

# GMAS Request Type Guidance

## Introduction

A GMAS Request is the mechanism used to route various requests and prior approvals to the three Harvard Central Pre-Award 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.

This document covers the following request types:

- [Initial Proposal/Resubmission of Initial Proposal](#)
- [Just-in-time](#)
- [Continuation](#)
- [Supplement](#)
- [Competing Renewal/Resubmission of Competing Renewal](#)
- [Cost Sharing](#)
- [International Collaboration and Activities](#)
- [Confirm/Edit Research Team](#)
- [Changes to Existing Segment](#)
  - [Pre-Award Expenditures](#)
  - [Carryforward](#)
  - [No-Cost Extension](#)
  - [Budget Change](#)
    - [Account Reallocations](#)
    - [Rebudget](#)
    - [Equipment Rebudget](#)
  - [Subrecipient Addition at No Additional Cost](#)
  - [Interfaculty Involvement at No Additional Cost](#)
  - [Other](#)
  - [Change PI](#)
  - [Early Termination](#)
- [Internal Change Request](#)
  - [New Account\(s\)](#)
  - [At-Risk Account\(s\)](#)
  - [Change Tub/Org](#)

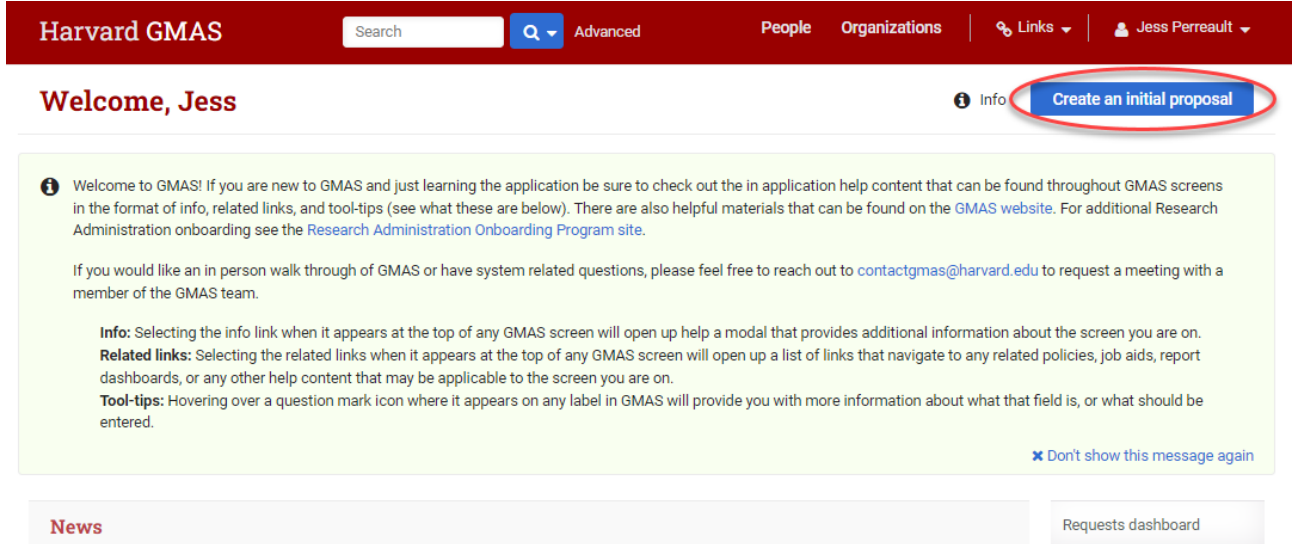
## Initial Proposal

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

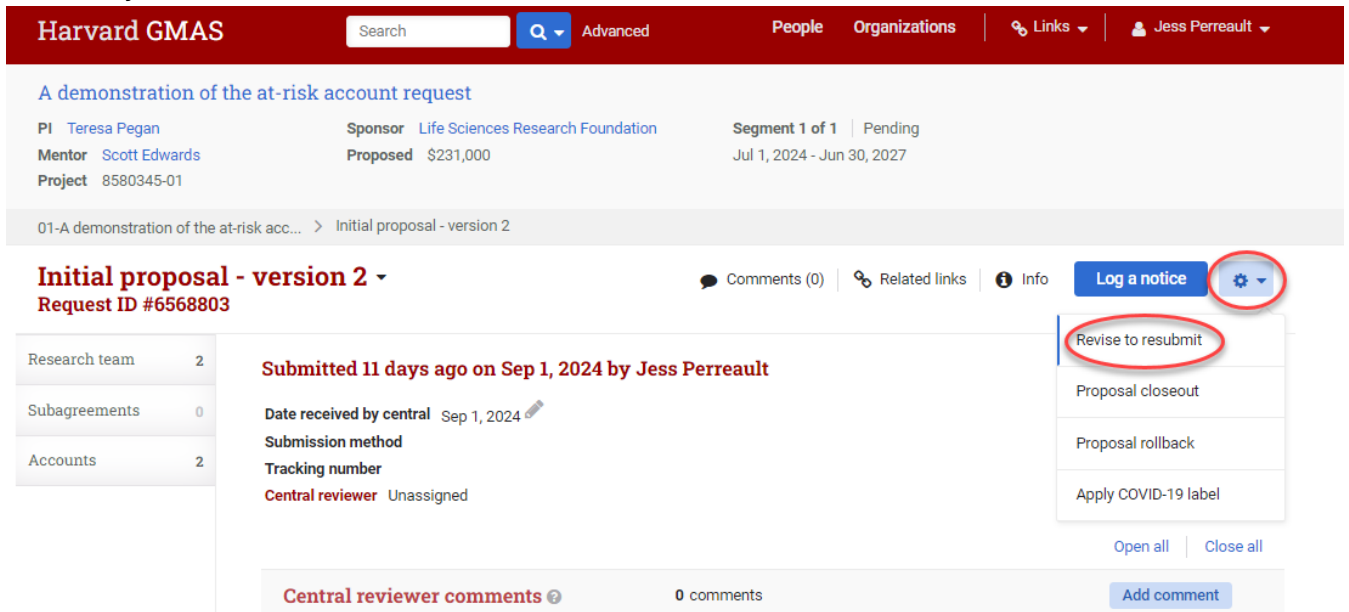
be the GMAS shell for the lifecycle of an award. Depending on your area, this request type may also include pre-proposals.

How to create this request type 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**.



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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 this request type 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 this request type 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.*

- [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 this request type 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.

## Grants Management Application Suite

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 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 this request type in GMAS

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

- 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**.

