



Purpose: An established business process around award receipt ensures that all award notices are received by one central contact - nga@hsph.harvard.edu – and, therefore, are disseminated and uploaded into GMAS in a consistent and timely manner. The risks of not adhering to this process include lost award notices and delay in account set-up. To further minimize delays, please use nga@hsph.harvard.edu for all institutional contact information.

Standards of Service: Any awards received must be forwarded to NGA the **same day** as received, or if received late in the day, forwarded **early the next day**. Awards should be logged into GMAS and forwarded to responsible parties the **same day or early the next day** if received late. Initial review of award for errors and problematic issues should occur **within two business days** of receipt, in order to be resolved promptly. This time frame does not include negotiation which may take longer.

Process Steps:

Step	Role	Task/Activity
1a	OPS	Receives award notice in nga@hsph.harvard.edu e-mail account.
1b	Any	Receives award notice in e-mail . Forwards to nga@hsph.harvard.edu .
1c	Non-SPA	Receives award notice via hard copy . Scans and e-mails award notice to nga@hsph.harvard.edu .
1d	SPA	Receives award notice via hard copy . Gives to Ops staff assigned to monitor NGA e-mail account. Ops staff assigned to monitor NGA e-mail account scans awards notice.
2	OPS	E-mails award to PI, GM, SRA, AD and gmasdoc@camail.harvard.edu , using sample language (see below) as guide.
3	OPS	Logs notice into GMAS and moves e-mail from clipboard to notice repository (an e-mail will be sent from GMAS notifying SRA and AD).
4a	SRA	Reviews award and determines if there are questions or concerns. Resolves. Makes sure Approvals are up to date in GMAS.
4b	PI/GM	Reviews award and determines if there are questions or concerns. Contacts SRA to resolve. Sends any outstanding information (account setup, etc.) to SRA.
5	SRA/OPS	Proceeds to Award Setup Business Process.

Sample language for unilateral review and approval (R&A) e-mail:

Subject line: [PI Last Name], [Sponsor Name], [Award Number] received.

We are pleased to forward this award to your office for review and comment. Please contact your SPA representative immediately if you have any questions, concerns or changes. We are simultaneously conducting a review and will contact you if more information or documentation is needed. If the award or agreement is deemed standard, and we do not hear from you within 2 business days, we will proceed with award setup or negotiation.

Your SPA representative, [SRA Name], may be reached at [telephone] or [e-mail address].

Sincerely,

Sponsored Programs Administration