

# Managing the GMAS Research Team

The GMAS research team module tracks personnel working on sponsored projects. At the proposal stage, the research team is populated with those expected to work on the project. Once a notice is received or an advance account request is approved, the data in the proposed research team **1)** defaults into the segment research team and **2)** is locked against further editing.

**Note:** Only Central/SPA/ORR users can edit research team members who display a lock icon (🔒) next to the edit button. If edits are needed, please send the information to [your SRA](#).

The research team also tracks effort commitments for faculty, and generates and tracks approvals for project personnel such as:

- Outside Activity and Interest Reporting (OAIR)
- Participation Agreement
- WASABI effort reduction warning

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## At the proposal stage

### Who must be on the research team

The Harvard Chan School requires the following personnel on the research team for all sponsors:

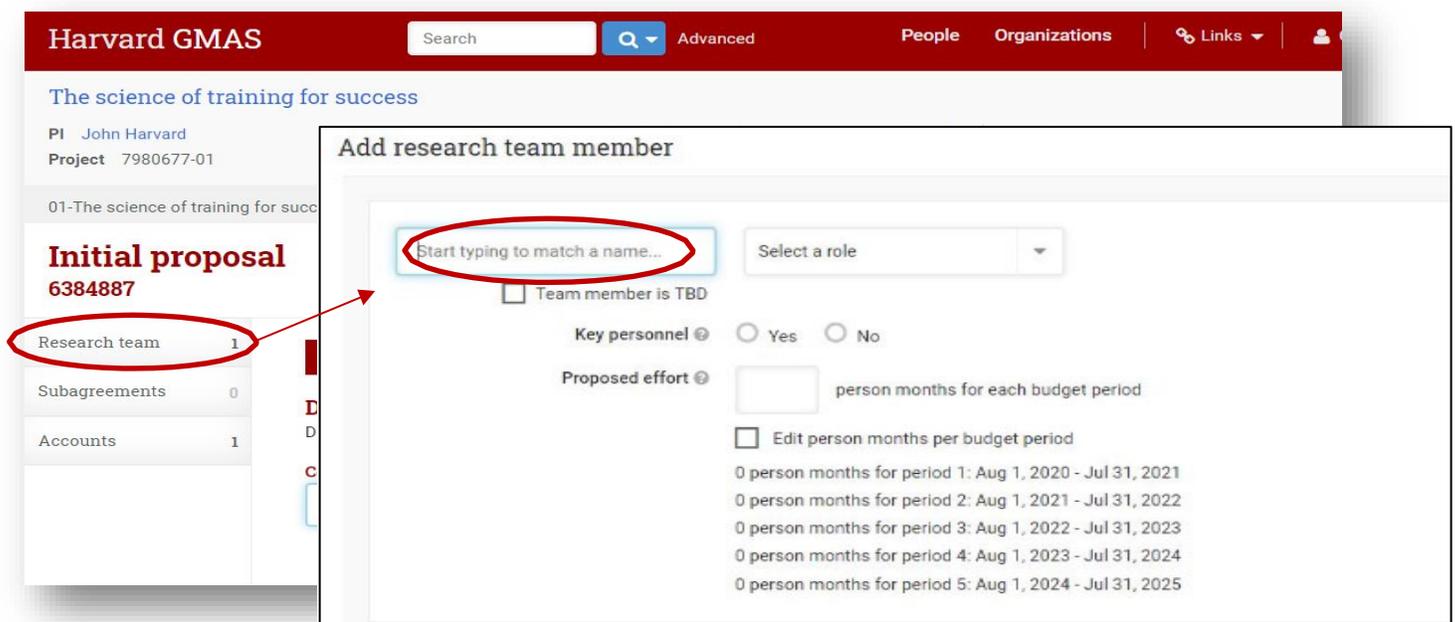
- All Harvard personnel listed on the project
- Non-Harvard personnel who:
  - Are listed as mentors
  - Are subrecipients that meet the criteria of Investigator\* (as determined by the PI) **and** their organization does not have a financial conflict of interest (fCOI) policy. *Do not include* sub investigators that have their own fCOI policy. To determine whether a subrecipient organization has their own fCOI policy, check the [FDP clearinghouse](#) or the subrecipient statement of intent.

