

Confirming the Research Team in GMAS

This guide walks you through the steps required to confirm research teams in GMAS. Confirming the research team takes place at time of initial award (once the notice has been logged or once an at-risk account request has been authorized); the Research Team may be edited throughout the life of the award, as team members are added to or leave the project.

Note: the research team can only be confirmed once. After it is confirmed for the first time (when the initial notice of award is posted), all future research team edits are done from the segment home.

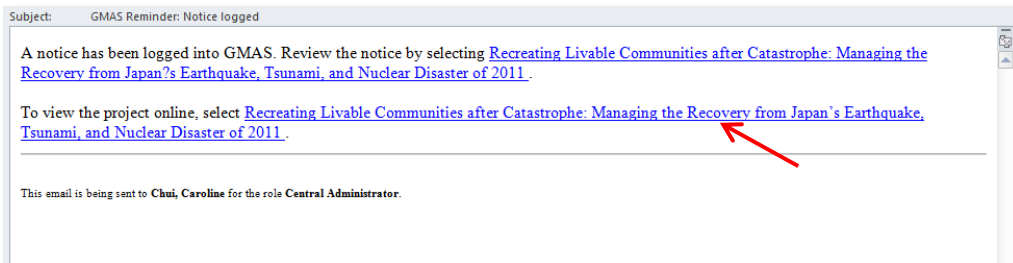
Why it Matters:

The Research Team in GMAS is used to generate and track approvals for individuals performing research on a specific project, such as:

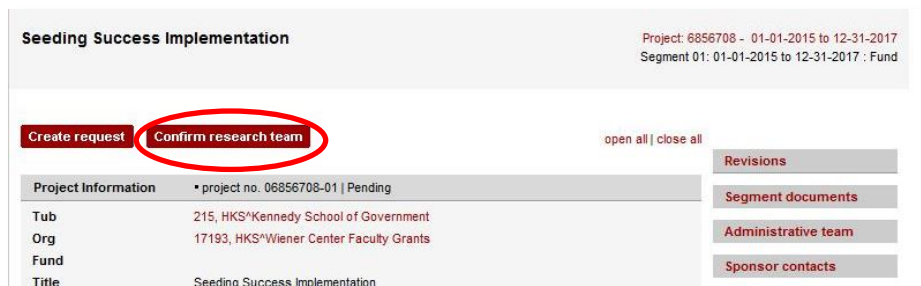
- COI (conflict of interest)
- Participation Agreement
- Human Subjects Protection Training

Steps to Confirm the Research Team

1. After the notice has been logged or once, you will receive an GMAS generated email. Select the **project hyperlink** within the body of the email to navigate into the segment homepage.



2. From the segment homepage, click the **Confirm research team** button. The research team defaults in from the originating request and should be modified to delete or add additional research team members.



- Delete any individuals who are no longer working on the project, who are on a subaward, etc. by clicking the **X** next to their names.

Research Team

Project ID	06931067-01	Fund no.	
Title	A developmental and neuroimaging approach to infants' understanding of communication		
P.I.	Martin, Alia		
Sponsor	NIH/NICHD		
Dates	07-01-2015 to 06-30-2020		

GMAS now tracks effort percentages for research team members. See [here](#) for more information about these changes.

All editable fields on the screen are required.

Selecting <Ok> will confirm that the research team is accurate and will generate email notifications as needed.

Name	Role	Key personnel	Investigator	Human Subjects	Effort			Sponsor commitment
					Cal	Acad	Summer	
Martin, Alia	Principal Investigator	Yes	Yes	Yes	100.0			Yes
X Spelke, Elizabeth S.	Other	Yes	Yes	Yes	0.0			
X Saxe, Rebecca Rose	Mentor	Yes	Yes	Yes	0.0			
	Other	Yes	Yes	Yes	0.0			
	Co-mentor							

- Enter the names of any individuals who are performing research on the project in the **Add team member** field if they do not already appear on the Research Team, then click **Lookup**. Select the appropriate individual from the pop-up window.

Research Team

Project ID	06856708-01	Fund no.	
Title	Seeding Success Implementation		
P.I.	Ferguson, Ronald		
Sponsor	W. K. Kellogg Foundation		
Dates	01-01-2015 to 12-31-2017		

GMAS now tracks effort percentages for research team members. See [here](#) for more information about these changes.

All editable fields on the screen are required.

Selecting <Ok> will confirm that the research team is accurate and will generate email notifications as needed.

Individuals should have the Investigator flag marked as Yes if they are responsible for the design, conduct, or reporting of the research. Answering Yes will generate a conflict of interest approval (FCOI or OAR). Note that for HMS, No should be selected for sub-award investigators.

Name	Role	Key personnel	Investigator	Human Subjects	Effort			Sponsor commitment
					Cal	Acad	Summer	
Ferguson, Ronald F.	Principal Investigator	Yes		No				Yes
TBD-1	Data Collector	Yes		No				Yes

Add team member **X** **Lookup**

*required fields

The following individuals should appear on the Research Team:

- Anyone who is considered Key Personnel and is not on a subaward (including consultants)
- Anyone who is considered an Investigator and is not on a subaward (including consultants and OSCs)
- Anyone who is a Harvard employee and is performing research at Harvard, even if they don't qualify as an Investigator per the definition on the next page

Note: a person can be on the Research Team because they are performing research on the project, but do not qualify as "Key" or "Investigator." Examples could include research assistants and research technicians.

