Contents

Introduction 1
Pre-requisites 1
Actions required 1
Supplement dates 2
Panels 3
Supplement budget 5
Helpful Links 9
System Links 10
Documentation updates tracker 10

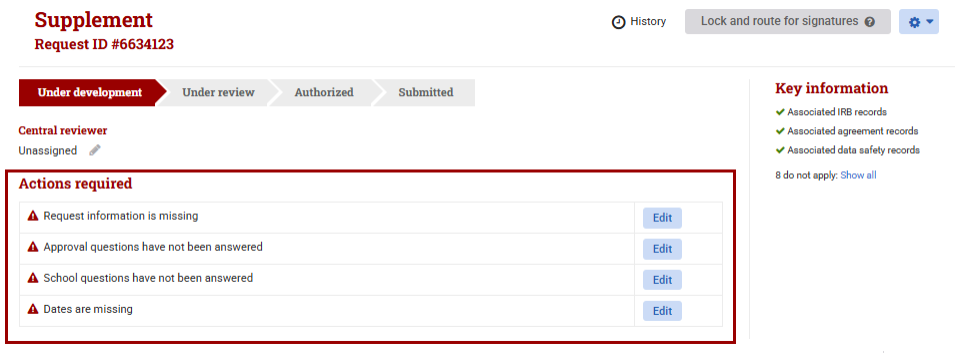
Introduction

This job aid provides an overview of the supplement request in GMAS.

Pre-requisites

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

Actions required



The Actions Required section highlights missing information that prevents a request from being routed or submitted.

- This section only appears when the request status is Under Development, Under Review, or Authorized.

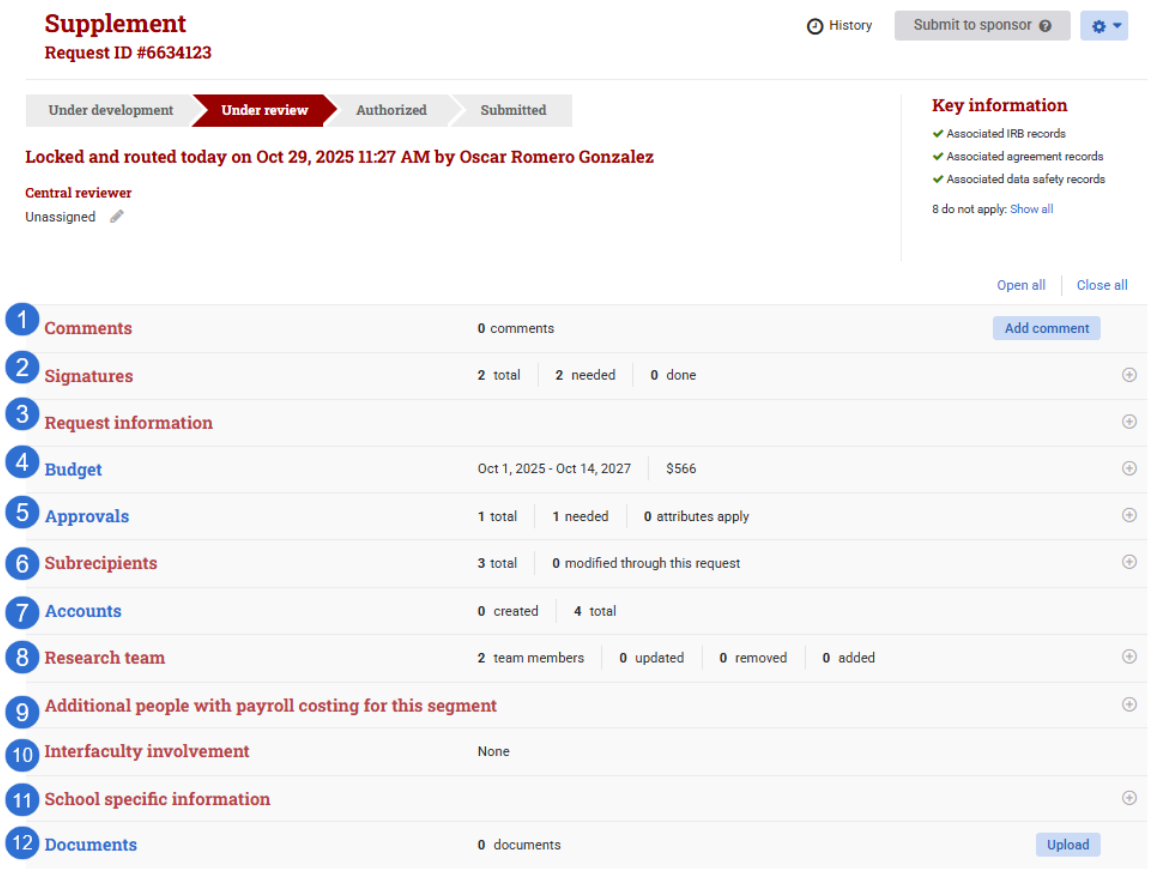
- When all required actions are complete, any previously hidden panels (like school-specific questions) automatically reappear.

