

Signing Electronically in GMAS

This document walks you through the steps required to log a signature when being added as a signatory to a request. Please not, before signing ensure that all request components and uploaded documents are accurate. Signing indicates that you approve of the data that has been entered and that relevant documents are ready for submission to the sponsor.

Steps

1. After receiving the GMAS generated email, select the request hyperlink within the body of the email to navigate into the request:

From: GMAS Notifications [<mailto:gmastnotification@camail.harvard.edu>]
Sent: Friday, November 04, 2011 10:41 AM
To: Hutchins, Colleen D.
Subject: GMAS Reminder: Signature required - internal review

Review and signature are requested for Request ID 5368947-Regulation of CNS and Limb Polarity by Sonic Hedgehog for McMahon, Andrew. Submission deadline is N/A. Select [Request 5368947](#) to view the request in GMAS and to electronically sign or log the signature.

To view the project on-line, select [Regulation of CNS and Limb Polarity by Sonic Hedgehog](#).

2. After reviewing and approving all the request components and uploaded documents locate your signature, under "Required signatures" in the middle of the page and select "Sign".

Discipline		Other Social Sciences
Sponsor tracking number		
Comments		0 comments
Required signatures		7 total 1 needed 6 done Edit Close
Principal Investigator		Log
Braga, Anthony A.	Electronically signed by Braga, Anthony A.	04-08-2015
Name	Signature	Signature date
Mentor		Sign Log
Dutt, Jonathan		
Name	Signature	Signature date
Dean/Designee Signatory		Log
Alper, Matthew L.	Electronically signed by Alper, Matthew L.	04-09-2015

3. On the following screen, select “Sign” again:

Please note, signing electronically by entering your PIN indicates that you have read and understand the document(s) that you are signing and gives your legal acceptance of the terms and conditions therein.

For grant applications, the PI certifies that:

(1) the information submitted within the application is true, complete, and accurate to the best of the my knowledge;

(2) any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and

(3) I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

Mentor		
Dutt, Jonathan		05-06-2015
Name	Signature	Date signed (mm-dd-yyyy)



4. You will then be returned to the request homepage and your electronic signature will be reflected on the signatory list:

Required signatures			Edit	Close
Principal Investigator			Log	
Braga, Anthony A.	Electronically signed by Braga, Anthony A.	04-08-2015		
Name	Signature	Signature date		
Mentor			Sign	
Dutt, Jonathan	Electronically signed by Dutt, Jonathan	05-06-2015	Log	
Name	Signature	Signature date		
Dean/Designee Signatory			Log	
Alber, Matthew J.	Electronically signed by Alber, Matthew J.	04-08-2015		

Please note: If a request is retracted in order to make edits, any signatures captured will be erased without notification. All required signatures will need to be re-recorded once corrected.