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Introduction

GMAS generates requirements for approvals, attestations, and trainings on GMAS pending and active projects. This document provides high-level information about when and how these requirements are generated in GMAS, how the requirements get removed from GMAS, as well as any information about integrations with other systems and links to more information related to the requirements.

Pre-requisites

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

Segment based approvals

Segment based approvals means that there is only one approval for the segment. These approvals generate the first time the related approval attribute question response is updated to “Yes”, except for the international collaboration and activities approval which generates at the time the segment is created and is not related to an approval attribute question. Approvals that fit into the “Segment based” category include:

- Human subjects – IRB
- Animals – IACUC
- Stem cells
- Harvard use of name
- Cost sharing
- International collaboration and activities

Human subjects – IRB

GMAS trigger of the approval: Responses to the question “Does this research involve human subjects?” found in requests and the segment revision.

Generation rule: If the approval attribute question is answered “Yes” anywhere within a GMAS segment and there isn’t currently an approval in existence one will generate.

Deletion rule: If all the human subjects question responses within a segment are updated to “No” OR if the request that generated the approval is deleted and there are no other “Yes” responses on the segment the approval will be deleted from GMAS.

Approval status updates: This approval is connected to the IRB system (ESTR) and statuses and project information is shared between the systems connection. The approval can be overwritten manually in cases where the approval is not happening at Harvard.

Identifying if the approval applies to the segment: From the segment homepage, the key information section will show a green check next to “Human subjects” if the human subjects question responses are “Yes” anywhere within the GMAS segment. Additionally, a green check next to “Associated IRB records” will indicate when the

GMAS segment has been properly associated with the record in the IRB system (ESTR) and the systems have properly connected the records to each other.

For more information about this approval visit the following links:

- ESTR-IRB, Agreements (DUA), and Data Safety Records in GMAS
- ESTR Support Site
- Office for Sponsored Programs, Human subjects in Research

Animals – IACUC

GMAS trigger of the approval: Responses to the question "Does this research involve vertebrate animal use?" found in requests and segment revision.

Generation rule: If the approval attribute question is answered "Yes" anywhere within a GMAS segment and there isn't currently an approval in existence for the segment OR if an action in GMAS takes place and the current existing approval's expiration date is in the past.

Deletion rule: If all the vertebrate animal question responses within a segment are updated to "No" and the existing approval status is "Needed" or "N/A" OR if the request that generated the approval is deleted and there are no other "Yes" responses on the segment the approval will be deleted from GMAS.

Approval status updates: This approval status is manually set in GMAS by a person with the proper security to manage approval status updates. Check with your local unit to determine who to reach out to for assistance if status updates are needed.

Identifying if the approval applies to the segment: From the segment homepage, the key information section will show a green check next to "Animals" if the vertebrate animal question responses are "Yes" anywhere within the GMAS segment.

For more information about this approval visit the following links:

- Office of the Vice Provost for Research, Animal Studies
- Office for Sponsored Programs, Animals in Research (IACUC)

Stem cells

GMAS trigger of the approval: Responses to the question "Does this research involve human embryonic stem cells?" found in requests and segment revision.

Generation rule: If the approval attribute question is answered "Yes" anywhere within a GMAS segment and there isn't currently an approval in existence for the segment OR if

an action in GMAS takes place and the current existing approval's expiration date is in the past.

Deletion rule: If all the stem cell question responses within a segment are updated to "No" and the existing approval status is "Needed" or "N/A" OR if the request that generated the approval is deleted and there are no other "Yes" responses on the segment the approval will be deleted from GMAS.

Approval status updates: This approval status is manually set in GMAS by a person with the proper security to manage approval status updates. Check with your local unit to determine who to reach out to for assistance if status updates are needed.

Identifying if the approval applies to the segment: From the segment homepage, the key information section will show a green check next to "Stem cells" if the stem cell question responses are "Yes" anywhere within the GMAS segment.

For more information about this approval visit the following link:

- Office of the Vice Provost for Research, Stem Cells & ESCRO Policy

Harvard use of name

GMAS trigger of the approval: Responses to the question "Is Harvard's or a Harvard school's name used in the project title?" found in requests and segment revision.

