be updated to match actual effort, but should reflect the commitment to the sponsor.

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Navigating to the Segment Research Team

After the notice has been logged, individuals listed on the administrative team in the Department Administrator role will receive a GMAS generated email. The email will include a link to the segment research team screen for the appropriate segment and will also indicate who else received a notification about the team needing to be confirmed.



Note: A GMAS notification will also be sent in the event an At-Risk request is fully signed and moved to 'Authorized' status.

Selecting the 'segment research team' link in the email will direct the Department Administrator to the segment research team screen where the team can be confirmed.

To navigate outside of an email notification to confirm the segment research team, either select the Actions button from the segment homepage and select 'Confirm research team' or select the 'Research team' link in the left navigation on the segment homepage where the 'Confirm research team' button is also available.

The first screenshot shows the 'Segment 1' homepage. In the left navigation menu, 'Research team' is circled in red. In the 'Actions' dropdown menu on the right, 'Confirm research teams' is circled in red with a red arrow pointing to it.

The second screenshot shows the 'Segment research team' screen. A red arrow points from the 'Research team' link in the left navigation menu to this screen. On the right side of the screen, a 'Confirm research team' button is circled in red.

Segment research team

Please note, once the proposal has been submitted in GMAS, editing of faculty is limited to central roles.

The research team has not been confirmed

Current research team is from initial proposal 6397199.

Name	Role	Key personnel	Investigator
John Harvard	Principal Investigator	Yes	Yes
TBD-1	Research Assistant	No	No
Wait Disney	Cof/Principal Investigator	No	Yes

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Confirming the Segment Research Team

Selecting the "Confirm research team" button from the segment home or the segment research team screen creates a Confirm research team request. You will be navigated to the Confirm research team request home with a prepopulated list of team members defaulted in from the Initial or Competing Renewal Proposal.

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Required Actions

Once the Confirm research team request has been created, the request homepage will display the “Actions required” at the top of the screen. All required actions must be completed to enable the action button.

Confirm research team
Request ID #6432138

Comments (0) Lock and route for signatures ?

Under development Under review Authorized Submitted

Central reviewer
Unassigned

Actions required

▲ Sponsor approval question has not been answered **1** Edit

Open all Close all

1. Sponsor approval question has not been answered - Select “Edit” and a modal will open that will allow you the ability to answer which research members require sponsor approval to change committed effort.

Edit sponsor approval

Is sponsor approval required to change effort? ?

Name	Role	Faculty	Key Inv	Committed effort	Is sponsor approval required to change effort?
Mark Cunningham	Research Assistant	Yes	No	Yes 7.00 person months effective on Oct 4, 2021	☐ Yes ☒ No
Indira Saha	Post-Doctoral Fellow	No	No	No 12.00 person months effective on Jul 1, 2021	☐ Yes ☐ No
Jeffrey Goldberg	Principal Investigator	Yes	Yes	Yes 5.00 person months effective on Jul 1, 2021	☐ Yes ☒ No
James Chang	Co-Investigator	No	Yes	Yes 8.00 person months effective on Oct 29, 2021	☒ Yes ☐ No
TBD-1	Technician	No	Yes	Yes 1.00 person months effective on Jul 1, 2021	☐ Yes ☐ No
Mark Saha	Consultant	No	No	No 1.00 person months effective on Jul 1, 2021	☐ Yes ☐ No
Mark Saha	Developer	No	Yes	Yes 1.00 person months effective on Oct 26, 2021	☒ Yes ☐ No

3 Cancel **Done** **4**

Sponsor approval modal

1. The sponsor approval modal displays information of all research team members on the research team.

2. Select “Yes” or “No” in response to whether a research team member requires sponsor approval to change committed effort.
3. Select “Cancel” to close and delete any changes made in the modal.
4. Select “Done” to close and save any changes made in the modal.

