

Requesting a new Part-of Account in GMAS

This document covers how Department users can create a part-of account request as an internal request in GMAS.

To Request a Part-of Account

1. On the **Segment** or **Request homepage**, click the **Create New Request** button.
2. On the resulting **Make a Request** screen, answer the question “Is this a retroactive request?” and select the radio button for an **Internal Request**. Click **Next**.

Make a request

* Is this a retroactive request? Yes No

* Request type

- Continuation**
Enables the creation of a continuation application or progress report for the next period of funding.
- Supplement**
Creates a proposal to request additional funding for an existing award period.
- Competing renewal**
Creates a proposal for funding that builds upon the previous project but will require formal peer review at sponsor level.
- Changes to existing segment**
Initiates changes that may or may not require sponsor approval, such as Pre-award expenditure, Carryforward, No-cost extension, Equipment rebudget , Subagreement addition at no additional cost, Interfaculty addition at no additional cost, Change PI, Rebudget restricted categories, Early termination.
- Internal requests**
Initiates changes that do not require sponsor approval, such as requesting accounts and administrative changes.

*required fields

3. On the resulting **Select Internal Request** type screen, select **New Account(s)** and click **Next**.

*** Select the most appropriate internal request**

New account(s)
This request allows the user to establish additional account strings to an existing segment.

At-risk account(s)
Previously known as Advance accounts, At-risk accounts allow PIs to initiate spending before the university receives and/or accepts an award.

Change Tub/Org
This request is used only when a PI moves from one Tub to another or within Orgs in their present school.

*required field

[Cancel](#) [Back](#) [Next](#)

4. On the next screen, enter a justification for the part-of account request and click **OK**.

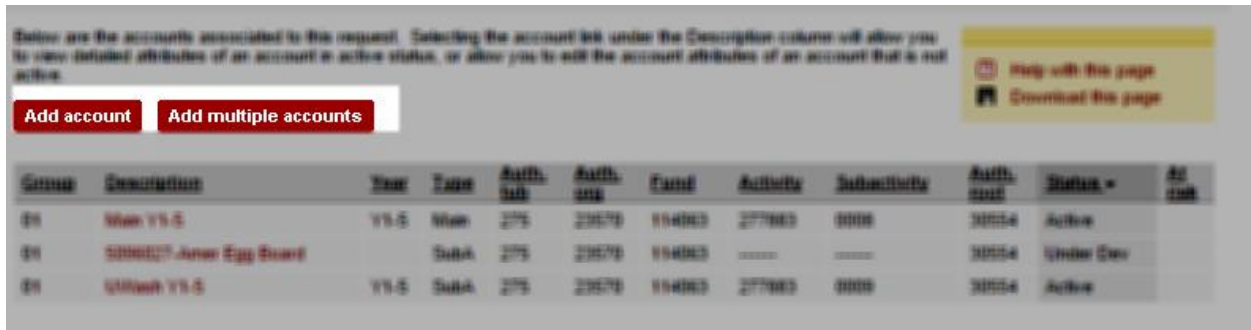
Justification for request

[Cancel](#) [OK](#)