Action required	When It Appears	What To Do
Request information is missing	Appears when general request information has not been entered.	Select **Edit** to add or update request information.
Dates are missing	Appears when the request dates have not been entered.	Click **Edit** to enter start and end dates.
Budget information is missing	Appears when no direct or indirect budget values have been entered.	Select **Edit** to add budget information.
Subrecipient(s) missing	Appears when subrecipients are required but not yet added.	Select **Edit** to add subrecipient details.
Approval questions have not been answered	Appears when required approval questions are incomplete.	Select **Edit** to complete approval questions.
School questions have not been answered	Appears when school-specific questions are incomplete.	Select **Edit** to complete school questions.
Required information is missing for "research member"	Appears when research team data is incomplete (e.g., missing effort, investigator flag).	Select **Edit** to update the research members' information.

Supplement dates

- Supplement requests can include an end date that is later than the project's anticipated end date.
- The budget panel will indicate when the supplement end date is later than the project's anticipated end date.
- Once the start and end dates for a supplement have been entered, the proposed dates can no longer be edited.

Panels

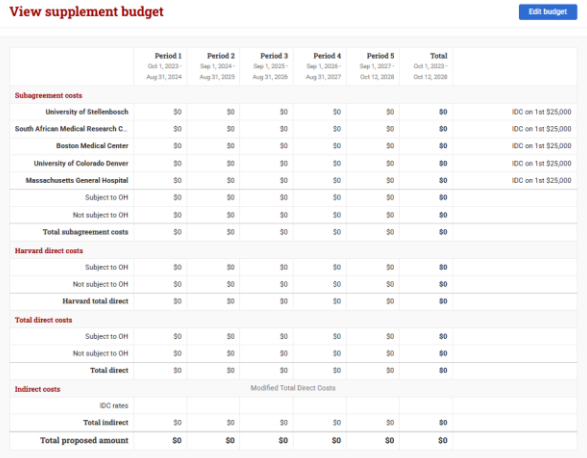


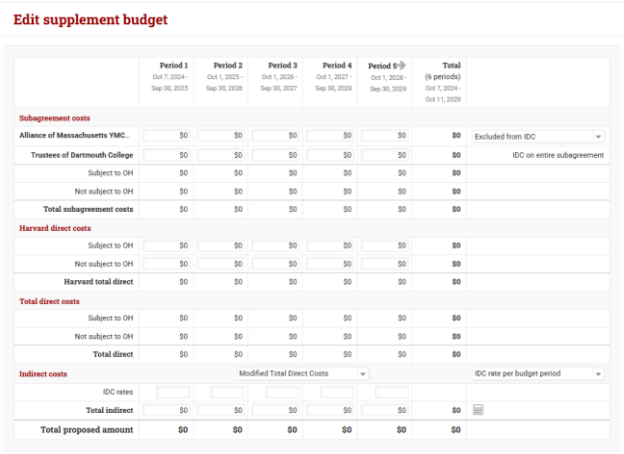
The panels display all the data associated with a continuation request.

