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Introduction

A GMAS Request is the mechanism used to route various requests and prior approvals to the three Harvard Central Submitting Offices (Office for Sponsored Programs (OSP), HMS Office of Research Administration (ORA), and SPH Sponsored Programs Administration (SPA)). This document provides basic guidance for each request type found in GMAS and how it should typically be used. If you have any questions about which type should be used, please contact your local unit's central office or consult the detailed job aid for each request type.

Pre-requisites

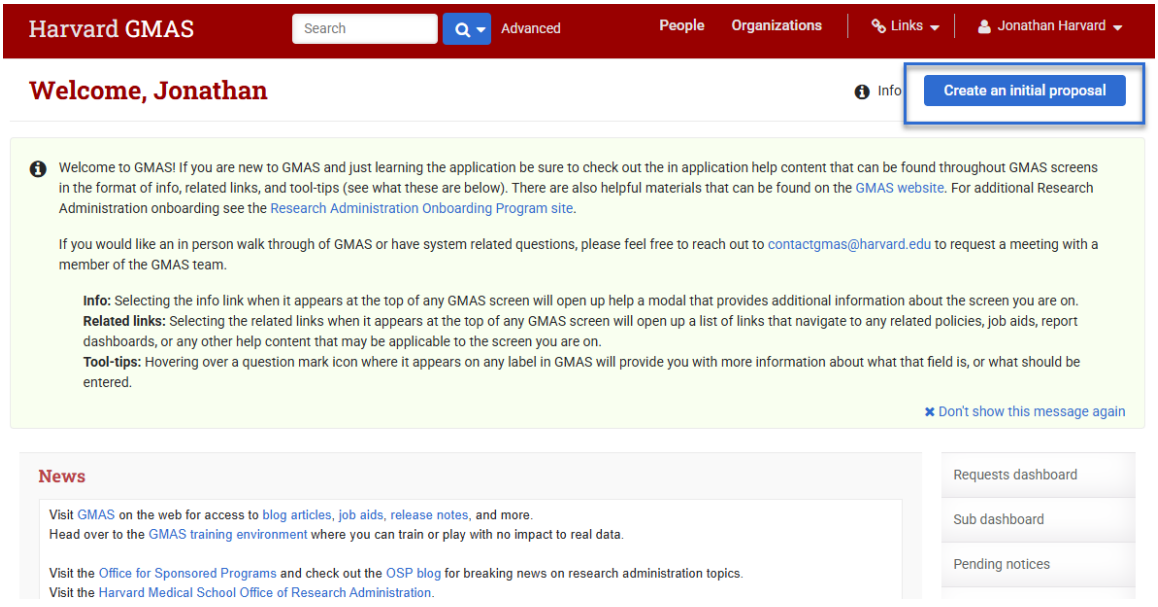
It is assumed that the reader understands the basic functionality and terminology of GMAS.

Initial Proposal

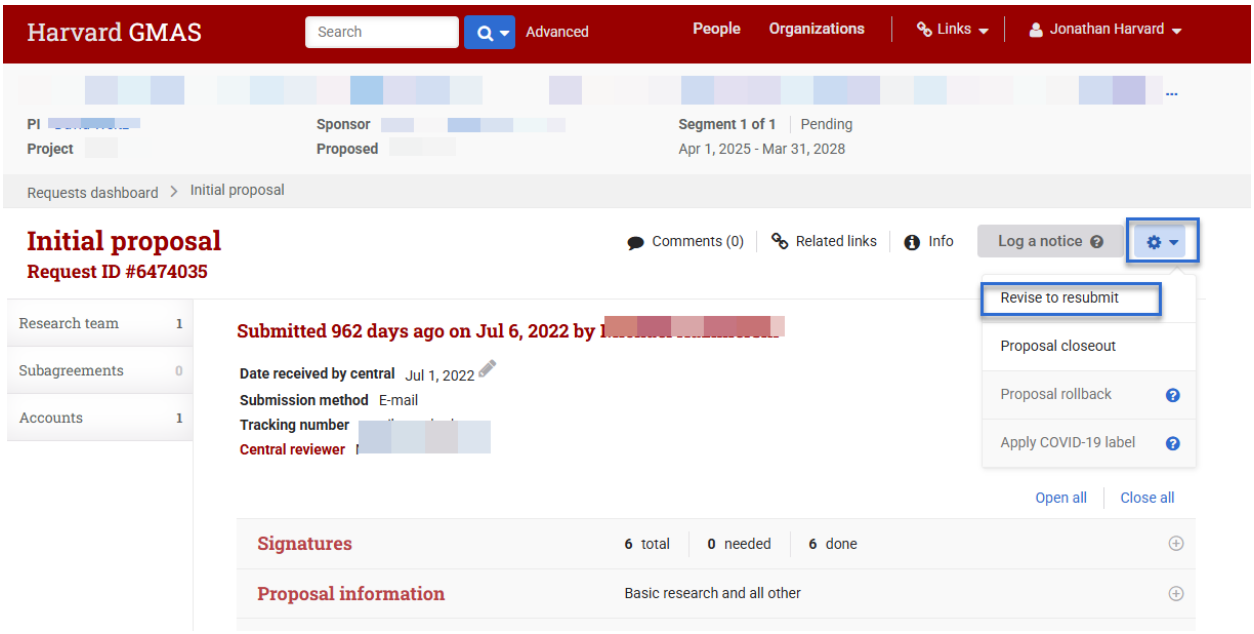
This request type should be used when submitting a new, never-funded proposal for a specific sponsored funding announcement. This request creates a new project segment in GMAS and will be the GMAS shell for the lifecycle of an award. Depending on your area, this type of request may also include pre-proposals.

