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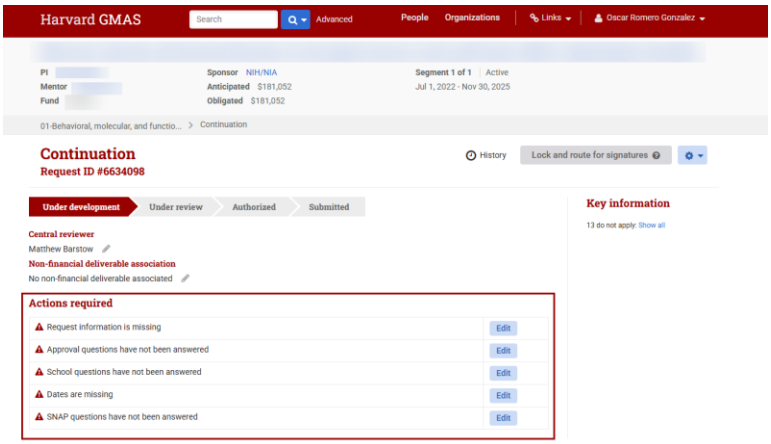
Introduction

This job aid provides an overview of the continuation request in GMAS.

Pre-requisites

It is assumed that the reader understands the basic functionality and terminology of GMAS.

Actions required

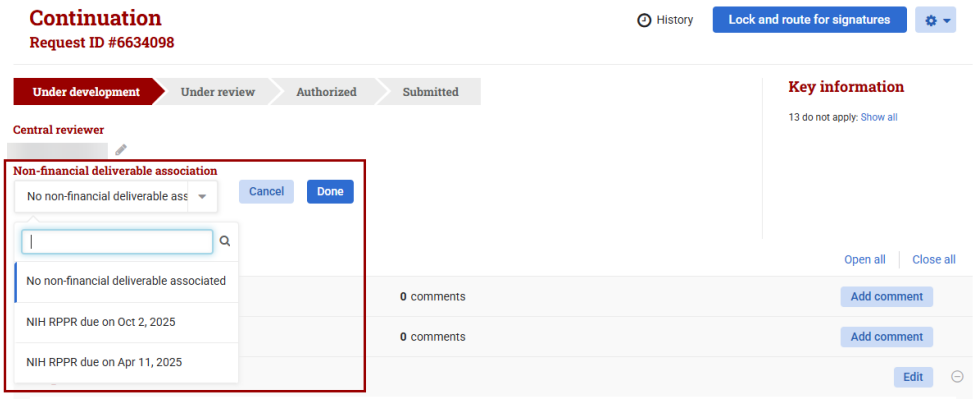


The Actions Required section highlights missing information that prevents a request from being routed or submitted.

- This section only appears when the request status is Under Development, Under Review, or Authorized.
- When all required actions are complete, any previously hidden panels (like school-specific questions) automatically reappear.

Action required	When It Appears	What To Do
Request information is missing	Appears when general request information has not been entered.	Select **Edit** to add or update request information.
Dates are missing	Appears when the request dates have not been entered.	Click **Edit** to enter start and end dates.
Budget information is missing	Appears when no direct or indirect budget values have been entered.	Select **Edit** to add budget information.
Subrecipient(s) missing	Appears when subrecipients are required but not yet added.	Select **Edit** to add subrecipient details.
Approval questions have not been answered	Appears when required approval questions are incomplete.	Select **Edit** to complete approval questions.
School questions have not been answered	Appears when school-specific questions are incomplete.	Select **Edit** to complete school questions.
SNAP questions have not been answered	Appears when the segment is flagged with SNAP and the questions are incomplete.	Select **Edit** to answer SNAP questions.
Required information is missing for "research member"	Appears when research team data is incomplete (e.g., missing effort, investigator flag).	Select **Edit** to update the research members' information.