1. Comments: The panel will always display. Shows any comments related to the current request.
    a. To leave additional comments select “Add comment”.
2. Signatures: The panel displays after a request has been locked and routed for signatures. Shows all signatures listed as required to sign.
    a. To manage signatures, select “Edit”.
3. Request information: The panel displays once request information has been entered. Shows basic information about the request such as, request title, sponsor due date, or submission instruction.
    a. To update the request information, select “Edit”.
4. Budget: The panel displays once there are proposed request dates. Shows a summary of the proposed continuation period and the total direct and indirect dollars.
    a. To edit the proposed budget select “Edit budget”.
5. Approvals: The panel displays once the approval attribute questions have been answered. The summary view in the panel shows the needed approvals and their current statuses, and the approval attribute responses.
    a. To update approval attribute responses, select “Edit”

6. Subrecipients: The panel will always display. Shows all subrecipients associated with the request.
    a. To edit existing subrecipient information, select “Edit”
    b. To add additional subrecipients, select “Add”
7. Accounts: The panel will always display. Shows all accounts associated with the request.
    a. To edit an existing account, select the pencil icon.
    b. To delete an existing account, select the trashcan icon.
    c. To add additional accounts, select “Add”.
8. Research team: This panel will always display. Shows all research team members associated with the request. For specific information on who should be on a research team or how to edit a research team use the Research team job aids.
    a. To edit an existing team member, select “Edit”
    b. To delete an existing team member, select the trashcan icon
    c. To add a team member, select “Add”
9. Additional people with payroll costing: This panel only displays when there are individuals with payroll costing to one of the segment’s accounts who are not part of the segment’s research team. It lists all such individuals and provides the option to add them to the research team.
    a. To add to the research team, select “Add research team member”
10. Interfaculty involvement: This panel will alwaysdisplays. Shows the details of the interfaculty department, PI, and involvement period.
    a. To edit interfaculty involvement, select “Edit”.
11. School specific information: The panel displays once school specific questions have been answered. Shows the questions that were answered “Yes” with an option to see the full list of questions.
    a. To edit school specific responses, select, “Edit”
12. Documents: This panel will always display. Shows all the documents that have been uploaded into the request’s document repository. Documents can also be downloaded from here.
    a. For detailed instructions around the document repository please access the document repository job aids.

Supplement budget





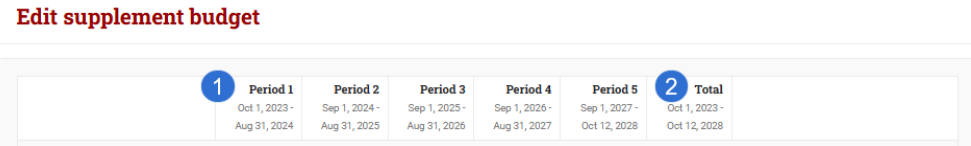
The supplement budget can be accessed in the following ways from the request homepage:

- If the supplement budget has not been added yet, there will be an “Actions required” item at the top of the proposal homepage that indicates the proposal budget is missing.
- If the supplement budget has been entered, it will appear in the budget panel on the request homepage.
    - Selecting the “Budget” link in the panel will navigate to a view screen for the budget.
    - Selecting the <Edit budget> button in the panel will navigate to the edit screen of the budget.
        - The budget can also be edited from the budget view screen by selecting the <Edit budget> button at the top of the view screen.
- **Note: Budgets that were entered into GMAS prior to November 6th 2025 as detailed budgets will not display an edit button or a link to the view screen. In these cases, the total dollars can be viewed in the budget panel.*

