

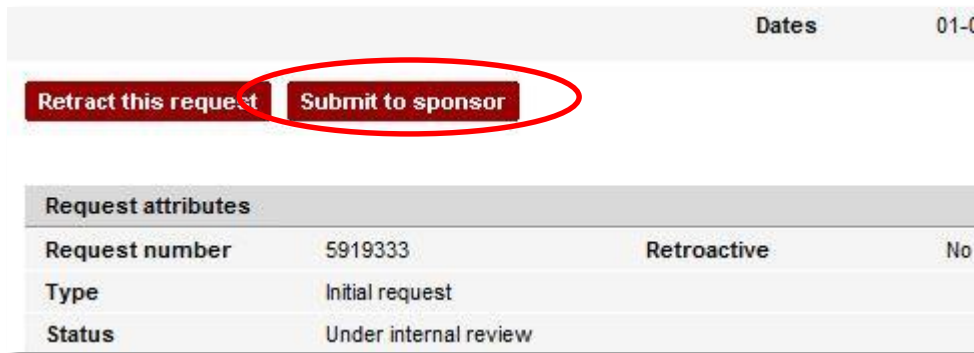
## Finishing GMAS Requests

Once proposal has been submitted to the sponsor, OSP/SPA will finish a request in GMAS to indicate the proposal has been submitted to the sponsor.

### Steps

**For proposals submitted by department:**

1. Once OSP/SPA has signed off on the proposal, navigate to the request in GMAS you wish to finish.
2. On the Request Homepage, click on the **Submit to Sponsor** button.



3. On the next screen, fill in "Date received by central" and "Date returned to department"

The screenshot shows a form with the following fields:

- \* Date received by central (mm-dd-yyyy) [text input]
- Date returned to department (mm-dd-yyyy) [text input]
- Date submitted to sponsor (mm-dd-yyyy) [text input]
- Method sent [dropdown menu]
- Tracking no. [text input]
- Submitted by [text input] X **Lookup**

At the bottom of the form, there is a note: "\*required fields". To the right of this note are two buttons: "Cancel" and "OK".

For **Date received by central**, enter the date the proposal was first routed to OSP/SPA for review.  
For **Date returned to department**, enter the date proposal was signed by OSP/SPA.

4. Click **OK**.
5. Once the proposal has been submitted by the department, the Grant Manager/ Grants and Contracts Specialist clicks on the **Submissions** component on the request Home page.

The screenshot shows a request home page with a table of request attributes and a sidebar. The sidebar contains links for 'HMS Proposal Checklist', 'OSP Proposal Information', 'Administrative team', 'Submissions' (circled in red), '0 submissions', '1 pending submission', and 'Related History'.

Request attributes			
Request number	5905242	Retroactive	No
Type	No-cost extension		
Status	Authorized		
Request information			
Tub	215, HKS^Kennedy School of Government		
Org	17071, HKS^STPP Managing the Atom		
Title	Nuclear Governance: Priorities, Security, Nonproliferation, and Sustainability		

6. On the following screen, click the **Submission number** for the pending submission (example: S1).

The screenshot shows a submission details screen with a table of submissions. The 'S1' submission number is circled in red.

Submission	Date Sent	Sent By
S1	Pending	

7. Fill in “Date submitted to sponsor. Select “Method sent”. Fill in “Tracking number” if one is available. In the “Submitted by” field, fill in name of the person who has submitted the sponsor.
8. Click **OK**.
9. Upload any remaining final documents, and remove any duplicates from the repository
10. Follow up on any signatures remaining if needed

**Helpful hints:**

- Either the Chair or Department Administrator’s signature is required; if both signature boxes are present,
- as long as one signature is complete, the empty box can be ignored.
- Only the Contact PI’s signature is required on multi-PI projects.
- Notices cannot be awarded against proposals until they are in Submitted to sponsor status.

**For proposals submitted by OSP/SPA (non system-to-system):**

1. Once OSP/SPA has signed off on the proposal, navigate to the request in GMAS you wish to finish.

2. On the Request Homepage, click on the **Submit to Sponsor** button.

Dates 01-0

Retract this request Submit to sponsor

Request attributes			
Request number	5919333	Retroactive	No
Type	Initial request		
Status	Under internal review		

3. On the next screen, complete all fields.

\* Date received by central (mm-dd-yyyy)

Date returned to department (mm-dd-yyyy)

Date submitted to sponsor (mm-dd-yyyy)

Method sent

Tracking no.

Submitted by  X **Lookup**

\*required fields

- For **Date received by central**, enter the date the proposal was first routed to OSP/SPA for review.
- For **Date returned to department**, enter the date proposal was signed by OSP/SPA.
- For **Date submitted to sponsor**, enter the date proposal was submitted to sponsor. For retroactive proposal, enter the actual date the proposal was submitted to sponsor.
- For **Tracking no.**, fill in the tracking number if one is available. For example, Fedex tracking number
- For **submitted by**, enter the name of the person who submitted the proposal.

4. Click **OK**.
5. Upload any remaining final documents, and remove any duplicates from the repository.
6. Follow up on any signatures remaining, if needed.