Non-financial deliverable association



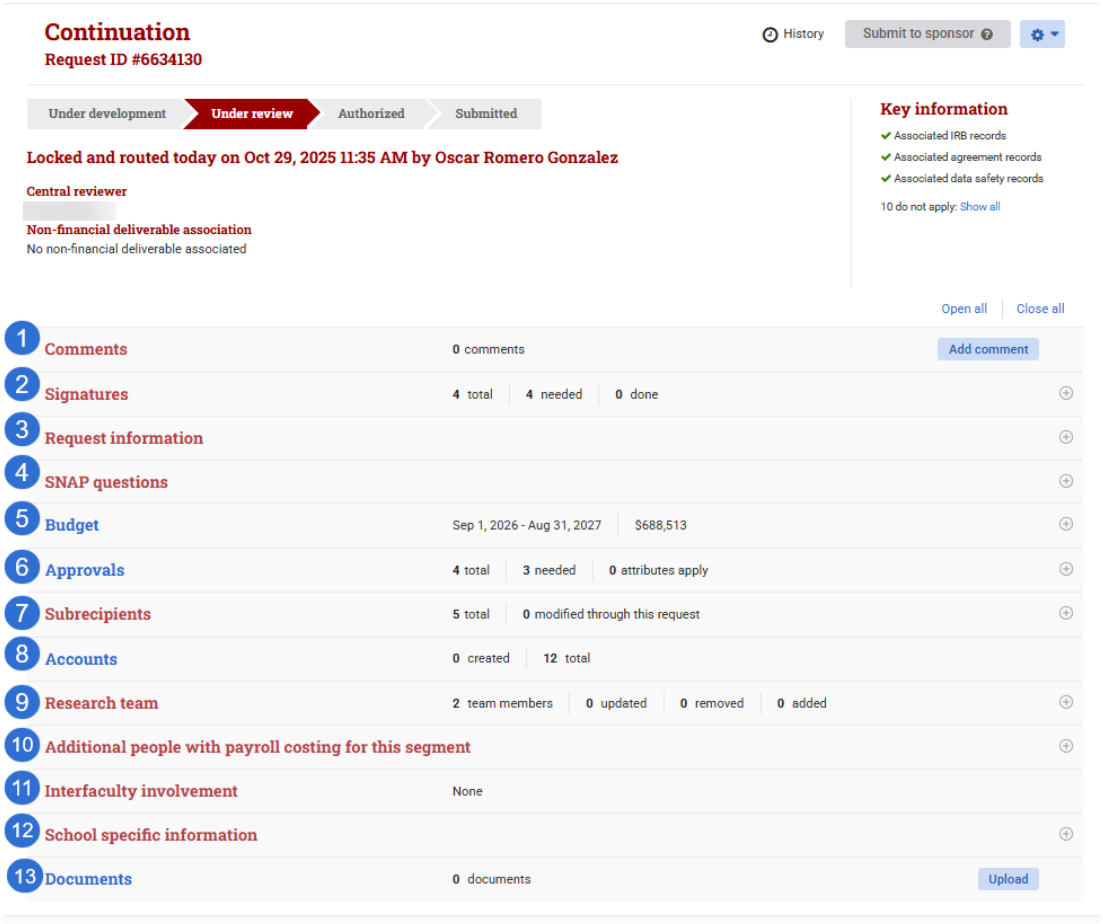
For NIH grants and cooperative agreements, the OSP Research Finance Operations Team schedules non-financial deliverables in GMAS upon issuance of an Action Memo. The detailed process is linked from the Reporting section of the OSP website. One of the non-financial deliverables scheduled by the team is the NIH RPPR.

When NIH RPPR's are scheduled, they are set to automatically create continuation requests 30 days prior to their due date. When the continuation request is created, GMAS will send an email to those indicated in the scheduled non-financial deliverable with a link to the created continuation request.

The continuation request will display the associated NIH RPPR in the **Non-financial deliverable association** field if there is one.

- If an association exists, the report will display with the due date as a link to the scheduled report.
- If no association exists, this section will display as "No non-financial deliverable associated."
    - When a continuation request is associated with an NIH RPPR, the non-financial deliverable status will update to submitted once the continuation request is submitted.
      If creating a continuation request manually prior to the automatic creation for an NIH grant or cooperative agreement, the association to the NIH RPPR can be created by either initiating the continuation request from the scheduled NIH RPPR in the Non-financial deliverables section of the segment (see the Non-financial deliverables job aid), or by selecting the pencil icon from the Non-financial deliverable association field in the continuation.
      If a manually created continuation is not associated with an NIH RPPR and one is scheduled for the next budget period, another continuation request will be created. To update an association of a continuation request to an NIH RPPR, use the pencil icon in the Non-financial deliverable association field which appears when request status is Under Development, Under Review, or Authorized.
        - Only unlinked and unsubmitted NIH RPPR reports will appear in the drop-down.