Generation rule: If the approval attribute question is answered "Yes" (will automatically set to "Yes" if obvious Harvard names appear in an awarded segment title) anywhere within a GMAS segment and there isn't currently an approval in existence for the segment OR if an action in GMAS takes place and the current existing approval's expiration date is in the past.

Deletion rule: If all the Harvard use of name question responses within a segment are updated to "No" and the existing approval status is "N/A" OR if the request that generated the approval is deleted and there are no other "Yes" responses on the segment the approval will be deleted from GMAS.

Approval status updates: This approval is set to "Notified" when it generates. The approval status can be manually set in GMAS by a person with the proper security to manage approval status updates. Check with your local unit to determine who to reach out to for assistance if status updates are needed.

Identifying if the approval applies to the segment: From the segment homepage, the key information section will show a green check next to "Use of school name" if the Harvard use of name question responses are "Yes" anywhere within the GMAS segment.

For more information about this approval visit the following links:

- Office of the Provost, Use of Harvard's Name
- Office for Sponsored Programs, Use of Name

Cost sharing

GMAS trigger of the approval: Responses to the question "Does this request include any cost sharing?" found in requests and segment revision.

Generation rule: If the approval attribute question is answered "Yes" anywhere within a GMAS segment and there isn't currently an approval in existence one will generate.

Deletion rule: If all the cost sharing question responses within a segment are updated to "No" and the existing approval status is "Needed" OR if the request that generated the approval is deleted and there are no other "Yes" responses on the segment the approval will be deleted from GMAS.

Approval status updates: This approval status is set based on GMAS actions:

- Upon approval generation, or creation of a cost sharing request the status will be set to "Needed".
- When a request with a cost sharing form moves to "Authorized" status or "Submitted" status the status will be set to "Done".
- Logging a notice for an initial proposal or competing renewal with cost sharing, and responding "Yes" to the cost sharing question in a continuation or supplement request on a segment that already has cost sharing identified will update the status to "Needs review".
- Central office representatives can manually update the approval from "Done" to "Needs review", and from "Needs review" to "Done".
- Department/School representatives can manually update the approval from "Needs review" to "Done".

Identifying if the approval applies to the segment: From the segment homepage, the key information section will show a green check next to "Cost sharing" if the cost sharing question responses are "Yes" anywhere within the GMAS segment.

For more information about this approval visit the following links:

- Office for Sponsored Programs, Cost Sharing Approval
- Completing the Cost Sharing Form at Proposal in GMAS
- Completing a Cost Sharing Request in GMAS
- Reviewing Cost Sharing in GMAS – Department Administrator
- Reviewing Cost Sharing in GMAS – Central Administrator

International collaboration and activities

GMAS trigger of the approval: Creation of a segment in GMAS.

Generation rule: This approval is generated when a segment is created (initial entry of an initial proposal or competing renewal).

Deletion rule: This approval cannot be deleted unless the entire segment is deleted (the initial proposal or competing renewal is deleted).

Approval status updates: This approval status is set based on GMAS actions:

- Identification of activities or collaborations in the GMAS ICA form in a request, and the request moving to “Authorized” status or “Submitted” status will move the approval status to “Done”.
- Selection of no activities or collaborations in the GMAS form will update the approval to “N/A”.
- Logging a notice for an initial proposal or competing renewal updates the approval to “Needs review”.
- Creation of a continuation request updates the approval to “Needs review”.
- Central office representatives can manually update the approval from “Done” to “Needs review”, and from “Needs review” to “Done”.
- Department/School representatives can manually update the approval from “Needs review” to “Done”.

Identifying if the approval applies to the segment: All segments have an international collaboration and activities approval.

For more information about this approval visit the following link:

- Office for Sponsored Programs, International Collaboration and Activities

Request based approvals

Request based approvals means that an approval will generate every time there is a new request entered where the related approval attribute question response is answered “Yes”. Approvals that fit into the “Request based” category include:

- Additional staff/space
- Administrative salaries

Additional staff/space

GMAS trigger of the approval: Responses to the question “Are additional staff and/or space required?” found in requests and segment revision.