How to create an initial proposal in GMAS

- Select **Create an initial proposal** on the upper right corner of the GMAS homepage.



- If resubmitting an initial proposal, navigate to the original initial proposal homepage, select the secondary action button and select **Revise to resubmit**. *Note: Revise to resubmit is not an option if there is an active account associated to the segment or if there is a pending notice logged associated with current request.*



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Just-in-time

This request type is used to route and submit additional application information or documents requested by the grantor agency after peer review, but before a formal funding decision has been issued.

How to create a just-in-time request in GMAS

Just-in-Time requests can only be created on a pending segment with a submitted initial proposal/competing renewal that does not have a notice logged, or an at-risk request in authorized status. Only one Just-in-Time request can exist per segment.

- See creating the request from a segment/fund below.

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Continuation

Also sometimes referred to as a non-competing continuation, this request type is most commonly used for NIH RPPRs and should be used when requesting the next anticipated period of funding for a previously awarded project. Unlike competing renewals, continuations are reviewed by the program officer (or sponsor equivalent) and they make the determination to continue funding into the next budget period instead of competitive peer review. This request type is also used for all other federal and non-federal progress reports requiring AOR review and submission.

How to create a continuation request in GMAS

Continuation requests cannot be created when the segment status is “Pending”, or on segments where the research team has not been confirmed yet.

Continuation requests can be scheduled to automatically created for NIH awards that have a RPPR schedule that is set in the non-financial deliverable’s module in GMAS.

- To learn more about auto generated continuation requests associated to RPPRs, see the Non-Financial Deliverables Job Aid.
- To learn more about creating continuation requests from a segment, see creating the request from a segment/fund below.

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Supplement

This request type should be used when requesting additional funds not originally budgeted or anticipated on an active GMAS segment. This request for additional funds is typically within the awarded period of performance, but this request type can also be used when asking for additional funds outside of the awarded period of performance (also known as an “augment”).

How to create a supplement request in GMAS

Supplement requests cannot be created when the segment status is “Pending”, or on segments where the research team has not been confirmed yet.

- See creating the request from a segment/fund below.

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Competing Renewal

This request type should be used when applying for a renewal of an existing award/GMAS segment. In most cases, a renewal application will go through a competitive review process, unlike an award continuation, which only requires the program officer (or sponsor equivalent) to review and approve the next period of funding. This request type will generate a new GMAS segment and fund number within an existing project, and the segments will be linked together in GMAS.

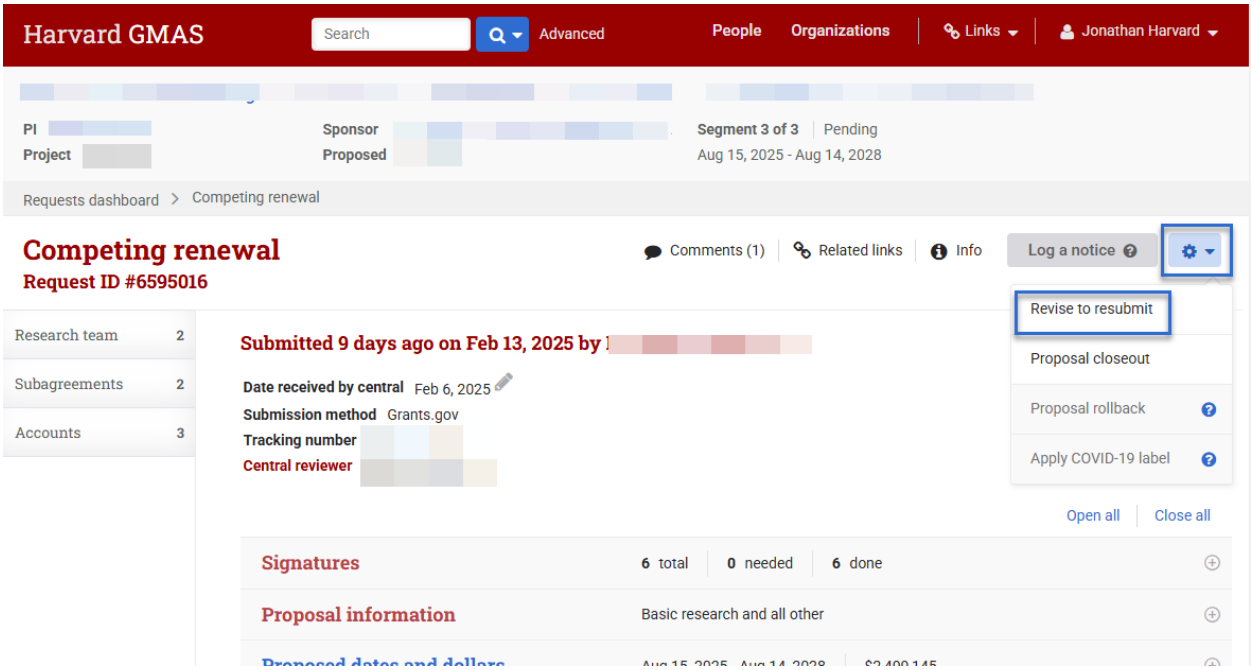
A common secondary use of this request type is to generate new, linked segments on a single GMAS project when a new/additional fund number is required for an active award, even when an application is not under competitive review. This use case is typically based on sponsor terms and conditions, and examples include billing agreements, phased projects requiring a new fund number be generated, or supplemental funds under a new/separate agreement (with a separate agreement number) that run concurrently with the original segment. Typically, if this secondary use is needed, the central submitting office will direct the submitter to use this request type, so please consult with your school's central Pre-Award office before using it for this purpose.