Panels

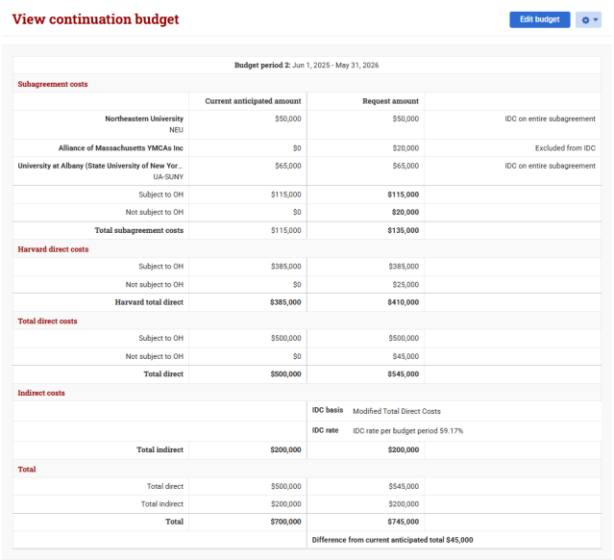


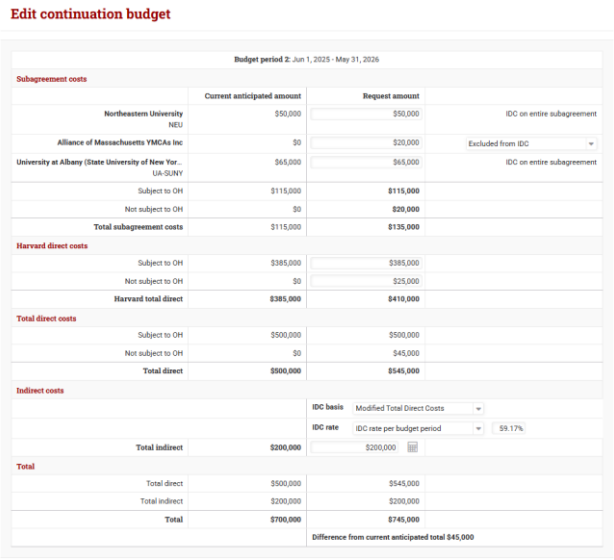
The panels display all the data associated with a continuation request.

1. Comments: The panel will always display. Shows any comments related to the current request.
    a. To leave additional comments select “Add comment”.
2. Signatures: The panel displays after a request has been locked and routed for signatures. Shows all signatures listed as required to sign.
    a. To manage signatures, select “Edit”.
3. Request information: The panel displays once request information has been entered. Shows basic information about the request such as, request title, sponsor due date, or submission instruction.
    a. To update the request information, select “Edit”.
4. SNAP questions: The panel displays once the SNAP questions have been answered. Shows the responses to the SNAP questions. This panel appears for continuations on project’s that are flagged for SNAP.
    a. To update SNAP responses select “Edit”
5. Budget: The panel displays once there are proposed request dates. Shows a summary of the proposed continuation period and the total direct and indirect dollars.