5. For all personnel now on the Research Team, select **Yes/No** to the following five questions that appear.

Research Team

Project ID 06940706-01 **Fund no.**

Title Sustain Arts in America

P.I. Letts, Christine

Sponsor Kenneth Rainin Foundation

Dates 01-01-2015 to 12-31-2015

GMAS now tracks effort percentages for research team members. See [here](#) for more information about these changes.

All editable fields on the screen are required.

Selecting <Ok> will confirm that the research team is accurate and will generate email notifications as needed.

Individuals should have the Investigator flag marked as Yes if they are responsible for the design, conduct, or reporting of the research. Answering Yes will generate a conflict of interest approval (FCOI or OAR). Note that for HMS, No should be selected for sub-award investigators.

Name	Role	Key personnel	Investigator	Human Subjects	Effort			Sponsor commitment
					Cal	Acad	Summer	
Letts, Christine Webb	Principal Investigator	Yes		No				Yes
X Rice, Claire Conley	Project Manager	Yes		No				

Definitions for the five questions:

Key Personnel – (NIH definition) The PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

Note: if an individual is designated as Key Personnel, they automatically qualify as having "Investigator" status per the current GMAS definitions.

Investigator – Any individual, whether project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research. This may include collaborators, consultants, or Other Significant Contributors (NIH).

How do I know if an individual qualifies as an Investigator? Ask the PI – the PI must identify other Investigators on the project.

Human subjects – Applies to all individuals who will be involved in the design or conduct of human subjects research.

Effort – Any effort entered in the proposal budget will default here, but can be changed. Effort percent is required for each research team member (zero is acceptable).

Sponsor Commitment – answer "yes" to the sponsor commitment question if the effort percent should be considered a commitment to the sponsor. For example, on NIH awards this will typically be anyone named in the award notice. For other sponsors, it could be anyone specifically named in the grant proposal. Answer "no" if the effort percent entered here is for local tracking purposes only.

- Go to the **Approvals** section of the segment home page to check for any needed approvals. Once all required approvals are recorded in GMAS, notify your OSP/ SPA rep so the account can be established.

Dates and dollars	▪ anticipated 01-01-2015 to 12-31-2015	Open
Accounts	▪ 1 total 1 proposed 0 active 0 closed	
Subagreements	▪ 0 total 0 pending 0 active	
Requests	▪ 1 total 1 pending 0 awarded	Open
Sponsor notices	▪ 1 total 1 pending 0 reviewed & applied	Open
Research staff	▪ 2 total Team confirmed - No	
Approval attributes	▪ 2 apply 8 do not apply	Open
Approvals	▪ 5 total 2 needed 0 pending 3 done 0 exempt 0 notified 0 N/A	Open
Cost sharing	▪ Committed: Expended: \$0.00	
Financial award information	▪ Date last modified:	
Scheduled receivables	▪ 0 total 0 balance due 0 outstanding 0 paid	

A Note about Approvals

GMAS tracks approvals, trainings, and certifications (referred to collectively as “Approvals”) required for requests, projects, or individuals in order to conduct sponsored research. The Research Team generates three of these approvals (Participation Agreement, Conflict of Interest (COI), and Human Participant Training) based on each team member’s role as well as the questions answered in the request.

Approval Type	Description
Participation Agreement for Harvard Employees	Generated for all members of the Research Team (anyone who is performing research.) All researchers employed by Harvard must sign the Participation Agreement (PA) electronically in GMAS: <ul style="list-style-type: none"> Authorized GMAS users (typically PIs that already have a project in GMAS) must sign using the following link: https://qmas.harvard.edu/qmas/participationagreement If a researcher has an HUID but is not a GMAS user, they should sign the PA using the following link: https://qmas.harvard.edu/qmas/paStandalone
Participation Agreement for non-Harvard individuals	Anyone who is performing research at Harvard, but who is NOT a Harvard employee must sign both documents below: <ol style="list-style-type: none"> Harvard Visitor Participation Agreement: http://www.techtransfer.harvard.edu/resources/agreements/participationVisitor/ Harvard Risk and Release Form: http://www.techtransfer.harvard.edu/resources/agreements/riskandrelease/
Conflict of Interest (COI)	Generated for all members of the Research Team who are marked as “Key Personnel” or “Investigator”, whether or not they’re Harvard employee.
Human Research Participant Protection Training	(“Human part. Training”) – generated for all members of the Research Team who have “Yes” selected for the “Involvement with human subjects?” question. Click on the “Human part. Training” link in the Approvals list, then click on the Documents link at the bottom of the page. Upload documentation of the completed human subjects education program (CITI or other) for the individual.

Approvals and Non-HUID Research Team Members

Individuals without Harvard IDs (HUID) are sometimes added to Harvard projects in GMAS. The most common examples are fellows who are not yet at the University, subcontractor personnel, or consultants. These individuals may indeed be flagged as Key Personnel or Investigators.

These non-HUID Research Team Members:

- WILL NOT receive email notifications from GMAS
- WILL generate a Participation Agreement approval
- WILL generate a COI approval if flagged as Key Personnel or Investigator

Department Administrators should coordinate with the Office for Sponsored Programs (OSP) to obtain the appropriate documentation and update the GMAS COI approval accordingly for non-Harvard Key Personnel and Investigators who do not have an HUID and who are not eligible for one.