How to create a competing renewal request in GMAS

Competing renewal requests cannot be created when the segment status is "Pending".

- If submitting a competing renewal, see creating the request from a segment/fund below.
- If resubmitting a previously submitted competing renewal, navigate to the original competing renewal homepage, select the secondary action button and select Revise to resubmit.
  Note: Revise to resubmit is not an option if there is an active account associated

to the segment or if there is a pending notice logged associated with current



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Cost Sharing

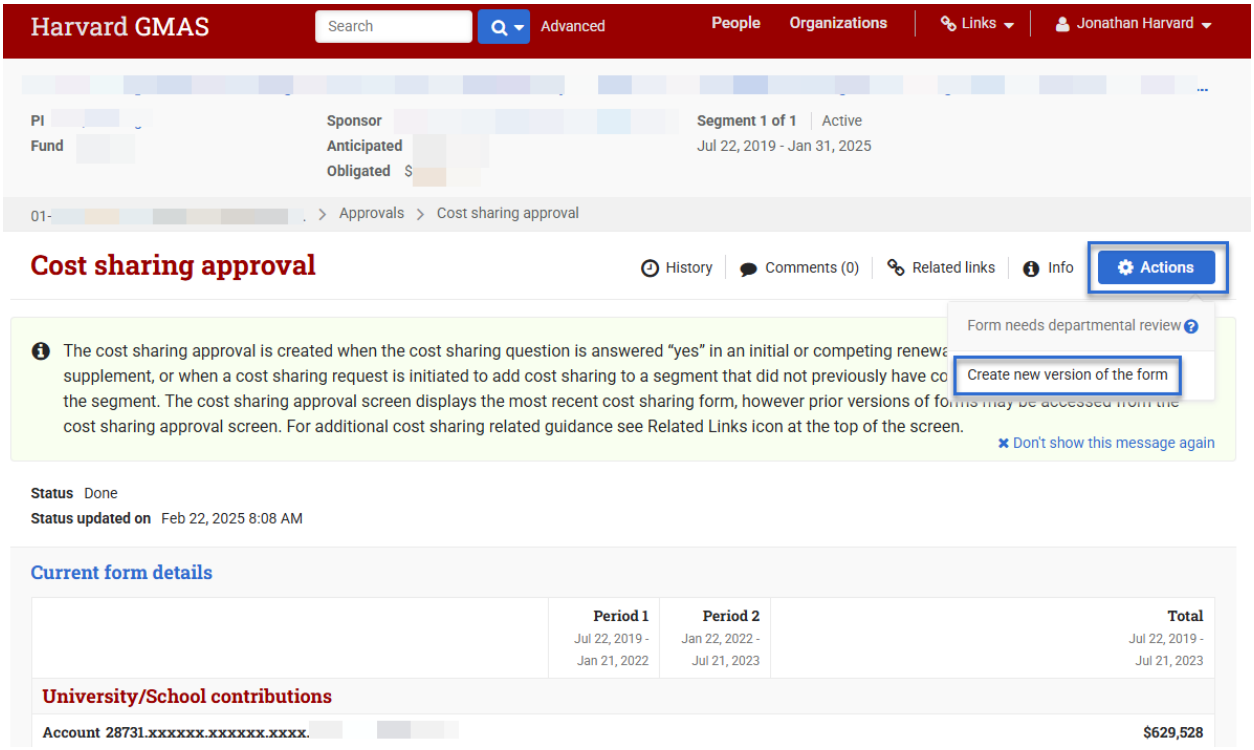
This request is used to add or make changes to cost sharing over the life of an award, regardless of sponsor approval being required to make the changes.

How to create a cost sharing request in GMAS

Cost sharing requests cannot be created when a segment already has a request of that type in a non-submitted or non-active status.

- Cost sharing requests can be created like other requests as seen in the creating the request from a segment/fund below.
- If there is already a cost sharing approval associated to the segment, the cost sharing requests can also be created from the cost sharing approval screen by

selecting **Actions** and **Create new version of the form**.



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International Collaboration and Activities