   a. The proposed budget and proposed dates can be edited selecting “Edit budget” or “Edit dates”
6. Approvals: The panel displays once the approval attribute questions have been answered. The summary view in the panel shows the needed approvals and their current statuses, and the approval attribute responses.
   a. To update approval attribute responses, select “Edit”
7. Subrecipients: The panel will always display. Shows all subrecipients associated with the request.
   a. To edit existing subrecipient information, select “Edit”
   b. To add additional subrecipients, select “Add”
8. Accounts: The panel will always display. Shows all accounts associated with the request.
   a. To edit an existing account, select the pencil icon.
   b. To delete an existing account, select the trashcan icon.
   c. To add additional accounts, select “Add”.
9. Research team: This panel will always display. Shows all research team members associated with the request. For specific information on who should be on a research team or how to edit a research team use the Research team job aids.
   a. To edit an existing team member, select “Edit”
   b. To delete an existing team member, select the trashcan icon
   c. To add a team member, select “Add”
10. Additional people with payroll costing: This panel only displays when there are individuals with payroll costing to one of the segment’s accounts who are not part of the segment’s research team. It lists all such individuals and provides the option to add them to the research team.
   a. To add to the research team, select “Add research team member”
11. Interfaculty involvement: This panel will always. Shows the details of the interfaculty department, PI, and involvement period.
   a. To edit interfaculty involvement, select “Edit”.
12. School specific information: The panel displays once school specific questions have been answered. Shows the questions that were answered “Yes” with an option to see the full list of questions.
   a. To edit school specific responses, select, “Edit”
13. Documents: This panel will always display. Shows all the documents that have been uploaded into the request’s document repository. Documents can also be downloaded from here.
   a. For detailed instructions around the document repository please access the document repository job aids.

Continuation budget





The continuation budget can be accessed either from the “Actions required” section, the <Edit> button on the Budget panel, or from the <Edit budget> button on the budget view screen.

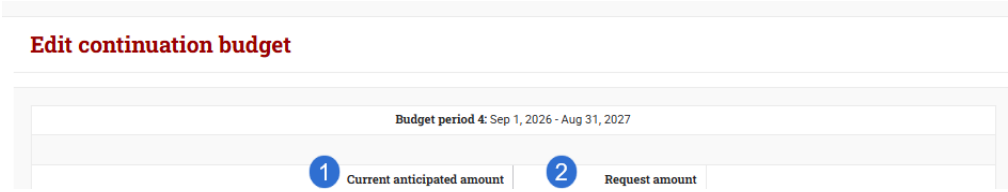
The budget dates can be edited by selecting <Edit dates> from the budget panel, or by selecting the <Edit dates> button on the budget view scren.

- **Note: Budgets that were entered into GMAS prior to November 6th 2025 as detailed budgets will not display any edit buttons or link to the view screen. In these cases, the total dollars can only be viewed in the budget panel expand.*

Editing the continuation budget

Continuation budgets will default from what has been recorded as anticipated for the budget period by the central submitting office from the most recent action memo. The continuation budget will require entry of an indirect cost rate, and if the requested dollars need to be adjusted, they can be edited by departments up until the request is locked and routed for signatures. Continuation budgets are recorded by direct, indirect, and subagreement amounts. The budget only allows for entry at the total dollar value (no cents).

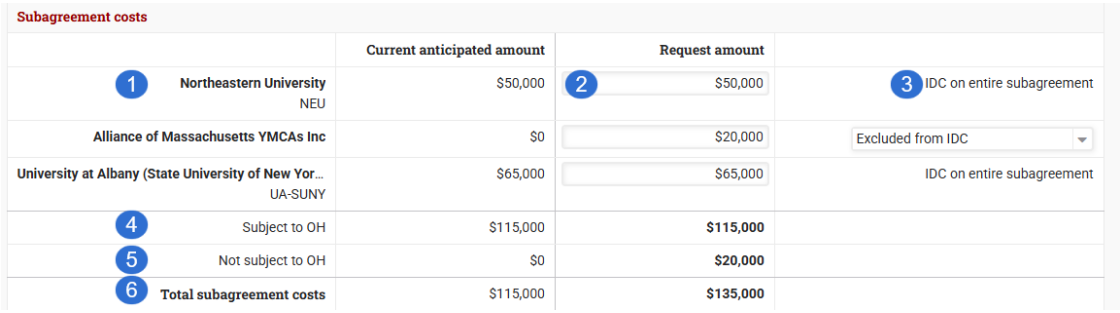
- The continuation budget is split into ‘Current anticipated amount’ & ‘Request amount’.



1. **Current anticipated amount** - Displays the anticipated amounts from the most recent action memo recorded by the central submitting office for the requested budget period. If no anticipated amounts were recorded for the requested period from the most recent action memo, the values will display as $0.
2. **Request amount** - Defaults from the current anticipated amount column but can be edited to match the amounts proposed for the continuation if different. If no prior budgeted amounts have been entered, the values will default to the current anticipated amounts.

