



Provostial Review Process using GMAS

Effective Date: March 1, 2017

This process document provides the Office for Sponsored Programs (OSP,) participating Longwood Medical Area Sponsored Programs Administration Offices (SPA), Office of the Vice Provost for International Affairs (OVPI) and the Office of the Vice Provost for Research (OVPR) with guidance for using the Harvard Grant Management Application System (GMAS) to review proposals for research and new awards which meet the Criteria and Procedures for Provost's Review of New Projects or Grants, also referred to generally as "Provost Criteria." **Programs and projects that meet these criteria should be reviewed and approved by the Provost's Office before they are submitted to external funders. Proposals relating to international projects (Provostial Review Criteria 3 and 4) may be submitted to external funders prior to Provostial review, provided that this element is the sole Provostial Review trigger, and with the understanding that award acceptance is contingent upon the project being reviewed and approved by the Provost.** The Pre-Award offices are ultimately responsible for routing all appropriate projects to the Provost reviewer(s) and ensuring that documentation of the review is maintained. On occasion, OSP or SPA may ask OVPR to make a determination on whether a particular project outside the standard review criteria merits additional review. This guidance document should not replace any internal processes specific to your School or Department relative to the pre-vetting discussions amongst the PI, Grants Managers, and OVPR about the viability of a particular project before a proposal is fully developed.

This document provides an updated approach to the current process which relied heavily on email communication and manual tracking by staff in the Pre-Award offices. Using GMAS to review these proposals will provide Provost Reviewers the convenience of viewing the complete GMAS record of the project including all proposal and/or award documentation; and provide research administrators access to the complete documentation of the review and any contingencies requiring action. The Provost Reviewer will also be able to make comments on the "segment" home page should he/she so choose, and will electronically "sign off" on the request in GMAS.

Additional Resources:

<http://vpr.harvard.edu/pages/provost-criteria-review>

Pre-Award Office steps when a proposal submission or award has been identified as meeting Provostial Review Criteria

1. OSP or SPA reviewer will navigate to the GMAS Request homepage, edit the Required Signatures and add the “Provost Signatory” role to the list. Allison O’Donnell, the Associate Research Compliance Coordinator, should be selected as the Provost Signatory. The Associate Research Compliance Coordinator will add additional OVPR reviewers if necessary.
2. Using the text box in the “GMAS Signature Required” email generation screen, OSP/SPA reviewer will specify a department contact, the sponsor deadline, and a brief statement indicating the particular element(s) of the proposal that has triggered the need for Provostial Review. Including additional context, such as providing background on the administrative structure of a department and if they have experience with similar projects, will be helpful to the Provostial Reviewer.

Lock and route for signatures

Project ID	07259820-01	Fund no.
Title	Drug Testing Human Subjects in Syria	
P.I.	Tahmassian, Ara	
Sponsor	Bill and Melinda Gates Foundation	
Dates	10-01-2016 to 09-30-2017	

Below is the list of required signatures for this request. Notifications will be sent to those listed below.

 [Help with this page](#)

Note: these are only Harvard internal requirements and do not include any additional sponsor and hard copy signature requirements.

E-mail sent	Signed	Role	Name	E-mail address
		Principal Investigator	Tahmassian, Ara	gmasnotification@camail.harvard.edu
		Sponsored Programs Approver	Lucas, Jaclyn A	gmasnotification@camail.harvard.edu
		Provost Signatory	O'Donnell, Allison T	gmasnotification@camail.harvard.edu

Notification

Subject Signature required - internal review

Body Review and signature are requested for Request ID 6092577-Drug Testing Human Subjects in Syria for Tahmassian, Ara. Submission deadline is 09-01-2016. Select Request 6092577 to view the request in GMA and to electronically sign or log the signature. To view the project on-line, select Drug Testing Human Subjects in Syria.

Additional Comments Hi Allison, sending this for Provost review as it is \$20M, plus involves an international HS component in Syria so we will need Todd to review again if awarded. Please review and let me know if we can proceed. The department contact is Liza Harsch if you have any questions.