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Research team panel

Research team 1							2 8 team members		0 updated		0 removed		0 added		4 Add	
Name	Role	Faculty	Key	Inv	Spon approval	Committed effort	3 Edit									
James P. Thompson	Post-Doctoral Fellow	No	No	No	No	1.20 person months effective on Oct 1, 2020	3 Edit									
Michael J. Hall	Investigator	Yes	No	No	No	1.80 person months effective on Sep 1, 2019	Edit									
Michael J. Hall	Principal Investigator	Yes	Yes	Yes	Yes	2.40 person months effective on Sep 1, 2018	Edit									
Michael J. Hall	Investigator	Yes	No	Yes	No	2.40 person months effective on Sep 1, 2018	Edit									
Michael J. Hall	Post-Doctoral Fellow	No	No	No	No	6.00 person months effective on Sep 1, 2018	Edit									
Michael J. Hall	Investigator	Yes	No	No	No	1.20 person months effective on Sep 1, 2018	Edit								5	
Michael J. Hall	Post-Doctoral Fellow	Yes	No	No	No	12.00 person months effective on Apr 1, 2019	Edit									
Michael J. Hall	Post-Doctoral Fellow	No	No	No	No	6.00 person months effective on Jan 1, 2021	Edit									

1. The research panel will display a list of team members defaulted in from the Initial or Competing Renewal Proposal.

Note: If the segment has a Just in time request, then the research panel will display a list of team members defaulted in from the Just in time request.

2. The counts in the panel heading will display the:
 - Total – displays the total number of members on the research team.
 - Updated – displays the number of members that have been edited.
 - Added – displays the number of research members that been added to the research team.
 - Removed – displays the number of research members that have been removed from the research team.

Edit research team members

3. To make edits to the existing research team member select “Edit”. Selecting “Edit” will open-up a modal with information related to that particular research team member.

The screenshot shows the 'Edit research team member' form. It includes a text field for the member's name (a), a dropdown menu for the role (b) with an 'Other' option and a text box for the role name. Below these are radio button options for 'Faculty' (c), 'Key personnel' (d), 'Investigator' (e), and 'Sponsor approval required to change effort?' (f). A section for 'Committed effort' (g) includes a text box for person months (6.00), an effective date (09/01/2018), and an 'Add effort' button. A question (h) asks if involvement ends prior to the project end date, with 'Yes' and 'No' radio buttons. An 'End date' field is also present. At the bottom are 'Cancel' (i) and 'Done' (j) buttons.

- a. Displays the research member's name in the edit modal, this field is disabled unless the research member is TBD.
 - Note that TBD members on a research team can be changed to a person by unchecking the "Team member is TBD" checkbox.
 - The TBD option will only display for TBD research members who were set as TBD prior to 5/19/2023
 - If a TBD member is changed to a person and that change is saved, the option to set the member as TBD will no longer display.
- b. Displays the current role associated to the research team member.
 - When editing this field, a drop down will appear with a list of all roles that are research team roles, except for PI and Mentor.
 - If editing the PI or Mentor, this field displays as text only.
 - If "Other" is selected, an additional text box appears to enter the name of the role.
- c. Displays whether the research member is a faculty member. This is a pre-determined field and is not editable.

- Faculty is defined as individuals that are active Harvard employees with an employment classification of 'Faculty', 'Junior faculty', or 'Other'.
 - d. Displays the response whether the research member is considered key personnel
 - The response is editable and can be changed to "Yes" or "No".
 - This field is set to "Yes" and disabled for the PI.
 - e. Displays the response of whether this research member is considered an investigator.
 - The response is editable and can be changed to "Yes" or "No".
 - This field cannot be edited and will always be answered as "Yes" for the PI.
 - Note: Changing a prepopulated research team member's investigator flag will have an impact to OAIR approvals (switching to "Yes" may generate OAIR approvals, switching to "No" may withdraw existing OAIR approvals).
 - f. Displays the response which identifies whether an individual requires sponsor approval to change their committed effort.
 - The response is editable and can be changed to "Yes" or "No".
 - g. Displays the committed effort associated to the research member.
 - The committed effort is editable.
 - Selecting the date picker allows you to add the effective date of the commitment.
 - Selecting "Add effort" will generate a new row where you can add additional committed effort.
 - h. Displays the response of whether this research member's involvement ends prior to the project's end date.
 - The response is editable and can be changed to "Yes" or "No"
 - Selecting "Yes" opens-up a date picker to assign the date that this member's involvement ends.
 - Selecting "No" assumes the research member will be involved until the project's end date.
 - This field defaults to "No" and is disabled for the PI.
 - i. Select "Cancel" to close and delete any changes made in the modal.
 - j. Select "Done" to close and save any changes made in the modal.
-

Any changes to an existing research team member will now move that member to the “Updated” section.