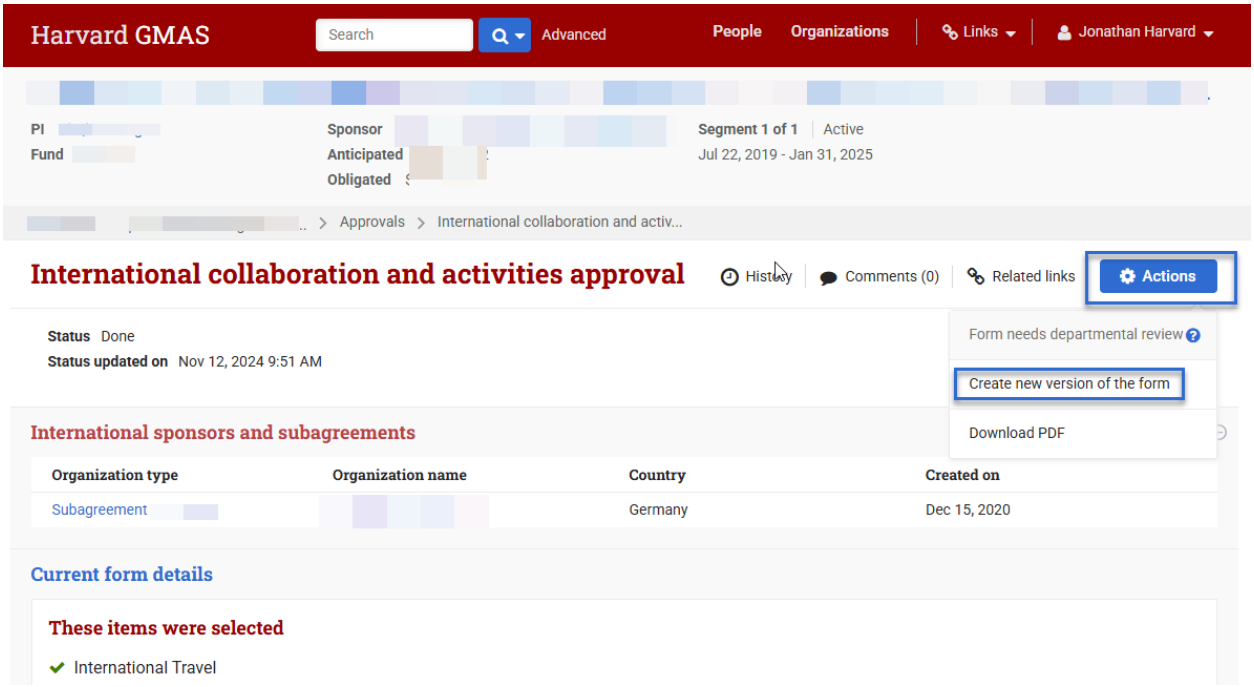
This request should be used to update the ICA form as needed throughout an award's lifecycle. This request/form is used both to add internally tracked international activities and also to submit project specific international disclosures and/or prior approvals to a sponsor.

How to create an international collaboration and activities request in GMAS

International collaboration and activities requests cannot be created when a segment already has a request of that type in a non-submitted or non-active status.

- International collaboration and activities request can be created like the other requests as seen in the creating the request from a segment/fund below.
- International collaboration and activities requests can also be created from the international collaboration and activities approval screen by selecting **Actions**

and **Create new version of the form**.



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Confirm/Edit Research Team

This request should be used to add or remove individual research team members (see Research Team Guidance), as well as adjust the committed effort of the named researchers as needed throughout an award's lifecycle.

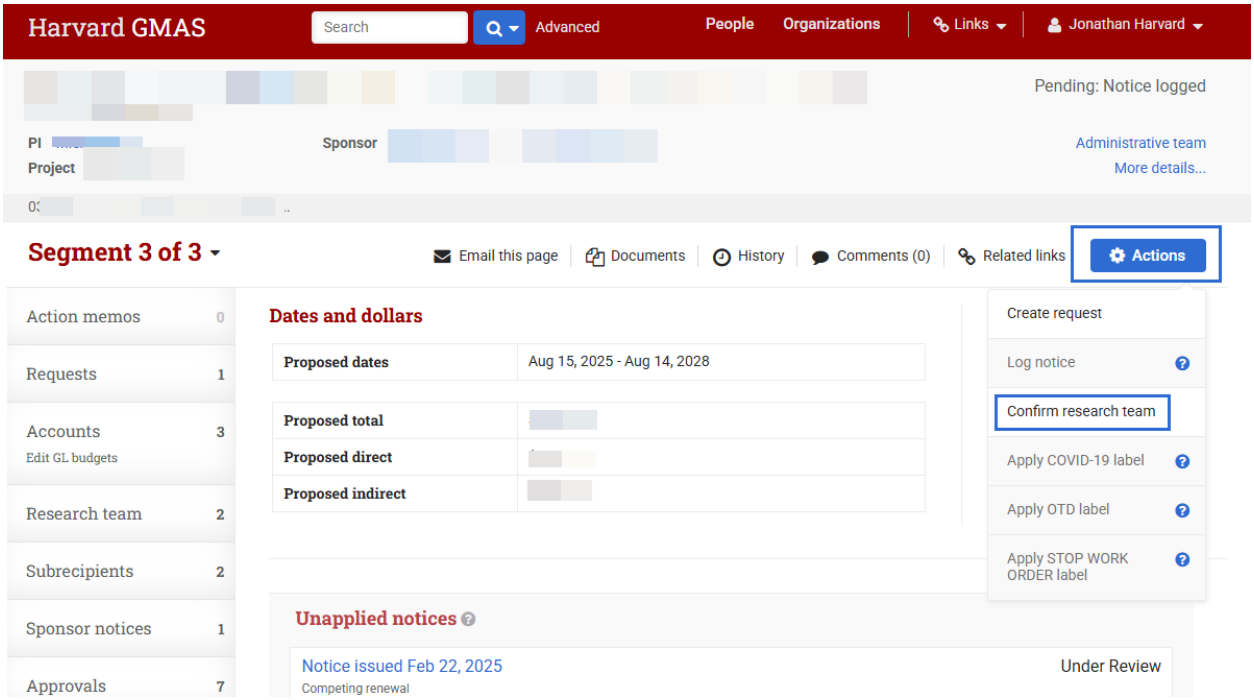
How to create a confirm research team or edit research team request in GMAS

Confirm research team requests cannot be created until a sponsor notice has been logged or an at-risk request has been authorized.