Generation rule: If the approval attribute question is answered “Yes” in a request, the approval will generate (regardless of existence or status of approvals on the segment of the same type).

Deletion rule: If the approval attribute response is changed to “No”, the approval that generated for that request will be deleted. If the request that generates the approval is deleted the approval will also be deleted.

Approval status updates: This approval is set to “Notified” when it generates. The approval status can be manually set in GMAS by a person with the proper security to manage approval status updates. Check with your local unit to determine who to reach out to for assistance if status updates are needed.

Identifying if the approval applies to the segment: From the segment homepage, the key information section will show a green check next to “Additional staff/space” if the additional staff/space question response is “Yes” within a segment revision.
For requests, the key information section will show a green check next to “Additional staff/space” if the additional staff/space question response is “Yes” for that request.

Administrative salaries

GMAS trigger of the approval: Responses to the question “Are administrative salary costs included in the budget?” found in requests and segment revision where the sponsor is a federal entity.

Generation rule: If the approval attribute question is answered “Yes” in a request, an approval will generate (regardless of existence or status of approvals on the segment of the same type).

Deletion rule: If the approval attribute response is changed to “No”, the approval that generated for that request will be deleted. If the request that generates the approval is deleted the approval will also be deleted.

Approval status updates: This approval status is manually set in GMAS by a person with the proper security to manage approval status updates. Check with your local unit to determine who to reach out to for assistance if status updates are needed.

Identifying if the approval applies to the segment: From the segment homepage, the key information section will show a green check next to “Administrative salaries” if the administrative salaries question response is “Yes” within a segment revision.

For requests, the key information section will show a green check next to "Administrative salaries" if the administrative salaries question response is "Yes" for that request.

For more information about this approval visit the following link:

- Office for Sponsored Programs, Administrative and Clerical Salaries on Federal Awards

Other approval, attestation, and training requirements

The following approval, attestation, and training requirements are generated based on project and person criteria. Approvals and attestations that fit into the other category are:

- OAIR (outside activity and interest reporting) – Conflict of interest
- Participation Agreement
- Trainee debarment
- Subagreement debarment
- Annual Malign Foreign Talent Recruitment Program Attestation
- Research Security Training

OAIR (Outside Activity and Interest Reporting) – Conflict of interest

GMAS trigger of the approval: Addition of an investigator on a research team.

Generation rule: When an individual is added to a research team as an investigator, they will generate an OAIR approval. This can happen within any request that allows updating of the research team.

Deletion rule: If an individual is removed from all research team locations (requests and segment level research team) as an investigator, or removed entirely, their related OAIR approval will be deleted. If their investigator flag is changed to no at the segment level, or they are deleted at the segment level, but they are still an investigator on requests, their OAIR approval will update to "Withdrawn".

Approval status updates: The approval is connected to the OAIR system and statuses update through the connection if the associated individual is an active person with a Harvard ID (HUID). If the person associated to the OAIR approval has an inactive HUID, or if their record was created in GMAS without a HUID associated, the approval can be overwritten manually by an OAIR representative or Central submitting office representative to reflect the appropriate status.

The status will also be updated to “Pending update” when the first notice is logged and the segment is updated to “Pending: notice logged”, or when an at-risk request moves to authorized status and the segment is updated to “Pending: At-risk” (whichever happens first).

Identifying if the approval applies to the segment: From the segment homepage navigate to the Approvals list screen. An OAIR approval will appear for each research team member that requires one.

For more information about this approval visit the following links:

- Outside Activity and Interest Reporting (OAIR) and GMAS Integrations
- Office of the Vice Provost for Research
- OAIR Job Aids

Participation agreement

GMAS trigger of the approval: Addition of an individual on a research team.

Generation rule: When an individual is added to a research team, they will generate a participation agreement approval. This can happen within any request that allows updating of the research team.

Deletion rule: If an individual is removed from all research team locations (requests and segment level research team) their related participation agreement approval will be deleted.

