

Find Your Pre-Submitted Proposal

This job aid shows you how to locate a proposal that is not yet in "submitted to sponsor" status in GMAS. It is intended for Central Admin, Department Admin, Lab Admin, and PI user roles.

Prerequisites

The user should be able to log into GMAS at <http://gmas.harvard.edu/gmas>.

Steps

1. On GMAS Home, click on the **Requests in Process** component.
2. On the resulting Requests in Process dashboard, you will see:
 - Proposals that have not been submitted to sponsor, and
 - Internal requests that have not been approved by OSP or SPA.
3. Click the **red link of the Request** you would like to view.



Requests in Process

This dashboard lists requests in process. Select the request type to navigate to the request home and view request details, or the plus sign to view applicable signatures (under internal review and authorized statuses only).

Once submitted, system-to-system (S2S) submissions may be tracked from the [S2S Submissions](#) dashboard.

Area: Due Date:
 Tub: Grants Gov via GMAS:
 Request types:

Page:

Project#	Request	Status	Due Date	Date Routed	Grants Gov via GMAS	PI
06900102-01	Initial re...	Under development	12-22-2014		No	Yildirim, Ba...
05872354-05	Competing ...	Authorized	03-20-2015	03-17-2015 01:30 pm	No	Lentz, Thomas
06942897-01	Initial re...	Incomplete			No	Wicks, Scott

4. Alternately, if you received a notification from GMAS, click on the **Request link** in the email. Log in and you will be automatically directed to the proposal.