*Do not include consultants. Do not include non-Harvard Other Significant Contributors (they do not have measured effort).*

\* **Definition:** An “Investigator” means the PD/PI and those that are **responsible** for the design, conduct, or reporting of the research

### Navigating to and Editing the Proposed Research Team

The research team is found on the proposal homepage in the left-hand links column. Once on the team home page, click on <Add team member> or the person’s role to add or edit information. The PI always defaults onto the team.



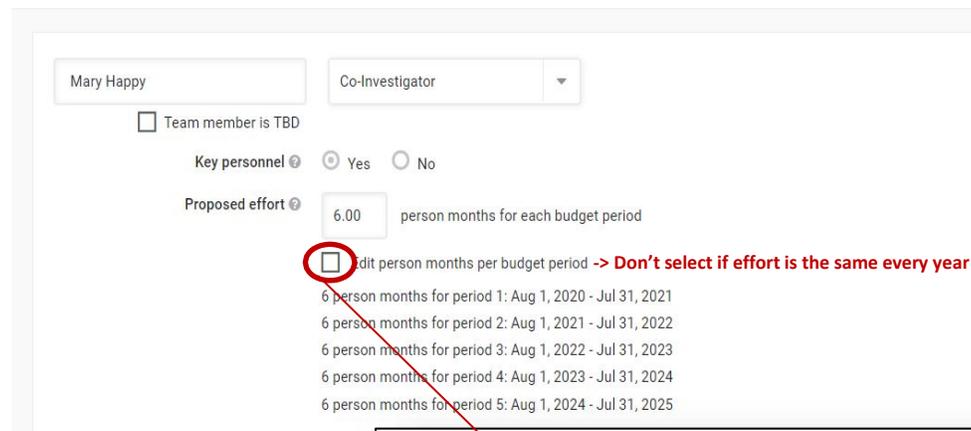
The screenshot displays the Harvard GMAS interface. At the top, there is a navigation bar with 'Harvard GMAS', a search bar, and links for 'People', 'Organizations', and 'Links'. Below this, the page title is 'The science of training for success'. On the left sidebar, under 'Initial proposal 6384887', the 'Research team' link is circled in red. An arrow points from this link to the 'Add research team member' form. In the form, the search input field containing the placeholder text 'Start typing to match a name...' is circled in red. Other form elements include a 'Select a role' dropdown, a 'Team member is TBD' checkbox, 'Key personnel' radio buttons for 'Yes' and 'No', and a 'Proposed effort' section with a text input field and a list of budget periods with zero person months for each.

## What to enter for each person on the team

For each team member, please enter:

- **Role:** select person's role from the dropdown list
- **Team member is TBD:** select if the person has not yet been identified
- **Key personnel:** select if person is deemed as Key Personnel by PI
- **Investigator:** select if the person is an "investigator" as determined by the PI. Only the PI will default as an investigator in GMAS. If others on the research team are "responsible for the design, conduct or reporting of the research", they should be listed as an investigator.
- **Proposed effort:** insert effort in calendar months (CM) in this box if effort is the same every year
- **Edit person months for each budget period:** select this box if effort is not the same every year or if the person is not working on the project every year that the project is active