The screenshot shows the Harvard GMAS interface. At the top, there is a search bar and navigation tabs for 'People', 'Organizations', 'Links', and a user profile for 'Jess Perreault'. Below this, a header indicates 'A demonstration of the at-risk account request'. The main content area displays details for a request: PI Teresa Pagan, Sponsor Life Sciences Research Foundation, Segment 1 of 1, Pending, Mentor Scott Gibbons, Proposed \$231,000, Project 8580345-01, and dates Jul 1, 2024 - Jun 30, 2027. A breadcrumb trail shows '01-A demonstration of the at-risk acc...' and 'Initial proposal - version 2'. The request title is 'Initial proposal - version 2' with Request ID #6568803. A table on the left lists 'Research team' (2), 'Subagreements' (0), and 'Accounts' (2). The main content area shows 'Submitted 11 days ago on Sep 1, 2024 by Jess Perreault', 'Date received by central Sep 1, 2024', 'Submission method', 'Tracking number', and 'Central reviewer Unassigned'. A dropdown menu is open, showing options: 'Revise to resubmit' (circled in red), 'Proposal closeout', 'Proposal rollback', and 'Apply COVID-19 label'. At the bottom, there is a 'Central reviewer comments' section with 0 comments and an 'Add comment' button. A 'Back to top' link is at the bottom right.

## 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 this request type 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 section below](#).
- Cost sharing requests can also be created from the cost sharing approval screen by selecting **Actions** and **Create new version of the form**.

Harvard GMAS Search Advanced People Organizations Links Jess Perreault

02-Modeling ASD-linked genetic mutati... > Approvals > Cost sharing approval

**Cost sharing approval** History Comments (0) Related links Info **Actions**

Form needs departmental review

**Create new version of the form**

The cost sharing approval is created when the cost sharing question is answered "yes" in an initial or competing renewal supplement, or when a cost sharing request is initiated to add cost sharing to a segment that did not previously have cost sharing. The cost sharing approval screen displays the most recent cost sharing form, however prior versions of form may be accessible from the cost sharing approval screen. For additional cost sharing related guidance see Related Links icon at the top of the screen. [Don't show this message again](#)

Status Done  
Status updated on Sep 12, 2024 6:47 PM

**Current form details** Form not created

**All form versions** 0 form versions

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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 this request type 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 section 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.

