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Introduction

All research team members with active HUIDs who are considered Covered Individuals (i.e., Principal Investigator, Senior/Key personnel or anyone meeting the definition of "Investigator") on GMAS segments (denoted with the “Key” or “Investigator” flags on the Research team) with a federal sponsor or federal prime sponsor will receive a request from the Harvard Training Portal (HTP) to complete the Research Security Training. Once added to a pending or active GMAS project, the individuals will be instructed to complete the training to avoid delays in proposal submission or award set-up and receive several reminders until the course is completed.

Pre-requisites

It is assumed that the reader understands the basic functionality and terminology of GMAS, as well as a basic understanding of research team management within GMAS. If there is not currently an understanding of research team management, please consult the [Research team](#) materials first.

FAQs

Where will I see the Research Security Training status in GMAS?

The status of an individual's Research Security Training will be visible from any federal prime or federal subaward GMAS segment approval screen (and approval panels for outstanding statuses), and from an individual's person profile (in the trainings panel).

I just added a covered individual to the research team, and I see their Research Security Training status is "Needed". What does that mean?

The Research Security Training status will show from the GMAS segment as Needed when GMAS has not received an In progress or Completed status for the individuals training from the Harvard Training Portal yet, or the individuals refresher course is due within the next 30 days, and they haven't started the course yet in the Harvard Training Portal.

GMAS sends information about new Covered Individuals to the Harvard Training Portal once a day and receives information about training statuses from the Harvard Training Portal every hour.

What does an "In progress" status mean?

Covered Individuals who show a status of "In progress" have been assigned to or begun taking the required annual course but have not completed it yet in the Harvard Training Portal.

What does a "Completed" status mean?

Covered Individuals who show a status of Completed have met the annual requirement for completing the Research Security training.

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When will Covered Individuals receive a notification that they need to complete the training?

Information about who is a new Covered Individual on submitted proposals and active awards is sent to the Harvard Training Portal once a day in the evening. Once the Harvard Training Portal receives the information, the Covered Individual will receive a notification from the Harvard Training Portal notifying them of the requirement with a link to the training.

Who notifies the Covered Individuals they have a Research Security Training to complete?

The Harvard Training Portal will send notifications to Covered Individuals within Harvard who are required to complete Harvard's Research Security Training. The Covered Individual will receive an email from trainingportal@harvard.edu with a link to the appropriate Research Security Training, whether initial or refresher.

Notifications to Covered Individuals informing them of the requirement may also be triggered directly from the GMAS record of the requirement by anyone with access to the GMAS segment.

There is a discrepancy between what is in GMAS and what is in the Harvard Training Portal. What do I do?

The Research Security Training status is updated every hour in GMAS between the hours of 8:00 AM ET – 8:00 PM ET. If you believe the training status was updated at a time where GMAS should have captured the up-to-date status, but it is not displaying correctly in GMAS, please reach out to contactgmas@harvard.edu. The GMAS help desk can help to confirm whether the status is mapped properly in GMAS or not.

Who do I contact to escalate getting a status updated to Completed?

If you need help escalating the Research Security Training to Complete, please contact the Covered Individual directly. Additionally, you can reach out to the assigned individual for your school who is charged with addressing Research Security Training questions, if school-level support is needed to ensure the Covered Individual takes the training. The list of individuals to contact can be found in the Research Security Training FAQs document found on the OVPR website in the Research Security Program page under the [Research Security Training and Resources section](#).

GMAS also has a Send reminder button on the approvals screen next to Research Security Training status records that are Needed or In progress. Selecting this button

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will open an email window with the Covered Individual's email in the "To" line and links to where the Covered Individual can launch the training course in the body of the email.

Approvals

Related links | Info | Update OAIR status

Approval attributes			0 apply	10 do not apply	Edit
Attestations and trainings			12 total	11 needed	1 done
Research team member	Requirement	Status			
Attestations					
Tianxi	Annual malign foreign talent recruitment program attestation	Pending	Send reminder		
Jon	Annual malign foreign talent recruitment program attestation	Pending	Send reminder		
David	Annual malign foreign talent recruitment program attestation	Pending	Send reminder		
Tomas	Annual malign foreign talent recruitment program attestation	Pending	Send reminder		
Marge I	Annual malign foreign talent recruitment program attestation	Pending	Send reminder		
Adama	Annual malign foreign talent recruitment program attestation	Pending	Send reminder		
Trainings					
Jon	Research Security Training	Needed ⚠ Target date Nov 26, 2025	Send reminder		
David	Research Security Training	Needed ⚠ Initial course completion is required	Send reminder		
Tomas	Research Security Training	Needed 🕒 Target date Jan 11, 2026	Send reminder		
Tianxi	Research Security Training	In Progress ⚠ Initial course completion is required	Send reminder		
Adama	Research Security Training	In Progress ⚠ Target date Nov 7, 2025	Send reminder		
Marge I	Research Security Training	Completed			

Research Security Training Visibility in GMAS

The Research Security Training status will appear in all locations where approvals are visible in GMAS (approval screens and approval panels). There is also a Trainings panel on the person profile screen with a series of other trainings and their statuses.