The screenshot displays a web interface for managing research team members. It is divided into two main sections: 'Updated' and 'Prior value'.

Updated Section: This section contains a table with columns for member name, role, status, and effort. The first row shows a member named 'Post-Doctoral Fellow' with a status of 'No' and a committed effort of '6.00 person months effective on Oct 1, 2018'. The second row shows a member named 'Post-Doctoral Fellow' with a status of 'No' and a committed effort of '12.00 person months effective on Jul 1, 2017'. Each row has an 'Edit' button and a trash icon. A yellow circle 'a' is placed above the first row, and a yellow circle 'b' is placed above the second row. A purple arrow points from the dropdown icon in the second row to the 'Prior value' section.

Prior value Section: This section contains a table with columns for 'Key person', 'Investigator', 'Sponsor approval', and 'Committed effort'. The values are: 'No', 'No', 'No', and '6.00 person months effective Oct 1, 2018'.

- The updated section will display the new changes made to the research team members in red text.
- Selecting this drop down will expand the row of an edited research member and display the prior value section. The prior value section will provide the original responses or values of the fields that were edited (highlighted in red) to compare/view what was updated.
 - Note: Because the Confirm research team request is the first time the sponsor approval question is answered, a prior value will not display.

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Add research team members

- To add a new member to the research team, select “Add”. Selecting “Add” will open-up a modal where the research team member and their related information can be entered.

The screenshot shows a web form titled "Add research team member" with a close button (X) in the top right corner. The form contains the following elements:

- a**: A search input field with a magnifying glass icon.
- b**: A dropdown menu currently showing "Other". Below it is a text input field with the placeholder "Please enter other role".
- c**: A label "Faculty" followed by a "No" radio button.
- d**: A label "Key personnel" followed by "Yes" and "No" radio buttons.
- e**: A label "Investigator" followed by "Yes" and "No" radio buttons.
- f**: A label "Sponsor approval required to change effort?" followed by "Yes" and "No" radio buttons.
- g**: A label "Committed effort" followed by a text input field, the text "person months effective on", a date field showing "10/07/2021", and a blue "Add effort" button.
- h**: A label "Does this person's involvement with the project end prior to project end date?" followed by "Yes" (selected) and "No" radio buttons.
- Below **h** is an "End date" label followed by a date input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- At the bottom are two buttons: a blue "Cancel" button labeled **i** and a blue "Done" button labeled **j**.

- a. Displays a person look-up to add a new research member.
 - The person look-up can be used to identify the new research team member.
 - A research team member cannot be added to the research team multiple times/in multiple roles.
- b. Displays a drop down that lists all of the roles that are research team roles, except for PI and Mentor.
 - If "Other" is selected, an additional text box appears to enter the name of the role.
- c. Displays whether the research member is a faculty member. This is a pre-determined field and is not editable.
 - Faculty is defined as individuals that are active Harvard employees with an employment classification of 'Faculty', 'Junior faculty', or 'Other'.
- d. Displays the question asking whether the research member is considered key personnel.
 - The response is editable and can be "Yes" or "No".
- e. Displays the question asking whether this research member is considered an investigator
 - The response is editable and can be "Yes" or "No".

- Note: Adding a new segment research team member and marking their investigator flag as “Yes” will generate OAIR approvals.
- f. Displays the question which identifies whether an individual requires sponsor approval to change their effort.
 - The response is editable and can be “Yes” or “No”.
- g. Displays the committed effort field, the committed effort entered here will be associated to the research member.
 - The committed effort field is editable.
 - Selecting the date picker allows you to add the effective date of the commitment.
 - Selecting “Add effort” will generate a new row where additional committed effort can be added.
- h. Displays the question of whether this research member’s involvement ends prior to the project’s end date.
 - The response is editable and can be “Yes” or “No”.
 - Selecting “Yes” opens-up a date picker to assign the date that this member’s involvement ends.
 - Selecting “No” assumes the research member will be involved until the project’s end date.
- i. Select “Cancel” to close and delete any changes made in the modal.
- j. Select “Done” to close and save any changes made in the modal.

