GMAS Research Team (RT), Financial Conflict of Interest (fCOIs), & Participation Agreements (PAs)
HMS Department Administrator User Guide

Proposal Entry in GMAS

Who Should be Included on the GMAS Research Team (RT)?
- Harvard faculty members
- Anyone on the project who meets the PHS definition of Investigator*
- All Harvard personnel performing research on the project
- Anyone who will be performing research at Harvard under a Salary Billing Agreement issued to his/her home institution
- Fellowship mentors/sponsors will automatically be added to the RT. Co-sponsors do not need to be added to the RT unless they are Investigators.

Who Should NOT be Included on the RT?
- Subcontract personnel
- Consultants or other significant contributors who do not meet the PHS definition of Investigator*
- Fellowship co-sponsors who do not meet the PHS definition of investigator

Why is the RT Important?
- The RT generates person-specific approvals:
  - Harvard Participation Agreement (PA) for anyone performing research
  - Outside Activity Reporting (OAR) on potential financial Conflicts of Interest (fCOI) for all Investigators.*
    - Investigators will receive an email from the OAR system with instructions on how to complete the required steps
    - OAR-COI approvals must be in “Withdrawn,” “Needs Review” or “Review Completed – OK to Fund” status before the proposal may be submitted to the sponsor.
  - The RT captures committed effort for faculty. Proposed faculty effort should be entered in the initial request.

Just in Time (JIT) for Federal Awards

Update the GMAS RT with JIT information
- If any new researchers have been added to or removed from the proposed project since the proposal submission, update the RT to add/remove them.
- If committed effort for any faculty member is adjusted at JIT (e.g., on a revised budget, prior approval request, or other communication), update their effort on the RT to reflect the approved level of effort.

*“Investigator” means the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research.
Award & Post-Award

Initial Award Set up

- Confirm the segment RT upon receipt of the award notice.
  - Check with the PI and edit the RT so it reflects personnel working on the project at time of award. See guidance above for who should (and should not) be included on the RT.
  - Enter/edit committed effort for the PI, key personnel, and any other faculty members on the project. Committed effort is the level of effort on the proposal. If a revised budget or request for a change in effort was submitted to the sponsor at JIT or award issuance, enter the latest sponsor-approved level of effort.
- When new Investigators* are added to the RT, new OAR-COI approvals will be generated. These must be completed and reviewed immediately. (Contact your ORA Pre-Award Officer with questions or to assist with this step.)
- OAR-COI approvals must be in the status of either “Withdrawn” or “Review Completed – OK to Fund” before an account may be set up (including at-risk accounts).
- Participation Agreements (PA) should be completed (i.e., signed in GMAS) or marked “N/A” (if the individual is not a Harvard employee – contact your Pre-Award Officer if this is the case) before accounts may be set up.

Continuation Requests

- Check the Continuation request RT to make sure it includes any members outlined above (“Who Should be Included on the GMAS Research Team (RT)?”) currently working on the project.
- New OAR-COI and PA approvals for newly-added RT members will show up as needed.
- All OAR-COI approvals must be in “Needs Review” or “Review Completed – OK to Fund” status before the continuation request/progress report may be submitted to the sponsor.
- Needed PA’s will not hold up the submission of a continuation but will delay the processing of the award/account setup.
- Continuation awards/accounts will be processed once the segment RT is updated, new OAR-COI’s are in “Review Completed – OK to Fund” status, PA’s are completed, and expired approval dates have been updated.

Supplement Requests

- The supplement request will automatically pull everyone from the segment (main project) RT into the supplement request RT, so it must be edited to reflect the supplement request.
- Only the PI, Investigators, and known HU faculty and staff who will work on the proposed supplement should be on the request RT; all others should be deleted.
- All OAR-COI approvals must be in “Needs Review” or “Review Completed – OK to Fund” status before the supplement request may be submitted to the sponsor.
- Needed PA’s will not hold up the submission of a supplement request but will delay account setup if the supplement is awarded.
- Supplement awards/accounts will be processed once the segment RT is updated, new OAR-COI’s are in “Review Completed – OK to Fund” status, PA’s are completed, and any new or expired approval dates have been updated.

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