Completing the Person of Interest (POI) form

If you are entering a request in GMAS where the PI or other investigator is not yet a Harvard employee and does not have an HUID, you will need to complete a Harvard Person of Interest (POI) form for the individual, following the directions below.

Once the form is approved, the person will receive an HUID and will appear in GMAS. You can then add them to the request and indicate that they are an investigator. This will trigger an email to be sent to the individual’s address on the POI form, notifying them to submit a COI certification using the OAR (Outside Activities Reporting) system.

Note: If the PI/investigator already has an HUID, but does not appear in GMAS, please contact your ORA pre-award rep. If they do not have an HUID, complete a “Person of Interest” (POI) form (http://iam.harvard.edu/files/iam/files/authorized-identity-request-form.pdf) for them and submit it to the Longwood ID Services office at idoffice@hsph.harvard.edu as soon as possible (do *NOT* use the email address on bottom of the POI form, as this will take longer to process).

On the Person of Interest (POI) form:

1. Select the role of “Consultant” (although they may not be a consultant on the award, this POI role will allow their information to feed into GMAS and OAR).
2. Enter the date you are completing the form in the “Start date” field. (Do not use their actual start date at Harvard, or the start date of the award.)
3. The End date on the form should be the day before the person’s actual employment start date, if you have a firm start date. Otherwise, enter an end date 12 months from the start date entered.

Email the completed form to the Longwood ID Services office at idoffice@hsph.harvard.edu.

Do not enter the proposal in GMAS until the person record (with HUID) appears in GMAS. This can take several days from the day you submit the person of interest form. You can check GMAS by clicking on the “People” link at the top and searching on the applicant’s name.