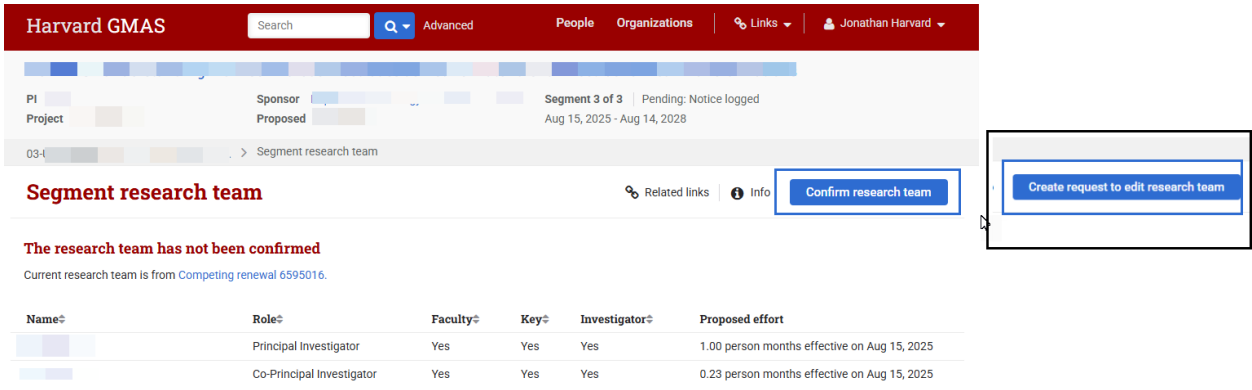
Edit research team requests cannot be created if the research team has not been confirmed yet, or when the segment already has a request of that type in a non-submitted or non-active status.

- If requesting an edit to the research team, see creating the request from a segment/fund below.

- If confirming the research team, the request can be created by navigating to the segment homepage, selecting **Actions** and then **Confirm research team**.



  - A confirm research team request and an edit research team request can also be initiated by navigating to the segment research team screen and selecting Confirm research team or Create request to edit research team.



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Changes to Existing Segment

The changes to existing segment suite of requests can be created separately or bundled together. These request types may or may not require sponsor approval.

How to create changes to existing segment request types in GMAS

- See creating the request from a segment/fund below.

Pre-Award Expenditures

This request should be used when there are costs incurred prior to the official start date of a project's period of performance. These charges must be allowable by the sponsor, or prior approval must be obtained if not automatically granted by institutional authorities. Because this request is based on the official start date of an award, it should only be submitted once an award has been setup and is in Active status.

Carryforward

This request should be used to carryforward or carryover grant funds from one budget period to a subsequent budget period in a Year Logic account setup. This request can also be used to process carryforwards across GMAS segments.

Carryforward requests cannot be created when the segment is not active.

No-Cost Extension

This request should be used to request an extension of a grant's previously awarded project period of performance without additional funds.

No-cost extension requests cannot be created when the segment is not active.

Budget Change

This request should be used to request account reallocations/rebudgets of restricted categories, general rebudgets that require sponsor approval, and/or equipment rebudgets.

Account Reallocations

Used to request reallocation of funds across accounts and object codes. Requires sponsor approval for Federal projects if the restricted funds flag is selected.

Rebudget

Used to request changes in the original proposed budget, or to request a rebudget during the life of the award.

Equipment Rebudget

Used to request a re-budget of funds to purchase equipment that was not included in the original request. This request is only entered into GMAS when it is required that the sponsor approve the change in budget to purchase equipment.

Subrecipient Addition at No Additional Cost

This request should be used to add a new subrecipient to a segment without requesting additional funds from a sponsor. This request will generate a new shell for the subrecipient. This request may need additional sponsor approval, depending on the sponsor and the terms and conditions of an award. This request may also need rebudget approval and can be bundled with the Budget Change request type if necessary.

Interfaculty Involvement at No Additional Cost

This request should be used when adding investigators to a project that are in different schools, tubs or orgs within Harvard. These requests require sign off from all departments / schools involved.

Other

This request should be used for requests that require sponsor approval, but do not fit into one of the predefined request types currently available in GMAS. Please review the available request types and avoid using the Other request type when another option is appropriate.

For more information on use cases for this type, refer to the additional guidance for Other available on the Office for Sponsored Programs website.

Change PI

This request should be used when changing the project PI (and tub/org if applicable). This request type always requires sponsor approval.

Early Termination Change

This request type should be used when ending a project earlier than the sponsor awarded end date.

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Internal Change Request

The internal requests suite of requests can be created separately or bundled together. These request types never require sponsor approval because they relate to Harvard chart of accounts and internal award management location.

How to create internal change request types in GMAS

- See creating the request from a segment/fund below.

New Account(s)

This request type is used to establish additional part-of accounts, paid obligations accounts, participant support costs accounts, additional subagreement accounts for pre-existing subs, or additional main accounts to an existing segment. This request type cannot be used to request a new subaward account for subrecipients that haven't been added to the segment yet, or to request the addition of interfaculty involvement. Those requests should be built under the subrecipient addition at no additional cost request and the interfaculty involvement at no additional cost request, respectively.