Editing the supplement budget

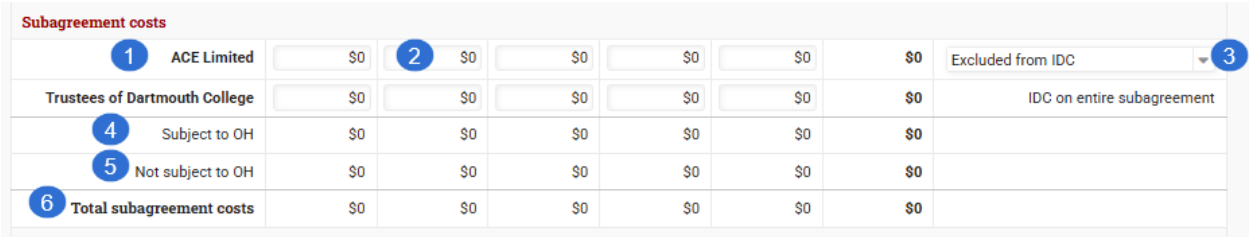
The supplement budget screens allow viewing or editing the financial details of a supplement request. The budget can be edited by departments up until the request is locked and routed for signatures. Budgets are entered by direct, indirect, and subagreement dollars. The budget only allows for entry at the total dollar value (no cents).

- The supplement budget is split into ‘Budget periods’ & ‘Total’.



1. **Budget Period** - The budget periods are listed at the top of the budget. Budget periods can be viewed in five period increments. If there are more than five periods, an arrow will be visible on the last period to view the next five periods, and on the first period to view the previous five periods.
2. **Total -** The “Total” column will always display on the right and indicate the total number of budget periods, and the dates that all of the budget periods span.

Subagreement Costs

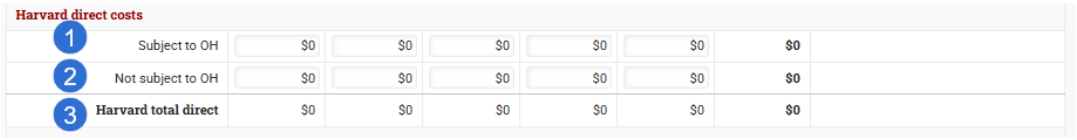


1. Displays all subagreements tied to the project, showing the organization and description for each.
    - This section only appears when subagreements exist in the current request or segment.
2. The amount entered in for each budget period represents the subagreement dollar totals.
3. **Subagreement OH policy** - Displays the IDC policy associated with a subagreement. Subagreement IDC policies can be edited for subagreements that are “Under development” only. Policy options are the following:
    - Excluded from IDC: No overhead on the subagreement amount.
    - IDC on entire subagreement: Overhead on the full amount each period.
    - IDC on 1st $25,000: Overhead applies cumulatively up to $25,000 across periods.

- IDC on 1st $50,000: Overhead applies cumulatively up to $50,000 across periods.
- Other: Use when policy differs; a text box appears to describe the policy.

4. **Subject to OH** - The amount displayed represents the subagreement amount that will have an accompanied overhead cost. This is triggered by the subagreement IDC policy associated to each subagreement and considers overhead amounts already applied from past periods.
5. **Not subject to OH** - The amount displayed here represents the subagreement amount that will not have an accompanied overhead cost and considers overhead amounts already applied from past periods.
6. **Total subagreement costs** - The total subagreement costs is the sum of the "Subject to OH" and the "Not subject to OH" amounts (which is also equal to the amount entered in the subagreement amount field).

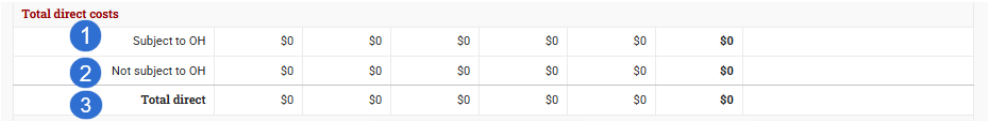
Direct costs/ Harvard direct costs



- This section displays as "Direct costs" on budgets without subagreements or as "Harvard direct costs" on budgets with subagreements.

1. **Subject to OH** - The amount entered for each budget period represents the Harvard direct costs that will have accompanied overhead costs.
2. **Not subject to OH** - The amount entered for each budget period represents the Harvard direct costs that will not have accompanied overhead costs.
3. **Total direct costs/Harvard total direct costs** - The total direct amount is the sum of the "Subject to OH" and the "Not subject to OH" amounts.