### Add research team member



Mary Happy Co-Investigator

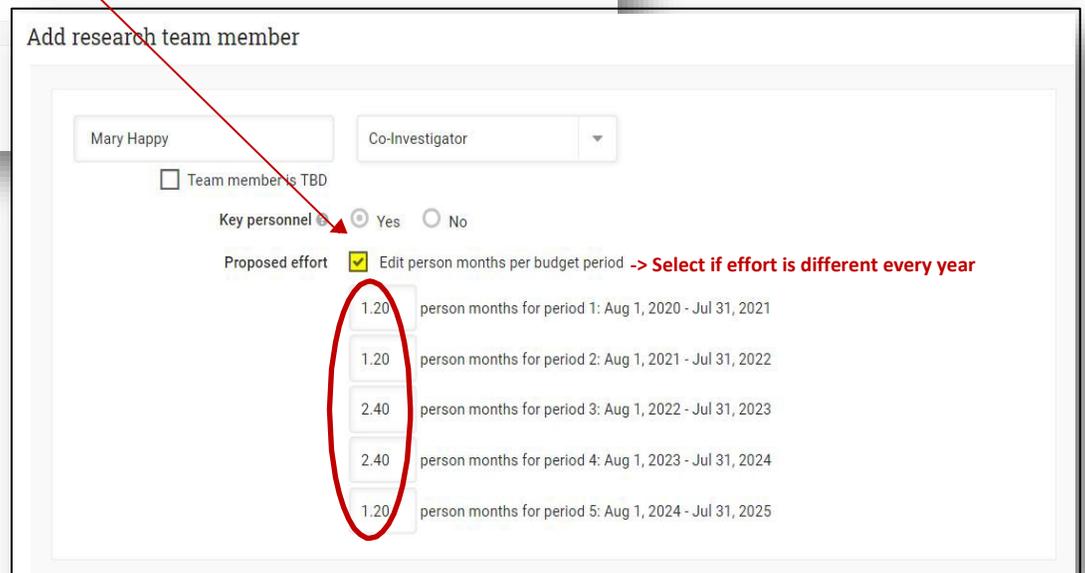
Team member is TBD

Key personnel  Yes  No

Proposed effort  person months for each budget period

Edit person months per budget period -> Don't select if effort is the same every year

6 person months for period 1: Aug 1, 2020 - Jul 31, 2021  
6 person months for period 2: Aug 1, 2021 - Jul 31, 2022  
6 person months for period 3: Aug 1, 2022 - Jul 31, 2023  
6 person months for period 4: Aug 1, 2023 - Jul 31, 2024  
6 person months for period 5: Aug 1, 2024 - Jul 31, 2025



Mary Happy Co-Investigator

Team member is TBD

Key personnel  Yes  No

Proposed effort  Edit person months per budget period -> Select if effort is different every year

1.20 person months for period 1: Aug 1, 2020 - Jul 31, 2021  
1.20 person months for period 2: Aug 1, 2021 - Jul 31, 2022  
2.40 person months for period 3: Aug 1, 2022 - Jul 31, 2023  
2.40 person months for period 4: Aug 1, 2023 - Jul 31, 2024  
1.20 person months for period 5: Aug 1, 2024 - Jul 31, 2025

## At the award or at-risk stage

Once a project is ready for account setup, either through an award notice being logged or an at-risk account request being authorized, the administrator must confirm if the research team remains unchanged or update it. **For logged notices**, the administrator either (1) clicks the blue Actions button in the segment homepage to 'Confirm research team' or (2) confirms via the segment research team ('Research team' tab). **For at-risks**, the administrator confirms with the research team with their SRA via email (note that information regarding personnel may not be final during an at-risk account setup; contact your SRA to make any additional updates later).

The segment research team should be edited throughout the life of the award, as team members are added to the project or when a team member's committed effort changes. However, the 'Confirm research team' blue Actions button will only appear once per segment. Changes after the initial award stage must be made directly in the segment research team or by emailing the changes needed to [your SRA](#). For continuations, administrators will only receive the request to review and update the research team from the notice logged notification email from GMAS or SPA.

### *Navigating to the Segment Research Team*

After the award notice is logged or the at-risk request is Authorized, individuals listed on the Administrative team in the Department Administrator role receive a GMAS-generated email notification to confirm the research team. The email includes a link to the segment research team screen for the appropriate segment and indicates who else received the notification.

Selecting the 'segment research team' link in the email will direct the Department Administrator to the segment research team screen where the team can be confirmed. It is important to confirm the team at Segment level, not the proposal level.

#### HarvardGMAS

A notice has been logged for the following project:

Project ID: 7437057

Title: The relationship between research teams and effort

Principal Investigator: John Harvard

Please confirm the [segment research team](#). The research team should include all individuals who are responsible for the design, conduct, or reporting of the proposed research.

Please note that once the research team is confirmed, only Central/SPA representatives can make edits to existing team members.