At-Risk Account(s)

This request type is used when a PI wishes to initiate spending on their project before the University receives and/or accepts an award. This request type is used to establish an account string for which expenditures can be charged against. This request type can also be used to establish an account string in advance of the issuance of the next budget period on a Year Logic account structure. All such expenditures incurred on an at-risk account are made at the department's risk.

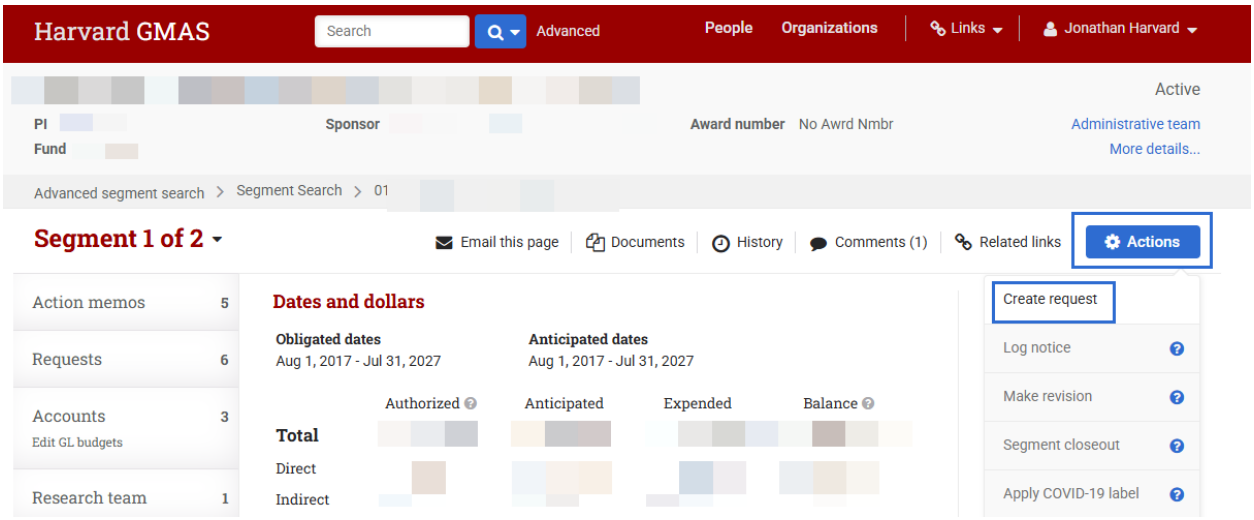
Change Tub/Org

This request is used when an active GMAS segment moves from one department or school in a different tub or org. This request type should not be used when the PI of a project is changing. Instead, a change of PI request should be submitted, and the tub/org change can be included in that request.

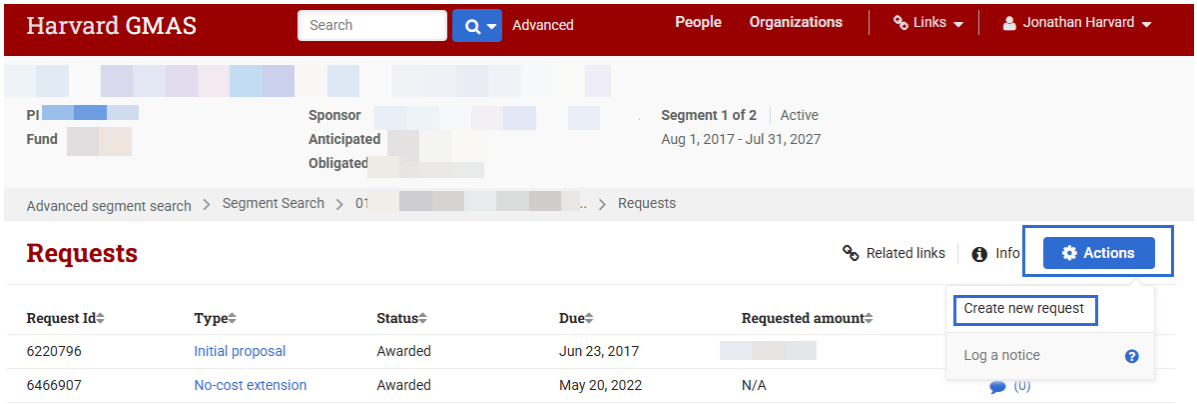
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How to Create Requests from a Segment Homepage/Fund

