

## Overview

GMAS connects with the ESTR-IRB (IRB), Agreements (DUA), and Data Safety systems every morning to identify records associated with GMAS projects. This job aid has information about the following:

[How information from IRB, DUA, and Data Safety is shared with GMAS](#)

[How to see in GMAS if there are any IRB, DUA, or Data Safety records associated with a project](#)

[The Human participation IRB approval in GMAS](#)

[Helpful links](#)

[System Links](#)

[Where to go for systems help](#)

## How information from IRB, DUA, and Data Safety is shared with GMAS

GMAS receives information from the three systems every morning Monday through Friday. Connections between the systems and GMAS projects are made based on the association of a GMAS project ID in the IRB, DUA, or Data Safety systems as part of the review of the contents of the SmartForm.

- If a GMAS project is not associated in the SmartForm for any of the systems, there will be no IRB, DUA, or Data Safety information reflected in GMAS.
- For more information about how to associate GMAS project IDs in the systems, reference the relevant sections from the submission guides,
  - [Agreement DUA submission guide](#)
    - "Amendment-Making Changes after Activation"  
"SmartForm Section: DSP Agreement Information"
  - [Data Safety submission guide](#)
    - "Requesting Changes or Extension after Initial Approval"  
"SmartForm Section: Funding Sources"
  - [IRB study submission guide](#)
    - "Creating a Follow-On Submission after Study Approval"
    - "SmartForm Section: Study Funding Sources".

**Note:** *Outside Activity and Interest Reporting (OAIR) information is also shared with GMAS, but the integration is unique for those approvals and not documented in this job aid. For more information about OAIR, see the [Outside Activity and Interest Reporting \(OAIR\) and GMAS Integration Job Aid](#).*

## How to see in GMAS if there are any IRB, DUA, or Data Safety records associated with a project

From the GMAS segment homepage, you will be able to see if there are any records from the IRB, DUA, or Data Safety systems associated from the “Key Info” section (1). If there are any associated records, you will see a green checkmark with the system association (2). If there are no records associated, you will see a red X with the system association (3) hidden in the “More” view that expands to show items that do not apply. The key info items have the following names:

- Associated agreement records
- Associated data safety records
- Associated IRB records
  - If the “Human subjects” item does not have a green checkmark in the Key info section, but the “Associated IRB records” does, it means that the GMAS project wasn’t identified as having human subjects, but the GMAS project was associated with a record in the IRB system.

If there are records associated with the GMAS project, more information about those records can be found from the segment approvals list (4).

**Segment 4 of 4** ▾

[✉ Email this page](#) | 
 [📄 Documents](#) | 
 [🕒 History](#) | 
 [💬 Comments \(0\)](#) | 
 [🔗 Related links](#) | 
 [⚙️ Actions](#)