Approval status updates: The status will update to “Done” if the individual has electronically signed the participation agreement (https://gmas.harvard.edu/gmas/participationagreement), or their hardcopy signature has been logged within their person profile in GMAS. If the signature is captured either of these ways, all generated approvals on all projects in GMAS will be updated to “Done”. The project approval can also be manually updated where appropriate to “N/A” if the system has not marked it as “Done”. An update to “N/A” is usually needed for non-Harvard ID (HUID) individuals.

Identifying if the approval applies to the segment: From the segment homepage navigate to the Approvals list screen. A participation agreement approval will appear for each research team member that requires one.

For more information about this approval:

- Office of the Vice Provost for Research, Participation Agreements and Visitor Participation Agreements

- Office for Sponsored Programs, Participation Agreement and Visiting Participation Agreement

Trainee debarment

GMAS trigger of the approval: Request creation on a training grant with a federal entity for a sponsor or prime sponsor.

Generation rule: If a project is a training grant and the sponsor and/or prime sponsor is a federal entity, for every request, a single approval for the trainee debarment check will be generated.

Deletion rule: If the sponsor changes from federal to non-federal, or if the project type changes from training grant, the approval will be deleted.

Approval status updates: This approval is set to “Notified” when it generates. The approval status can be manually set in GMAS by a person with the proper security to manage approval status updates. Check with your local unit to determine who to reach out to for assistance if status updates are needed.

Identifying if the approval applies to the segment: All segments that are training grants have trainee debarment approvals.

Subagreement debarment

GMAS trigger of the approval: Subrecipients added to a segment where the sponsor or prime sponsor is a federal entity.

Generation rule: If a subrecipient is added to a segment where the sponsor or prime sponsor is a federal entity, a debarment approval will be generated. An additional approval will be generated for each subrecipient record that becomes sponsor approved (after the first segment revision awarding a notice is completed).

Each subrecipient record will potentially have two debarment approvals, one at time of request and one at time of award.

Deletion rule: Debarment approvals cannot be deleted.

Approval status updates: This approval status is manually set in GMAS by a person with the proper security to manage approval status updates. Check with your local unit to determine who to reach out to for assistance if status updates are needed.

Annual Malign Foreign Talent Recruitment Program Attestation

GMAS trigger of the requirement: Addition of an investigator or key personnel research team member on a GMAS project.

Generation rule: If an individual is added to a GMAS research team as investigator or key personnel an Annual Malign Foreign Talent Recruitment Program Attestation requirement will display for the individual.

Deletion rule: The requirement will only be removed from the request if an individual is removed from the same request they were added in. The requirement will only be removed from the segment if the individual is no longer on the segment research team.

Status updates: This requirement status is updated when the individual attests in the Research Administration Portal, or an annual review updates the attestation.

For more information about this approval visit the following links:

- GMAS/Research Administration Portal Integrations for Harvard's Annual Malign Foreign Talent Recruitment Program (MFTRP) Attestation
- All documents related to the Policy on Participation in Foreign Talent Recruitment Programs on the OVPR website
- Research Administration Portal Support Site (refer to the "MFTRP Attestation User Guide")
- Research team related job aids and guidance

Research Security Training

GMAS trigger of the requirement: Addition of an investigator or key personnel research team member on a federal GMAS project.

Generation rule: If an individual is added to a federal GMAS research team as investigator or key personnel a Research Security Training requirement will display for the individual.

Deletion rule: The requirement will only be removed from the request if an individual is removed from the same request they were added in. The requirement will only be removed from the segment if the individual is no longer on the segment research team.

Note: Once the requirement is sent to the Harvard Training Portal (HTP), the requirement will remain in the HTP until the research team member takes the training (even if they are removed from GMAS).

Status updates: This requirement status is updated when the individual takes the Research Security Training in the HTP.

For more information about this approval visit the following links:

- GMAS/Harvard Training Portal Integrations for Research Security Training
- OVPR – Research Security Program
- Research team related job aids and guidance

Helpful links

- See helpful links related to specific approvals, attestations, and trainings in the appropriate sections above.

System links

- Grants Management Application Suite (GMAS)

Documentation updates tracker

Update date	Description of updates
5/21/2026	Updated links
2/10/2025	Migrated job aid to new template and added new attestation and training requirements.