The screenshot shows the Harvard GMAS interface. At the top, there is a red navigation bar with the text 'Harvard GMAS' and a search bar. Below this, the main content area displays details for a request titled '02-Modeling ASD-linked genetic mutati...'. The request is categorized under 'Approvals' and 'International collaboration and activ...'. The 'Actions' menu is open, showing options: 'Form needs departmental review', 'Create new version of the form' (highlighted with a red circle), and 'Download PDF'. Below the menu, the 'Current form details' section shows that no items were selected and several items were not selected, including 'International Travel', 'International Collaborators (other than Subaward Recipients)', 'Establishment of New International Site', 'Use of International Facilities/Instrumentation at an International Site', and 'International shipment/transfer/exchange of research materials, data and/or equipment'.

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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 this request type 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**.

**Harvard GMAS** Search [Q] Advanced People Organizations Links Jess Perreault

A demonstration of the at-risk account request Pending: Notice logged

PI [Teresa Pagan](#) Sponsor [Life Sciences Research Foundation](#) Administrative team  
 Mentor [Scott Edwards](#) More details...  
 Project 8580345-01

01-A demonstration of the at-risk acc...

**Segment 1** Email this page Documents History Comments (0) Related links **Actions**

Action memos	0
Requests	2
Accounts	2
Edit GL budgets	
Research team	2
Subrecipients	0
Sponsor notices	1

**Dates and dollars**

Proposed dates	Jul 1, 2024 - Jun 30, 2027
Proposed total	\$231,000
Proposed direct	\$231,000
Proposed indirect	\$0

**Unapplied notices**

- Create request
- Log notice
- Confirm research team**
- Apply COVID-19 label
- Apply OTD label

- 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.

**Harvard GMAS** Search [Q] Advanced People Organizations Links Jess Perreault

A demonstration of the at-risk account request

PI [Teresa Pagan](#) Sponsor [Life Sciences Research Foundation](#) Segment 1 of 1 Pending: Notice logged  
 Mentor [Scott Edwards](#) Proposed \$231,000 Jul 1, 2024 - Jun 30, 2027  
 Project 8580345-01

01-A demonstration of the at-risk acc... > Segment research team

**Segment research team** Related links Info **Confirm research team**

**The research team has not been confirmed**  
 Current research team is from [Initial proposal - version 2 6568803](#).

Name	Role	Faculty	Key	Investigator	Proposed effort
<a href="#">Teresa Pagan</a> Non-HUID	Principal Investigator	No	Yes	Yes	12.00 person months effective on Jul 1, 2024
<a href="#">Scott Edwards</a>	Mentor	Yes	Yes	No	0.00 person months effective on Jul 1, 2024

**Harvard GMAS** Search [Q] Advanced People Organizations Links Jess Perreault

A demonstration of the at-risk account request

PI [Teresa Pagan](#) Sponsor [Life Sciences Research Foundation](#) Segment 1 of 1 Pending: Notice logged  
 Mentor [Scott Edwards](#) Proposed \$231,000 Jul 1, 2024 - Jun 30, 2027  
 Project 8580345-01

01-A demonstration of the at-risk acc... > Segment research team

**Segment research team** Related links Info **Create request to edit research team**

**The research team has not been confirmed**  
 Current research team is from [Initial proposal - version 2 6568803](#).

Name	Role	Faculty	Key	Investigator	Proposed effort
<a href="#">Teresa Pagan</a> Non-HUID	Principal Investigator	No	Yes	Yes	12.00 person months effective on Jul 1, 2024
<a href="#">Scott Edwards</a>	Mentor	Yes	Yes	No	0.00 person months effective on Jul 1, 2024

**Committed effort** 2.40 person months effective on Apr 1, 2024

**Peoplesoft costing** 15.00% (3.48% cost share)

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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 these 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 the 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

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 these 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

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

**Harvard GMAS** Search [ ] Advanced People Organizations Links [ ] Jess Perreault [ ]

Pre-disease biomarkers of persistent organic pollutants, immune systems, and amyotrophic lateral sclerosis Active

PI Marc Perreault Sponsor CDC - Public Health Service Award number 5R01ES027838 Administrative team More details...