<ul style="list-style-type: none"> <li>Action memos 2</li> <li>Requests 5</li> <li>Accounts 1 <small>Edit GL budgets</small></li> <li>Research team 1</li> <li>Subrecipients 0</li> <li>Sponsor notices 1</li> <li style="border: 2px solid red; padding: 2px;">Approvals 3 <span style="border: 1px solid red; border-radius: 50%; padding: 2px 6px; font-weight: bold; color: white;">4</span></li> <li>Financial deliverables 0</li> <li>Non-financial deliverables 0</li> <li>Receivables 1</li> <li>Transaction monitoring 0</li> </ul>	<h3 style="margin: 0;">Dates and dollars</h3> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%;">Obligated dates <small>Jan 1, 2022 - Dec 31, 2022</small></th> <th colspan="3" style="width: 30%;">Anticipated dates <small>Jan 1, 2022 - Dec 31, 2022</small></th> <th style="width: 15%;"></th> </tr> <tr> <td></td> <td></td> <td style="text-align: center;"><small>Authorized</small></td> <td style="text-align: center;"><small>Anticipated</small></td> <td style="text-align: center;"><small>Expended</small></td> <td style="text-align: center;"><small>Balance</small></td> </tr> </thead> <tbody> <tr> <td><b>Total</b></td> <td></td> <td style="text-align: right;"><b>\$100,000</b></td> <td style="text-align: right;"><b>\$100,000</b></td> <td style="text-align: right;"><b>\$0</b></td> <td style="text-align: right;"><b>\$100,000</b></td> </tr> <tr> <td>Direct</td> <td></td> <td style="text-align: right;">\$100,000</td> <td style="text-align: right;">\$100,000</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$100,000</td> </tr> <tr> <td>Indirect</td> <td></td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table> <p style="margin-top: 5px;"><a href="#">Dates and dollars detail</a></p>		Obligated dates <small>Jan 1, 2022 - Dec 31, 2022</small>	Anticipated dates <small>Jan 1, 2022 - Dec 31, 2022</small>						<small>Authorized</small>	<small>Anticipated</small>	<small>Expended</small>	<small>Balance</small>	<b>Total</b>		<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	Direct		\$100,000	\$100,000	\$0	\$100,000	Indirect		\$0	\$0	\$0	\$0	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <h4 style="margin: 0;">Key information</h4> <ul style="list-style-type: none"> <li><span style="color: green;">✔</span> Associated agreement records</li> <li><span style="color: green;">✔</span> Associated data safety records</li> <li><span style="color: green;">✔</span> International</li> <li><span style="color: red;">✘</span> ARRA</li> <li><span style="color: red;">✘</span> Additional staff/space</li> <li><span style="color: red;">✘</span> Agency fund</li> <li><span style="color: red;">✘</span> Animals</li> <li style="border: 1px solid red; padding: 2px;"><span style="color: red;">✘</span> Associated IRB records</li> <li><span style="color: red;">✘</span> Biohazards/rDNA</li> <li><span style="color: red;">✘</span> Cost sharing</li> <li><span style="color: red;">✘</span> Foreign currency</li> <li><span style="color: red;">✘</span> Harvard is a subrecipient</li> <li><span style="color: red;">✘</span> Human subjects</li> <li><span style="color: red;">✘</span> Special equipment</li> <li><span style="color: red;">✘</span> Stem cells</li> <li><span style="color: red;">✘</span> Use of school name</li> <li><small>⋮</small> Administrative salaries</li> <li><small>⋮</small> COVID-19</li> <li><small>⋮</small> FFATA reporting</li> <li><small>⋮</small> Institutional authorities</li> <li><small>⋮</small> OTD</li> <li><small>⋮</small> Participant support costs</li> <li><small>⋮</small> SNAP</li> <li><small>⋮</small> Small business subcontracting plan</li> <li><small>⋮</small> Uniform guidance</li> </ul> <p style="font-size: small; margin-top: 5px;">22 do not apply: <a href="#">Hide</a></p> </div>
	Obligated dates <small>Jan 1, 2022 - Dec 31, 2022</small>	Anticipated dates <small>Jan 1, 2022 - Dec 31, 2022</small>																														
		<small>Authorized</small>	<small>Anticipated</small>	<small>Expended</small>	<small>Balance</small>																											
<b>Total</b>		<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>																											
Direct		\$100,000	\$100,000	\$0	\$100,000																											
Indirect		\$0	\$0	\$0	\$0																											

From the approval list screen, you can see more information about the associated IRB, DUA, and Data Safety records.

- DUA and Data Safety records will be displayed in their own panels at the top of the approvals list screen.
- IRB records will also be displayed in their own panel at the top of the approval list screen unless there was an IRB approval generated on the segment (the human subjects approval question was flagged as Yes on the segment). In that case, the IRB records will appear in the IRB approval instead of in a panel at the top of the approval list screen.

Expanding the panels will display the record ID which links to the corresponding record in the associated system, the title, and the status.