3. OSP/SPA reviewer will also include the date sent to Provost and reasons for requesting review in the Comments field of the Request homepage.
 - a. Example:

[Retract this request](#)

[Submit to sponsor](#)

[open all](#) | [close all](#)

Request attributes			
Request number	6092577	Retroactive	No
Type	Initial request		
Status	Under internal review		
Request information			Edit
Tub	630, UIF²Univ Interfaculty Initiatives		
Org	64151, UIF²VPR Sponsored Funds		
Title	Drug Testing Human Subjects in Syria		
Project type	Basic research and all other		
Principal investigator	Tahmassian, Ara		
Sponsor	Bill and Melinda Gates Foundation		
Sponsor type	US Foundation/society		
Prime sponsor			
Prime sponsor type			
OMB A21 functional code	Organized Research (A02)		
Discipline	Other		
Sponsor tracking number			
Response to RFP?	No		
Preponderance of effort?	On-campus		
Comments	1 comment		
Required signatures	3 total: 3 needed 0 done		Edit Close
Principal Investigator	Log		
Tahmassian, Ara			
Name	Signature	Signature date	
Sponsored Programs Approver			
Lucas, Jaclyn A			
Name	Signature	Signature date	
Provost Signatory			
O'Donnell, Allison T			
Name	Signature	Signature date	
Submission requirements	due to sponsor 09-01-2016		Edit Open
Budget	Proposed 10-01-2016 to 09-30-2017 Total(\$) 20,000,000		Edit Open
Approval attributes	1 apply 9 do not apply		Edit Open
Approvals	3 total 1 needed 0 pending 1 done 0 exempt 0 notified 0 N/A		Open
Accounts	1 total 0 active 0 validated 1 under development 0 closed		Open
Subagreements	0 total 0 modified through this request		Open
Research staff	1 individuals		
Interfaculty involvement	0 Total		Edit Open
Other school info	UIF ² Univ Interfaculty Initiatives		Edit Open

Guidance links
HMS Proposal Checklist
OSP Proposal Information
Administrative team
Submissions
0 submissions
0 pending submission
Related History
View segment revision history
Forms and letters
Letter of Intent
Human Subjects Completion
No Cost Extension Confirmation



Comments close

Add comment

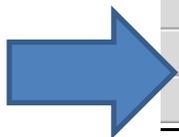
Colleen Hutchins 8/19/16 11:26am Sent for Provost review 8/1/16. \$20M + international HS component in Syria.

Provost Signatory steps when a proposal submission or award has been identified as meeting Provost Criteria

1. Provost Signatory will receive a GMAS-generated email with the subject line “GMAS Signature Required”
2. Reviewer has access to review any data or documents in the GMAS record which he/she feels will inform their review.
3. Provost Reviewer will navigate to the GMAS Request Home Page from the email and perform the review.

Figure 1:

Type	Initial request	
Status	Under internal review	
Request information		Edit
Tub	630, UIF ^a Univ Interfaculty Initiatives	
Org	64151, UIF ^a VPR Sponsored Funds	
Title	Drug Testing Human Subjects in Syria	
Project type	Basic research and all other	
Principal investigator	Tahmassian, Ara	
Sponsor	Bill and Melinda Gates Foundation	
Sponsor type	US Foundation/society	
Prime sponsor		
Prime sponsor type		
OMB A21 functional code	Organized Research (A02)	
Discipline	Other	
Sponsor tracking number		
Response to RFP?	No	
Preponderance of effort?	On-campus	
Comments	1 comment	
Required signatures	3 total 3 needed 0 done	Edit Close ▲
Principal Investigator		Log
Tahmassian, Ara		
Name	Signature	Signature date
Sponsored Programs Approver		
Lucas, Jaclyn A		
Name	Signature	Signature date
Provost Signatory		
O'Donnell, Allison T		
Name	Signature	Signature date
Submission requirements	due to sponsor 09-01-2016	Edit Open ▼
Budget	Proposed 10-01-2016 to 09-30-2017 Total(\$) 20,000,000	Edit Open ▼
Approval attributes	1 apply 9 do not apply	Edit Open ▼
Approvals	3 total 1 needed 0 pending 1 done 0 exempt 0 notified 0 N/A	Open ▼
Accounts	1 total 0 active 0 validated 1 under development 0 closed	Open ▼
Subagreements	0 total 0 modified through this request	Open ▼
Research staff	1 individuals	
Interfaculty involvement	0 Total	Edit Open ▼
Other school info	UIF ^a Univ Interfaculty Initiatives	Edit Open ▼
Documents	1 Document(s)	



4. Final Steps and Additional Considerations:

- a. If no concerns, the Provost Signatory will electronically sign indicating approval to OSP/SPA that they may move forward with the submission or execution of the award agreement. If there are additional considerations or restrictions placed on the project, they should first be communicated by email to the department contact, PI, and OSP/SPA reviewer.
- b. The Provost Reviewer may use the Comments field of the Request homepage, or upload an email to the GMAS Document repository, to preserve any communications they deem necessary.
- c. For e-mail communication, the subject matter should state: Provostial Review – Request # XXXX.