Subagreement Costs

This section only appears when subagreements exist in the current request or segment.

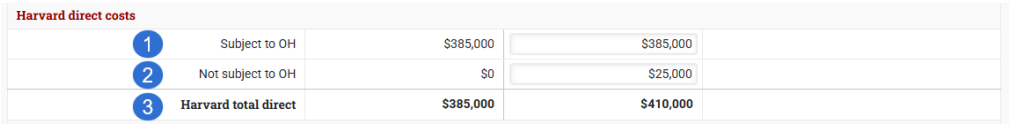


1. Displays all subagreements tied to the project, showing the organization and description for each.
2. The amount entered in this field represents the subagreement dollar totals.
3. **Subagreement OH policy** - Displays the IDC policy associated with a subagreement. Subagreement IDC policies can be edited for subagreements that are “Under development” only. Policy options are the following:
    - Excluded from IDC: No overhead on the subagreement amount.
    - IDC on entire subagreement: Overhead on the full amount each period.
    - IDC on 1st $25,000: Overhead applies cumulatively up to $25,000 across periods.

- IDC on 1st $50,000: Overhead applies cumulatively up to $50,000 across periods.
- Other: Use when policy differs; a text box appears to describe the policy.

4. **Subject to OH** - The amount displayed represents the subagreement amount that will have an accompanied overhead cost. This is triggered by the subagreement IDC policy associated to each subagreement and considers overhead amounts already applied from past periods.
5. **Not subject to OH** - The amount displayed here represents the subagreement amount that will not have an accompanied overhead cost and considers overhead amounts already applied from past periods.
6. **Total subagreement costs** - The total subagreement costs is the sum of the "Subject to OH" and the "Not subject to OH" amounts (which is also equal to the amount entered in the subagreement amount field).

Direct costs/ Harvard direct costs



Harvard direct costs			
1	Subject to OH	$385,000	$385,000
2	Not subject to OH	$0	$25,000
3	**Harvard total direct**	**$385,000**	**$410,000**

- This section displays as "Direct costs" on budgets without subagreements or as "Harvard direct costs" on budgets with subagreements.

1. **Subject to OH** - The amount entered here represents the Harvard direct costs that will have accompanied overhead costs.
2. **Not subject to OH** - The amount entered here represents the Harvard direct costs that will not have accompanied overhead costs.
3. **Total direct costs/Harvard total direct costs** - The total direct amount is the sum of the "Subject to OH" and the "Not subject to OH" amounts.

Total direct costs



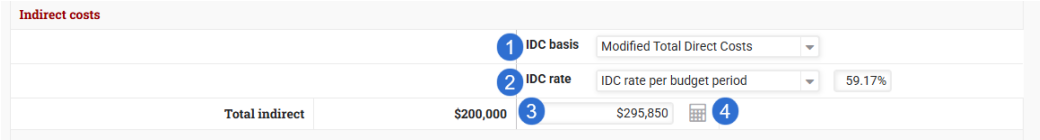
Total direct costs			
1	Subject to OH	$500,000	$500,000
2	Not subject to OH	$0	$45,000
3	**Total direct**	**$500,000**	**$545,000**

- This section only displays for budgets with subagreements.

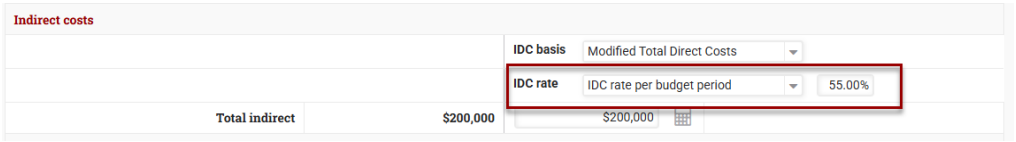
1. **Subject to OH** - The amount displayed here represents the sum of "Subject to OH" amounts from the "Subagreement costs" section of the budget, and the sum of "Subject to OH" amounts from the "Harvard direct costs" section of the budget.