## Approvals

Related links
Info
Update OAIR status

Approval attributes
1 apply | 6 do not apply

Agreements
1 associated

ID	<a href="#">DUA24-0006</a>
Title	IRB
Status	Unassigned

Data safety
1 associated

Approval type	Status	Responsible party	Generated by	Effective	Expires	Comments
Needed approvals						
Human participation IRB	Multiple - Needed		Initial proposal: <a href="#">6399727</a>	Aug 5, 2022		<span style="color: #0056b3;">(0)</span>
Done approvals						
<a href="#">International collaboration and activities</a>	Done		8061337-01	Nov 10, 2020		<span style="color: #0056b3;">(0)</span> <span style="font-size: 0.8em;">📄 +</span>
<a href="#">Outside activity and interest reporting</a>	Done	<a href="#">Bethany Heath-Coulter</a>	8061337-01			<span style="color: #0056b3;">(0)</span>
<a href="#">Participation agreement</a>	Done	<a href="#">Cecily J. J. J.</a>	8061337-01	Mar 2, 2021		<span style="color: #0056b3;">(0)</span>
<a href="#">Participation agreement</a>	Done	<a href="#">Cecily J. J. J.</a>	8061337-01	May 1, 2021		<span style="color: #0056b3;">(0)</span>
<a href="#">Participation agreement</a>	Done	<a href="#">Isabel Richter</a>	8061337-01	Nov 16, 2016		<span style="color: #0056b3;">(0)</span>
<a href="#">Participation agreement</a>	Done	<a href="#">Bethany Heath-Coulter</a>	Initial proposal: <a href="#">6399727</a>	Oct 22, 2012		<span style="color: #0056b3;">(0)</span>
Legacy approvals						
OAIR Conflict of Interest	Review Completed - OK to Fund	<a href="#">Bethany Heath-Coulter</a>	Initial proposal: <a href="#">6399727</a>			<span style="color: #0056b3;">(0)</span>

## The Human participation IRB approval in GMAS

There are four different states of IRB approvals in GMAS:

1. [When GMAS has an IRB approval but there is no project ID connection in the IRB system](#)
2. [When GMAS has an IRB approval and there is a project ID connection in the IRB system](#)
3. [When GMAS does not have an IRB approval and there is a project ID connection in the IRB system](#)
4. [When GMAS has an IRB approval but IRB study review is not required at Harvard](#)

## GMAS has an IRB approval (the human subjects question was answered yes at some point) but there is no project ID connection in the IRB system

From the GMAS approval list screen, the approval status will be listed as “No study associated”.

Approval type	Status	Responsible party	Due	Effective	Expires	Comments
Human participation IRB	No study associated					(0)

From the GMAS IRB approval screen, in the absence of IRB data, it will instead indicate “No study associated”.

### Human subjects - IRB approval

Comments (0) | Related links | Harvard IRB review not required

Generated by Initial proposal : 6359320  
Generated date Oct 9, 2019

**No study associated**

Documents 0 documents [Upload](#)

To ensure any required Harvard IRB review is associated with this project:

- For a new project, where initial IRB review has not been completed: appropriate members of the study team (such as the PI or primary contact) can include the appropriate GMAS record on the Funding Sources page of the SmartForm in the IRB system. GMAS will update the status as the submission is reviewed and with the determination.
- For an existing project, where the IRB has already made an initial determination: appropriate members of the study team (such as the PI or primary contact) can follow the steps for creating a modification to an existing project in the IRB system and include the appropriate GMAS record on the Funding Sources page of the SmartForm. GMAS will update only after the modification is approved.

For more information about how to associate GMAS project IDs in the ESTR-IRB system, reference the relevant sections from the [IRB study submission guide](#), "Creating a Follow-On Submission after Study Approval" and "SmartForm Section: Study Funding Sources".

[Back to top of section](#)

## GMAS has an IRB approval (the human subjects question was answered yes at some point) and there is a project ID connection in the IRB system

From the GMAS IRB approval screen, the following information will be provided

- The last time the IRB system sent data to GMAS related to the approval
- A link to the study in the IRB system
- High-level information about the study

## Human subjects - IRB approval

Comments (0) | Related links

ESTR last queried on Oct 29, 2021 5:00 AM

Generated by Initial proposal: [5601711](#)

Generated date Aug 20, 2013

**IRB14-1352**

Lapsed | Expired May 3, 2021



Study title	Birth Outcomes Surveillance
Assurance number	FWA00002642
Effective date	Sep 29, 2020
Expiration date	Expired May 3, 2021

### Documents

2 documents

[Upload](#) [Download all](#)



- While there is still a document repository for the IRB approval, this repository should not be used to house IRB letters since they are already associated to the IRB study linked to the approval. If access to the IRB study is needed to view the letters, please work with the PI or PI support staff for access to that study, or [follow these steps](#) for access to all ESTR records at a particular department or school.
- Multiple IRB studies can be associated to one GMAS project ID. All associated studies will be displayed in GMAS.