5. From the **New Account Request** home screen, select the **Accounts** link from the Accounts component.

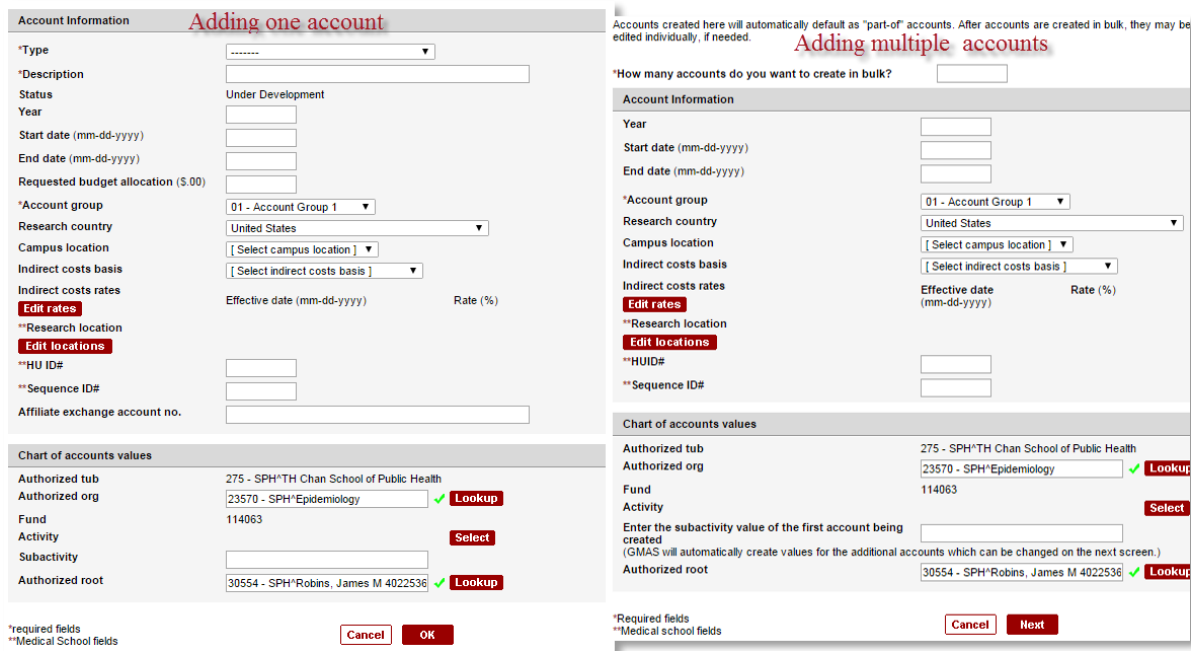
The screenshot shows a dashboard with several components. On the left, there are fields for 'Prime sponsor', 'Prime sponsor type', 'ONS A21 functional code' (set to 'Organized Research (ARC)'), 'Discipline' (set to 'Biological'), and 'Sponsor tracking number'. Below these are sections for 'Comments' (0 comments), 'Justification' (with 'Add' and 'Open' buttons), 'Accounts' (3 total | 2 active | 0 validated | 1 under development | 0 closed, with an 'Open' dropdown), and 'Documents' (0 documents). On the right, there are links for 'Letter creation', 'Human Subjects Completion', 'No Cost Extension', and 'Confirmation'.

6. From the resulting **Accounts list** screen, you can choose to create one account or create multiple accounts at once.




7. **To create one account:** From the account screen, enter Type and Description, at a minimum (you can enter more data if desired). If a new account group is needed (i.e. if you are requesting an additional main account), select "00-New Account Group" from the Account group dropdown. You can enter any additional information you wish, such as subactivity number.

To create multiple accounts: From the account screen, enter the number of accounts you wish to create (you can enter more data if desired). If a new account group is needed, select "00-New Account Group" from the Account group dropdown. You can enter any additional information you wish, such as the first subactivity number in the series of accounts.



8. If you are adding multiple accounts, you will be brought to another screen where you can change the sequence of subactivity numbers, add descriptions for each account, and assign dollar amounts to be allocated to the accounts.

Enter a unique account description below. Budget allocation for each account may also be entered.

 Help w

Account description		
Subactivity	* Description	Requested budget allocation (\$,00)
0001	<input type="text"/>	<input type="text"/>
0002	<input type="text"/>	<input type="text"/>
0003	<input type="text"/>	<input type="text"/>

*required fields

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 The screen you are on is : SCR0178EditAccountDescription

9. If you are only adding one account, or after you complete the steps to add multiple accounts, you will return to the account list screen where you can either select the account(s) for further editing, or use the breadcrumbs to return to the request home screen.
10. Your request can now be completed as in the same manner as any other request for review and processing by your central office.