Fund 110279

01-Pre-disease biomarkers of persiste...

**Segment 1** Email this page Documents History Comments (1) Related links **Actions**

Action memos	29	<b>Dates and dollars</b>				<a href="#">Create request</a> <a href="#">Log notice</a> <a href="#">Make revision</a> <a href="#">Segment closeout</a> <a href="#">Apply COVID-19 label</a> <a href="#">Apply OTD label</a>	
Requests	10	<b>Obligated dates</b> Sep 30, 2020 - Sep 30, 2024		<b>Anticipated dates</b> Sep 30, 2020 - Sep 30, 2024			
Accounts	6		Authorized	Anticipated	Expended		Balance
Edit GL budgets		<b>Total</b>	<b>\$1,499,719</b>	<b>\$1,499,719</b>	<b>\$707,047</b>		<b>\$792,672</b>
Research team	6	Direct	\$1,003,518	\$1,003,518	\$480,451		\$523,067
Subrecipients	3	Indirect	\$496,201	\$496,201	\$226,596		\$269,605
Sponsor notices	7	<a href="#">Dates and dollars detail</a>					
Approvals	24	<b>Cost sharing</b>					
		Committed	\$0	Expended	\$7,491.32		
		<a href="#">Cost sharing details</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**.

The screenshot shows the Harvard GMAS interface. At the top, there is a search bar and navigation links for 'People', 'Organizations', 'Links', and 'Jess Perreault'. Below this, the title of the grant is 'Better Utilization of omics data to inform precision medicine for asthma throughout the life course'. The PI is 'Christoph Lange' and the sponsor is 'Emory and Morehouse Hospital, Inc.'. The segment is 'Segment 1 of 1' and the status is 'Pending: Notice logged' with dates 'Apr 1, 2024 - Mar 31, 2028'. The fund is '117540' and the proposed amount is '\$638,000'. Below this, there is a 'Requests' section with a table of requests. The table has columns for 'Request Id', 'Type', 'Status', 'Due', and 'Requested amount'. The 'Actions' menu is open, showing 'Create new request' and 'Log a notice' options.

Request Id	Type	Status	Due	Requested amount
6477278	Initial proposal - version 1	Submitted to sponsor	Sep 20, 2022	\$638,000
6510883	Initial proposal - version 2	Submitted to sponsor	Jun 12, 2023	\$638,000
6538925	Just-in-Time	Submitted to sponsor	Dec 20, 2023	
6551321	At-Risk account(s), New account(s)	Awarded		N/A
6552358	Confirm research team	Awarded		
6568754	Budget change	Under development		N/A

- 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.

The screenshot shows a dialog box titled 'Select a request type'. It contains a question 'Is this a retroactive request?' with radio buttons for 'Yes' and 'No'. Below this is a section 'Request type (select one)' with radio buttons for the following options: Continuation, Supplement, Competing renewal, Cost sharing, International collaboration and activities, Research team, Changes to existing segment, and Internal requests. At the bottom of the dialog, there are 'Cancel' and 'Create request' buttons.

- 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”.

Select a request type ✕

Is this a retroactive request?  Yes  No

**Request type (select one)**

- Continuation
- Supplement
- Competing renewal
- Cost sharing
- International collaboration and activities
- Research team
- Changes to existing segment

*Select all that apply*

**May be approved internally if award comes under institutional authorities, otherwise may require submission to sponsor**

- Pre-award expenditure
- Carryforward
- No-cost extension
- Budget change
- Subrecipient addition at no additional cost
- Interfaculty addition at no additional cost
- Other

**Always requires submission to sponsor for Federal projects**

- Change PI
- Early termination

Internal requests

- b. 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”.

Select a request type

Is this a retroactive request?  Yes  No

**Request type (select one)**

- Just-in-Time
- Continuation
- Supplement
- Competing renewal
- Cost sharing
- International collaboration and activities
- Research team
- Changes to existing segment
- Internal requests

*Select all that apply*

- New account(s)
- At-Risk account(s)
- Change tub/org

Cancel Create 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

Update Date	Description of Updates
09/12/2024	Document created in collaboration with the Requests working group.