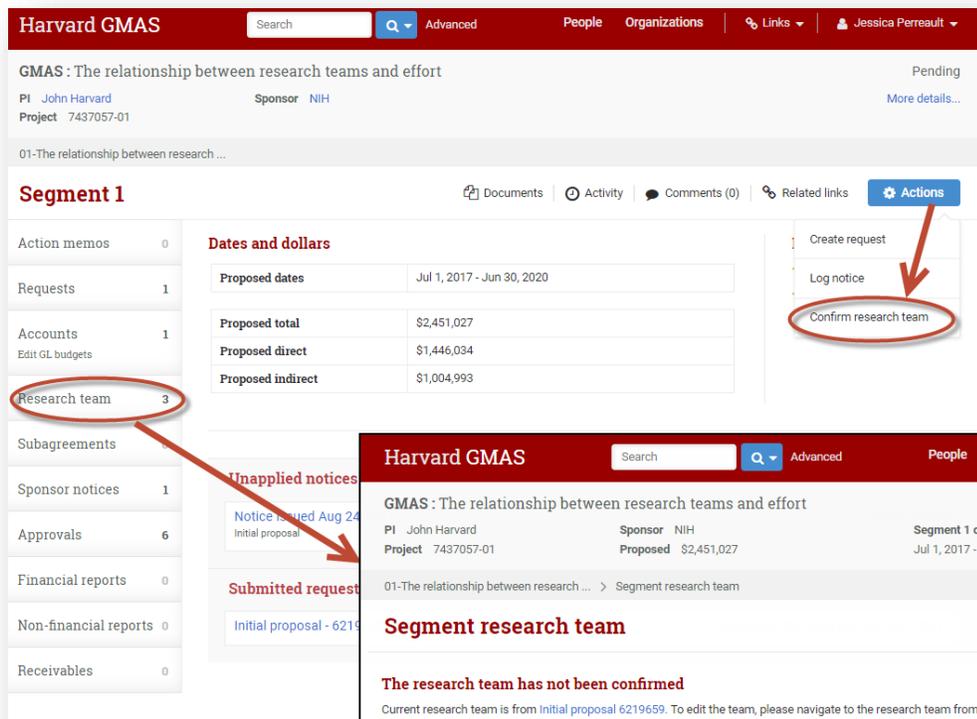
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This email is being sent to Doreen Charbonneau for the role Department Administrator.

This email was also sent to: Laurence J. Connelly, Kenneth I. Blum and Kristina M. Pike

To navigate outside of an email notification to confirm the segment research team, either select the blue Actions button from the segment homepage and select 'Confirm research team' or select the 'Research team' link in the left navigation on the segment homepage where the 'Confirm research team' button is also available.

 The 'Confirm research team' option will not be available from the segment homepage or the segment research team screen, if the team has already been confirmed.



**Harvard GMAS** Search [ ] Advanced People Organizations Links Jessica Perreault

GMAS : The relationship between research teams and effort Pending  
 PI John Harvard Sponsor NIH More details...  
 Project 7437057-01

01-The relationship between research ...

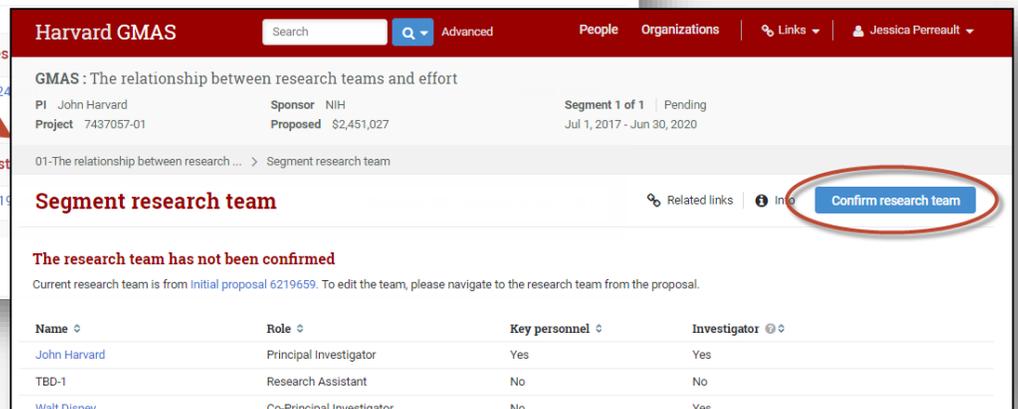
**Segment 1** Documents Activity Comments (0) Related links **Actions**

Action memos		Dates and dollars	
Requests	1	Proposed dates	Jul 1, 2017 - Jun 30, 2020
Accounts	1	Proposed total	\$2,451,027
Edit GL budgets		Proposed direct	\$1,446,034
Research team	3	Proposed indirect	\$1,004,993
Subagreements			
Sponsor notices	1		
Approvals	6		
Financial reports	0		
Non-financial reports	0		
Receivables	0		