Total direct costs



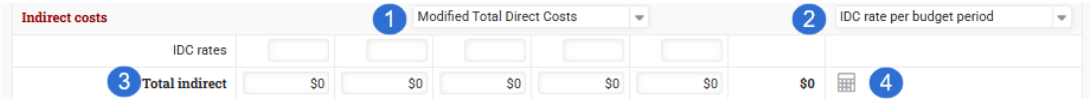
- This section only displays for budgets with subagreements.

1. **Subject to OH** - The amount displayed for each budget period represents the sum of "Subject to OH" amounts from the "Subagreement costs" section of the

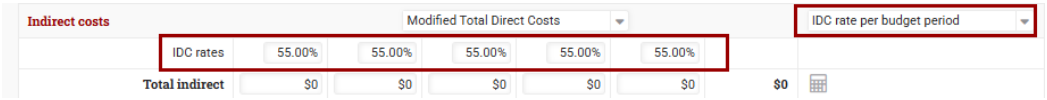
budget, and the sum of “Subject to OH” amounts from the “Harvard direct costs” section of the budget.

2. **Not subject to OH** - The amount displayed for each budget period represents the sum of “Not subject to OH” amounts from the “Subagreement costs” section of the budget, and the sum of “Not subject to OH” amounts from the “Harvard direct costs” section of the budget.
3. **Total direct** - The amount displayed for each budget period represents the sum of “Subject to OH” amounts and “Not subject to OH” amounts from the “Total direct costs” section of the budget.

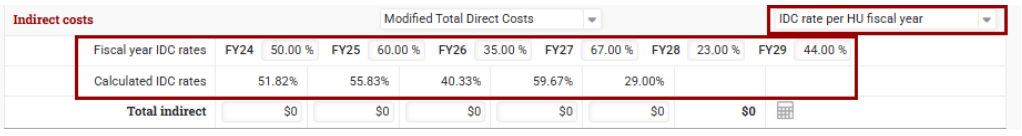
Indirect costs



1. **IDC basis** - The drop-down allows identification of the indirect cost type.
    - Modified total direct costs
    - Total direct costs
    - Training Grant/Career Dev MTDC
2. **IDC rate** - The rate frequency drop-down determines how the IDC rates will be identified. The following options are available:



    - **IDC rate per budget period** - A rate will be identified for each budget period.
        - The overhead for each budget period will be calculated based on the rate entered.



    - **IDC rate per HU fiscal year** - A rate will be identified for each Harvard fiscal year that is represented across the budget periods.
        - The overhead for each budget period will be calculated based on a blended rate based on the dates of the budget period, and the dates of the fiscal year.

- Calculated IDC rates - The calculated IDC rate represents the blended rate for each budget period based on the budget period dates and the fiscal year dates that overlap in that budget period. IDC rate per HU fiscal year blended rate calculation example:
  - The budget period is from 6/1/25 to 5/31/26 (total of 365 days)
  - 30 days are in FY25 (6/1/25 - 6/30/25), which is 8.2% of the total budget period days.
  - 335 days are in FY26 (7/1/25 - 5/31/26), which is 91.8% of the total budget period days.
  - If FY25 IDC rate is 50% and FY26 IDC rate is 60%, the blended rate is equal to: (50% * 8.2%) + (60% * 91.8%) = 59.17%

3. **Total indirect** - The total indirect amounts are the sum of total direct costs subject to OH x the OH rate applied to the budget period. (10,000 direct subject to OH * 69% = $6,900 total indirect)
4. **Pencil/Calculator icon** - The pencil icon allows the total indirect amounts to be manually entered/edited for each budget period. The calculator icon will process the calculation for each budget period automatically. The default for the budget screen is to manually enter the indirect cost.

Total proposed amount



Total proposed amount	$0	$0	$0	$0	$0	$0

The total proposed amount that displays for each budget period is the sum of the "Total direct" amount from the "Direct costs" section on budgets without subagreements or "Total direct" amount from the "Total direct costs" section on budgets with subagreements and the "Total indirect" amount in the "Indirect costs" section of the budget.

Helpful Links

- Request type guidance
- Research team guidance

System Links

- Grants Management Application Suite (GMAS)

Documentation updates tracker

Update date	Description of updates
6/4/2026	Updated links
10/29/2025	Published