2. **Not subject to OH** - The amount displayed here represents the sum of “Not subject to OH” amounts from the “Subagreement costs” section of the budget, and the sum of “Not subject to OH” amounts from the “Harvard direct costs” section of the budget.
3. **Total direct** - The amount displayed here represents the sum of “Subject to OH” amounts and “Not subject to OH” amounts from the “Total direct costs” section of the budget.

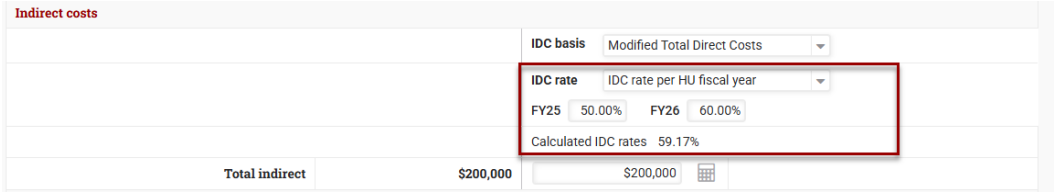
Indirect costs



1. **IDC basis** - The drop-down allows identification of the indirect cost type.
    - Modified total direct costs
    - Total direct costs
    - Training Grant/Career Dev MTDC
2. **IDC rate** - The rate frequency drop-down determines how the IDC rates will be identified. The following options are available:



    - **IDC rate per budget period** - A rate will be identified for the budget period.
        - The overhead for the budget period will be calculated based on the rate entered.

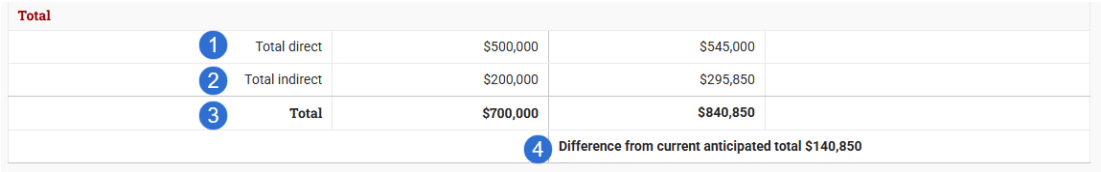


    - **IDC rate per HU fiscal year** - A rate will be identified for each Harvard fiscal year that is represented across the budget.

- The overhead for the budget period will be calculated based on a blended rate based on the dates of the budget period, and the dates of the fiscal year.
- Calculated IDC rates - The calculated IDC rate represents the blended rate for the budget period based on the budget period dates and the fiscal year dates that overlap in that budget period. IDC rate per HU fiscal year blended rate calculation example:
  - The budget period is from 6/1/25 to 5/31/26 (total of 365 days)
  - 30 days are in FY25 (6/1/25 - 6/30/25), which is 8.2% of the total budget period days.
  - 335 days are in FY26 (7/1/25 - 5/31/26), which is 91.8% of the total budget period days.
  - If FY25 IDC rate is 50% and FY26 IDC rate is 60%, the blended rate is equal to: (50% * 8.2%) + (60% * 91.8%) = 59.17%

3. **Total indirect** - The total indirect amounts are the sum of total direct costs subject to OH x the OH rate applied to the budget period. (10,000 direct subject to OH * 69% = $6,900 total indirect)
4. **Pencil/Calculator icon** - The pencil icon allows the total indirect amounts to be manually entered/edited for each budget period. The calculator icon will process the calculation for each budget period automatically. The default for the budget screen is to manually enter the indirect cost.

Total



1. **Total direct** - displays “Total direct” amount from the “Direct costs” section on budgets without subagreements or “Total direct” amount from the “Total direct costs” section on budgets with subagreements.
2. **Total indirect** - displays the “Total indirect” amount from the “Indirect costs” section of the budget.
3. **Total** - the sum of the “Total direct” and “Total indirect” amounts.

4. **Difference from current anticipated total** - calculated difference between the current anticipated total and request total.

Helpful Links

- Request type guidance
- Research team guidance
- Non-financial deliverable job aid

System Links

- Grants Management Application Suite (GMAS)

Documentation updates tracker

Update date	Description of updates
5/21/2026	Updated links
10/29/2025	Published