1. From the segment homepage, select **Actions** and then **Create request**.

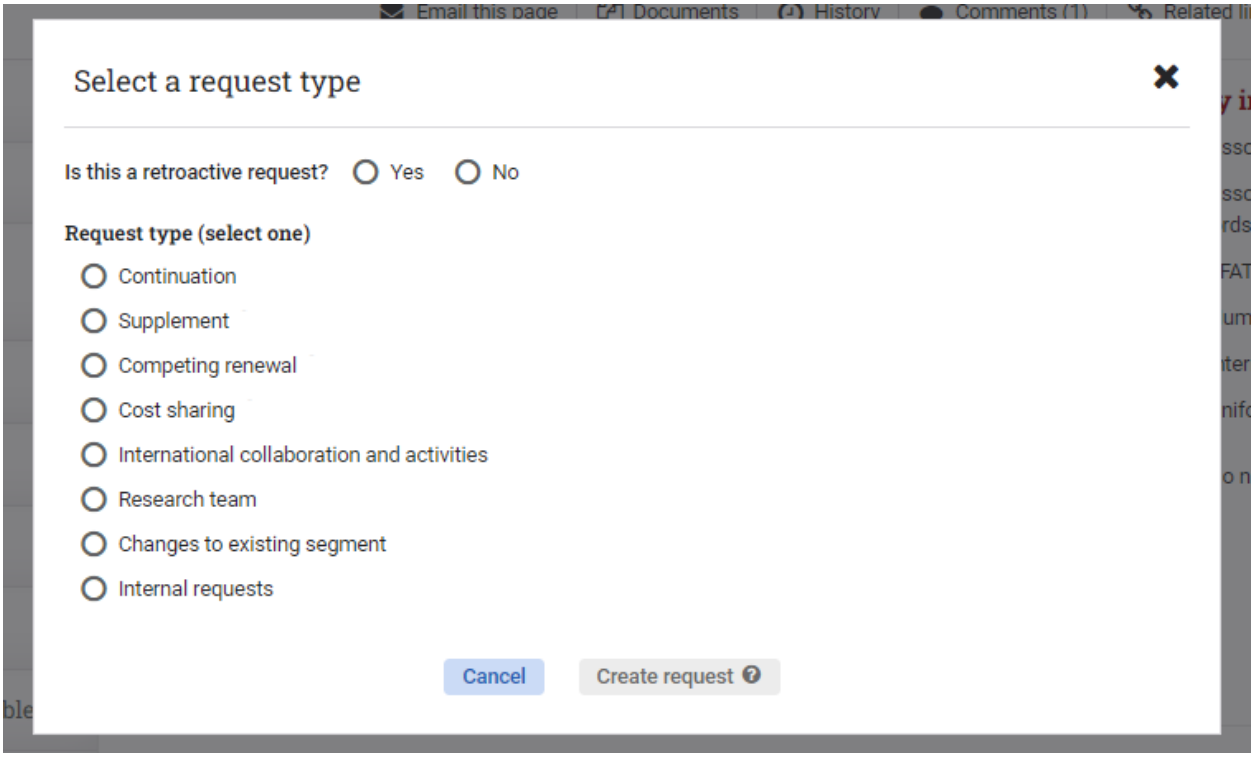


   a. Requests can also be initiated from the requests list screen (which is accessed by selecting Requests in the left navigation menu from segment home/fund) by selecting **Actions** and then **Create new request**.



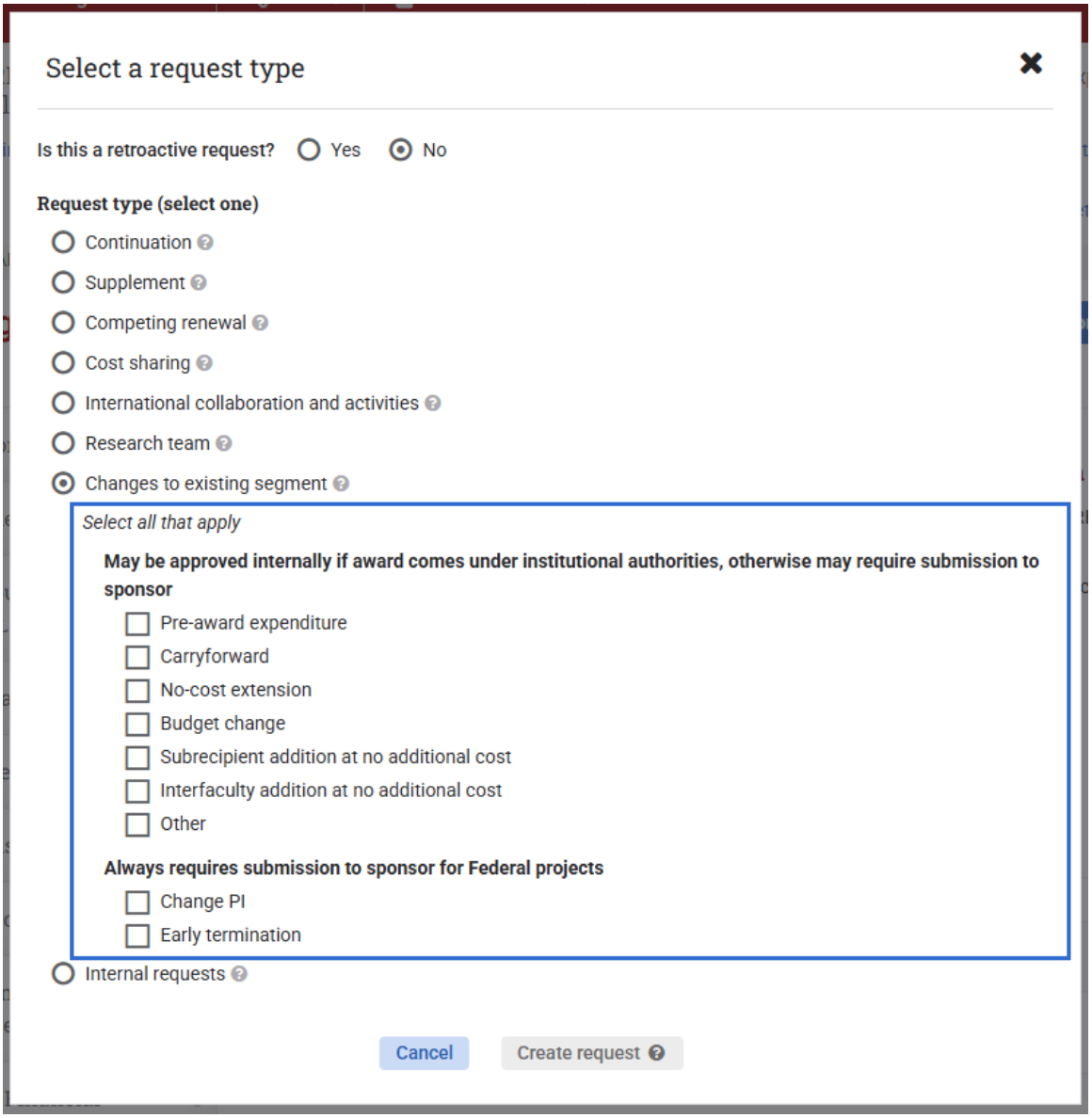
2. Answer the retroactive request question and then select the appropriate request type. If you are trying to create an initial proposal, revised initial proposal, revised competing renewal, or confirm research team request, reference the request type guidance above. For all other request types, select the appropriate type from the