[Back to top of section](#)

## GMAS does not have an IRB approval (the human subjects question has not been answered yes) and there is a project ID connection in the IRB system

From the GMAS approval list screen, a warning at the top of the approval list will display information about the IRB study associated to the project. This may be an indicator\* that either the GMAS project has not correctly identified that there is human subjects work associated to the project, or the incorrect project ID has been associated in the IRB system. If the issue is related to the latter, appropriate members of the study team (such as the PI or primary contact) can follow the steps for creating a modification to an existing project in the IRB system and include the appropriate GMAS record on the Funding Sources page of the SmartForm. GMAS will update only after the modification is approved.

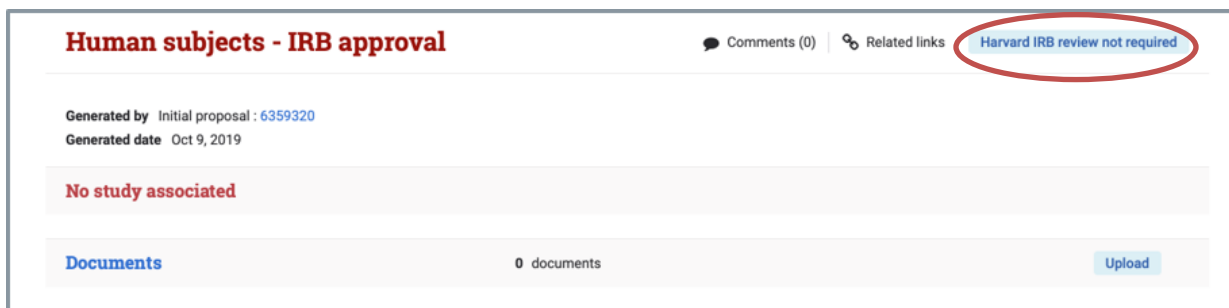
*\*Note that sometimes documentation of IRB determination is simply validation that the project is not research, does not involve human subjects, or that IRB review is not required because Harvard is not 'engaged' (as defined*

under regulation). The approval status helps to indicate if any one of these determinations were made. If so, it is possible that no further action is required.

[Back to top of section](#)

**GMAS has an IRB approval (the human subjects question has not been answered yes) but IRB study review is not required at Harvard (there is no connection of project ID in the IRB system)**

When needed, Central Administrators are able to mark IRB approvals as “Not Harvard IRB” by selecting the “Harvard IRB review not required” button from the IRB approval screen. This can only be done when there are no IRB studies associated to the GMAS project ID.



**Human subjects - IRB approval**    Comments (0)    Related links    **Harvard IRB review not required**

Generated by Initial proposal : 6359320  
Generated date Oct 9, 2019

**No study associated**

**Documents**    0 documents    Upload

Once the IRB approval has been bypassed, the comments entered by the Central Administrator explaining the reason for the bypass will be displayed. If at any time after the approval has been bypassed the GMAS project ID is associated to an IRB study, the bypass information will be overwritten with the IRB study information.

[Back to top of section](#)

## Helpful links

- [Agreements DUA support site](#)
  - [Agreement DUA submission guide](#)
- [Data Safety support site](#)
  - [Data Safety submission guide](#)
- [ESTR – IRB support site](#)
  - [IRB study submission guide](#)
- [GMAS support site](#)

## System Links

- [Agreements DUA application](#)
- [Data Safety application](#)
- [ESTR-IRB application](#)
- [Grants Management Application Suite \(GMAS\)](#)

## Where to go for systems help

- For additional questions or assistance with GMAS, please reach out to the GMAS help desk ([contactgmas@harvard.edu](mailto:contactgmas@harvard.edu))
- For additional questions or assistance with Agreements, please reach out to the Agreements help desk ([duahelp@harvard.edu](mailto:duahelp@harvard.edu))
- For additional questions or assistance with Data Safety please reach out to the Data Safety help desk ([rshelp@harvard.edu](mailto:rshelp@harvard.edu))
- For additional questions or assistance with ESTR-IRB, please reach out to the ESTR help desk ([estrhelphelp@harvard.edu](mailto:estrhelphelp@harvard.edu)).