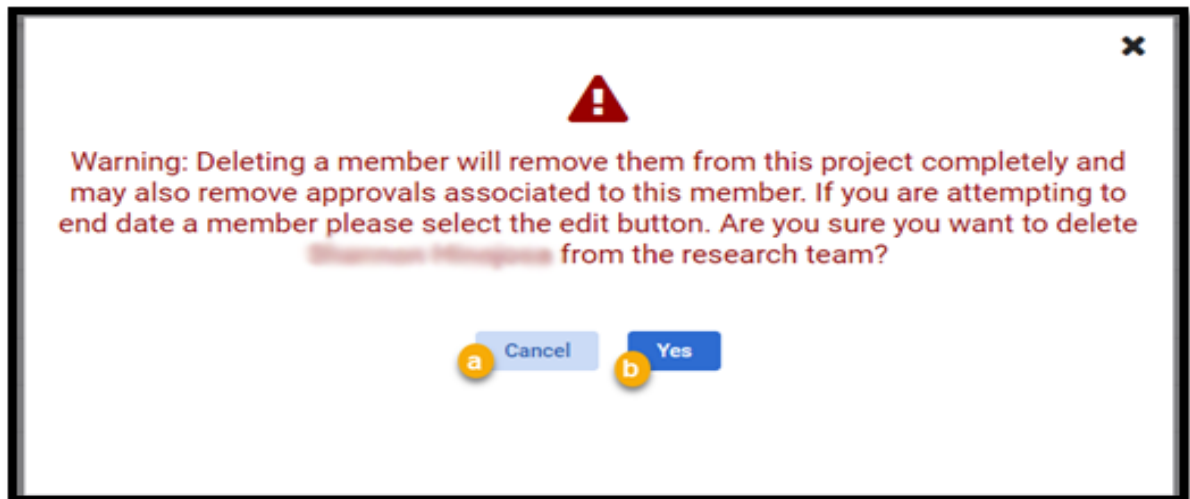
Any research team members that were added in this request will now appear in the “Added” section.

Added							
Wesley Cunningham	Research Assistant	Yes	No	Yes	No	7.00 person months effective on Oct 4, 2021	Edit 
Wesley Howard	Developer	No	Yes	Yes	Yes	1.00 person months effective on Oct 4, 2021 1.00 person months effective on Oct 26, 2021	Edit 

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Delete research team members

5. To delete a research team member, select the trashcan icon. Selecting the trashcan icon will open a warning message confirming that the removal is appropriate.
 - Note: Deleting will remove the research member from this project completely and may also remove approvals associated to this member.
 - Deleting research team members who prepopulated from the original proposal research team will not remove the research team record or related person approvals from the originating proposal, but will remove them from the segment research team once the Confirm research team is finalized/awarded.



- Select "Cancel" to close warning message and keep research member on the team.
- Select "Done" to close and permanently remove the research member from the team.

Any research team members that were deleted in this request will now appear in the "Removed" section.

Removed						
[Name] Non-HUID	Lab Assistant	No	No	Yes		1.00 person months effective on Jul 1, 2021
[Name]	Statistician	No	Yes	Yes		1.00 person months effective on Jul 1, 2021

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Additional people with payroll costing

Additional people with payroll costing for this segment			
Name	Faculty	Costing	
[Name]	No	25.00%	Add research team member
[Name]	No	100.00%	Add research team member
[Name]	No	37.00%	Add research team member

Individuals listed in the 'Additional people with payroll costing for this segment' section of the segment research team screen can also be added to the segment research team by clicking the button next to the individual. Their

correct person profile will default in the name field of the pop-up. For instruction on how to add research members please go to the [Research team panel](#) section.

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Confirm research team document repository

For detailed instructions around the document repository please access the job aid below.