Research Security Training Statuses in GMAS

Status	Description
Needed	Needed status indicates that the Covered Individual has a task to take the Research Security Training and has not yet started it. If the status is followed with a warning symbol (⚠) message it likely means that submission or award set-up activities may not be

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	<p>appropriate at this time. If the status is followed with an information symbol (ⓘ) it may be an indicator that the Covered Individual is still within their yearly requirement even though they are coming due for a refresher and submission or award set-up activities may be able to proceed.</p> <ul style="list-style-type: none"> • If the status is accompanied with “⚠Initial course completion is required”, that means GMAS has not yet received a Completed status for the Covered Individual for the initial Research Security Training course from the Harvard Training Portal yet. • If the status is accompanied with “ⓘTarget date XX/XX/XXX”, it means the Covered Individual is due to take the Research Security Training refresher course, but their target date has not passed yet. This indicates that they have still successfully completed the training requirement within the past year as of today. • If the status is accompanied with “⚠Target date XX/XX/XXXX”, it means the Covered Individual is due to take the Research Security Training refresher course, and their target date is either today or overdue, and they have not yet started it.
In Progress	<p>In progress status indicates the Covered Individual is either in the process of completing the training or has been assigned the refresher course in the Harvard Training Portal. If the status is followed with a warning symbol (⚠) message it may mean that submission or award set-up activities may not be appropriate at this time. If the status is followed with an information symbol (ⓘ) it may be an indicator that the Covered Individual is still within their yearly requirement even though they are coming due for a refresher and submission or award set-up activities may be able to proceed.</p> <ul style="list-style-type: none"> • If the status is accompanied with “⚠Initial course completion is required”, that means the Covered Individual is currently in the process of taking the initial

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	<p>Research Security Training course which is due at this time.</p> <ul style="list-style-type: none"> • If the status is accompanied with “⊙Target date XX/XX/XXX”, it means the Covered Individual has been assigned to the Research Security Training refresher course which is coming due, but their target date has not passed yet. This indicates that they have still successfully completed the training requirement within the past year as of today. • If the status is accompanied with “△Target date XX/XX/XXXX”, it means the Covered Individual has been assigned to the Research Security Training refresher course which is either due today or overdue.
Completed	The Covered Individual has completed Harvard’s annual Research Security Training requirement.

GMAS and Harvard Training Portal Interface Timings

- GMAS sends information about Covered Individuals on proposals* and active awards with federal sponsors or federal prime sponsors to the Harvard Training Portal nightly.
- HTP makes assignments and sends notifications to those required to take the training daily in the mornings.
- GMAS receives information about training course statuses hourly from the Harvard Training Portal.

*Covered Individuals on proposals are not sent to the Harvard Training Portal until the request status progresses to Under Internal Review (which occurs when the proposal is locked and routed for signature) because research teams, which includes Covered Individuals, are actively being edited throughout Under Development status. A Covered Individual can still be sent a note to complete the training prior to lock and route by using the Send Reminder feature next to where the training requirement is displayed in GMAS.

Glossary

- Covered Individual: A GMAS Research Team member flagged as “Key” or “Investigator” and who has a role on the project such as Principal Investigator, Senior/Key personnel or anyone meeting the definition of “Investigator”
- GMAS: Grants Management Application Suite
- HTP: Harvard Training Portal

Helpful links

- [OVPR – Research Security Program](#)
- [Research team related job aids and guidance](#)

System links

- [Harvard Training Portal](#)
- [Grants Management Application Suite \(GMAS\)](#)

Documentation updates tracker

Update date	Description of updates
12/12/2025	Updated language throughout the job aid to reflect the addition of In progress status and additional status details. These changes are reflective of the upgrade to the system to retrieve refresher course information.
9/22/2025	Updated language throughout the job aid to reflect the change in requirement from award stage to at proposal stage which went into effect on 10/1/2025.
2/10/2025	Updated links and missing information in the following FAQs: - Who notifies the covered individuals they have a Research Security Training to complete? - Who do I contact to escalate getting a status updated to Done?

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11/19/2024	New job aid in support of system enhancements related to the new University-Wide Research Security Training requirement.
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