On the Person of Interest (POI) form you need to:

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.

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.

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.