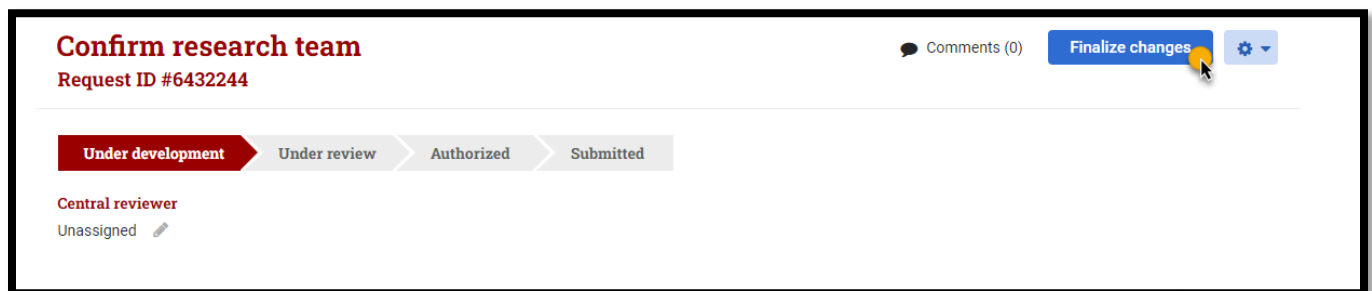
<https://gmas.racs.research.harvard.edu/document-repositories>

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Finalizing changes

If the edits made on a Confirm research team request were **not** made to a faculty member or to a member that requires sponsor approval to change effort, the main action will be “Finalize changes” instead of “Lock and route for signatures” (see “[Lock and route for signature](#)” section below) . The “Finalize changes” button should be selected by the individual who is completing the request (mainly department administrators).

- Selecting “Finalize changes” will update the segment research team to reflect all the changes made in the Confirm research team request and will change the request status to “Awarded”



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Lock and route for signature

If changes were made to research team members that are faculty and/or those that require sponsor approval to change effort, the action button available will be “Lock and route for signatures” instead of “Finalize changes” because the request requires central review.

Once the request has been locked and routed, the central office representative will roll the request back for changes if needed, award the request internally if the changes made do not require sponsor approval, or submit the request to the sponsor if they need to approve the changes.

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Signature on confirm research team request

- When the request is Locked & Routed, the Confirm research team request status will switch to “Under Review”.
- Once all signatures have been obtained on the request, the request status updates to “Authorized”.
- Please note:
 - Before signing ensure that all request components and uploaded documents are accurate. Signing indicates that you approve of the data that has been entered and/or that relevant documents are ready for submission to the sponsor.
 - If an Confirm research team request is retracted in order to make edits, any signatures captured will be erased without notification. All required signatures will need to be re-recorded once corrected.

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Awarding the request/Submitting the request to sponsor

After the request has been locked and routed for signatures and all required signatures have been collected, the Confirm research team request status will be “Authorized”. If the edits made on the Confirm research team request do not require sponsor approval, the central administrator can award this request by selecting “Award request” in the action button menu.

The screenshot displays the 'Confirm research team' interface for Request ID #6432244. The interface includes a progress bar with stages: 'Under development', 'Under review', and 'Awarded'. A central pop-up window asks 'Do you want to award this request?' with 'Cancel' and 'Yes' buttons. A purple arrow points from the 'Award request' option in the 'Actions' menu to the 'Yes' button. The 'Actions' menu also includes 'Submit to sponsor', 'Make revision', 'Retract this proposal', 'Apply COVID-19 label', and 'Add comment'. The 'Signatures' section shows a signature by the Central Administrator, logged on Oct 7, 2021.

- Confirm all signatures are logged or signed.
- Select the action button and select “Award request”
- Selecting “Yes” on confirmation pop-up will:
 - Award the request.
 - Update the segment research team to reflect all the changes made in the Confirm research team request.
 - Send out a notification to the department administrator that the request has been awarded.

If the edits made on the Confirm research team request require sponsor approval, the central administrator can submit the request by selecting “Submit to sponsor” in the action button menu. Additional requests to edit the research team cannot be made until the Confirm research team request then moves to an awarded status.

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Segment revision

If the edits made on the Confirm research team request require approval from the sponsor to update the segment research team, once approval is received the notice will need to be logged against the Confirm research team request and a revision will need to be committed. Once the revision has been committed and the Confirm research team request has been awarded, the segment research team will be updated to reflect the edits made on the Confirm research team request.

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After the Segment Research Team has been Confirmed

- Once the segment research team has been confirmed, the research team screen from the segment homepage will update to display all segment research team members and their effort commitments.
- The segment research team screen will also identify the date the research team was confirmed, and by whom.
- Note: the segment research teams that were confirmed prior to the September 25, 2017 GMAS release will just display text that says: "Research team has been confirmed." without a person or date.

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