menu provided.

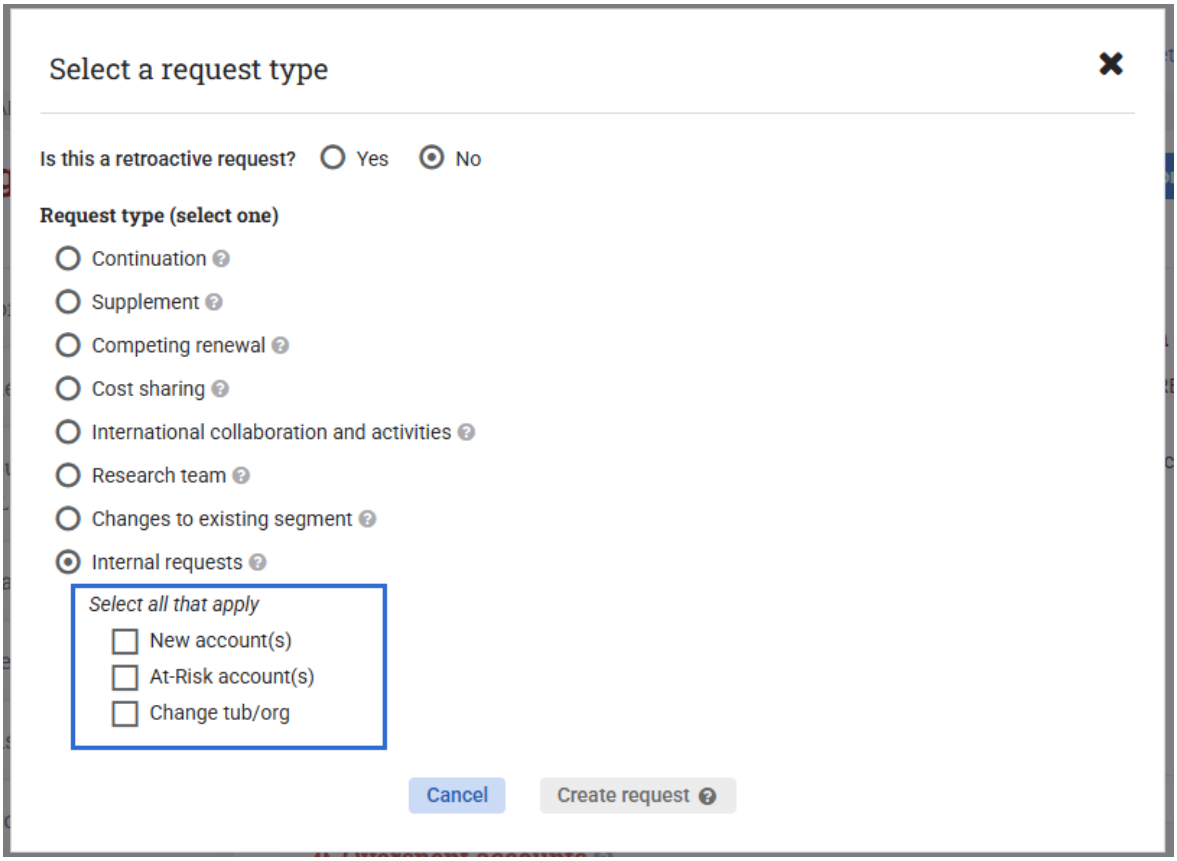


a. If selecting **Changes to existing segment**, an additional menu will appear. Select all the request types that will be included within the request. If multiple types are selected within the menu, the request will be

called a “Bundled request”.



If selecting **Internal request**, an additional menu will appear. Select all the request types that will be included within the request. If multiple types are selected within the menu, the request will be called a “Bundled request”.



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Helpful links

- Office for Sponsored Programs, Other request guidance
- Additional GMAS Request Job Aids

System links

- Grants Management Application Suite (GMAS)

Documentation updates tracker

Update date	Description of updates
5/21/2026	Updated links
2/22/2025	Job aid migrated to new template.
9/12/2024	Document created in collaboration with the Requests working group.