Unapplied notices: Notice issued Aug 24 Initial proposal

Submitted request: Initial proposal - 6219

Actions menu: Create request, Log notice, **Confirm research team**



**Harvard GMAS** Search [ ] Advanced People Organizations Links Jessica Perreault

GMAS : The relationship between research teams and effort  
 PI John Harvard Sponsor NIH Segment 1 of 1 Pending  
 Project 7437057-01 Proposed \$2,451,027 Jul 1, 2017 - Jun 30, 2020

01-The relationship between research ... > Segment research team

**Segment research team** Related links Info **Confirm research team**

**The research team has not been confirmed**  
 Current research team is from Initial proposal 6219659. To edit the team, please navigate to the research team from the proposal.

Name	Role	Key personnel	Investigator
John Harvard	Principal Investigator	Yes	Yes
TBD-1	Research Assistant	No	No
Walt Disney	Co-Principal Investigator	No	Yes

### Confirming and Updating the Segment Research Team

Once the 'Confirm research team' button is selected from the segment home or the segment research team screen, the Confirm research team screen appears with the list of team members pre-populated from the Initial or Competing Renewal Proposal. All data points except for PI key and investigator flags can be updated. Update the research team or inform [your SRA](#) of the changes as soon as you are aware of them.

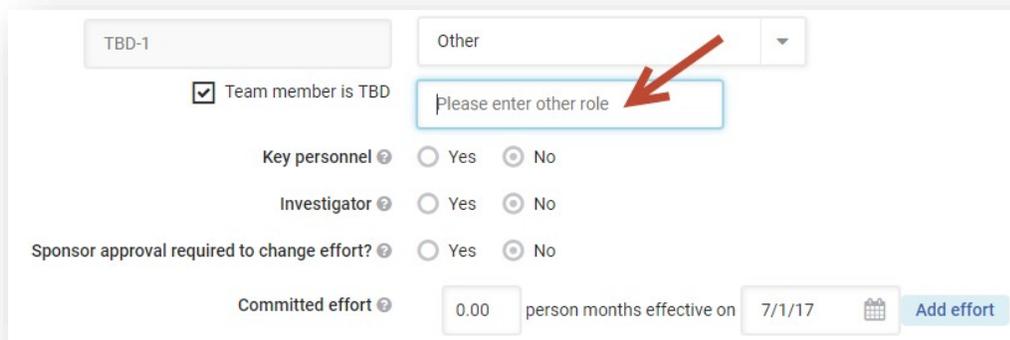
**Team Member Name and Role** – PI and Mentor names and roles cannot be removed through confirming the research team. If the names are incorrect at the time of confirming the segment research team, cancel the action and work with [your SRA](#) to get this updated.

TBD profiles can be changed to a specified individual by unchecking the "Team member is TBD" box. Once unchecked, the person look-up field will replace the TBD placeholder text.



The screenshot shows a form for a team member. At the top left is a text box containing 'TBD-1'. To its right is a dropdown menu showing 'Research Assistant'. Below these is a checkbox labeled 'Team member is TBD' which is currently checked. A red arrow points to this checkbox. Below the checkbox are three radio button options: 'Key personnel' (Yes/No), 'Investigator' (Yes/No), and 'Sponsor approval required to change effort?' (Yes/No). At the bottom, there is a 'Committed effort' field with '0.00' and a 'person months effective on' field with '7/1/17' and a calendar icon, followed by an 'Add effort' button.

Roles can be selected for all Non-PI and Mentor research team members. To add a role not available in the drop-down menu, select 'Other', and enter the information manually.



The screenshot shows the same form as above, but the dropdown menu now shows 'Other'. Below the dropdown is a text box with the placeholder text 'Please enter other role'. A red arrow points to this text box. The rest of the form, including the 'Team member is TBD' checkbox and the radio button options, remains the same.

**Adding and Deleting Team Members** – Team members can be added by selecting “Add team member” at the bottom of the screen. **Note:** adding new team members may generate new GMAS approvals, such as Participation Agreements. Please review and complete pending approvals listed under the GMAS Segment Homepage Approvals, and contact your SRA, if necessary. It is important to keep the research team updated and to add new individuals who join the team throughout the course of the project so that important approvals can be obtained and monitored.

Non-PI and Mentor team members can be deleted by selecting the trash can icon on the right of the team members name and role.

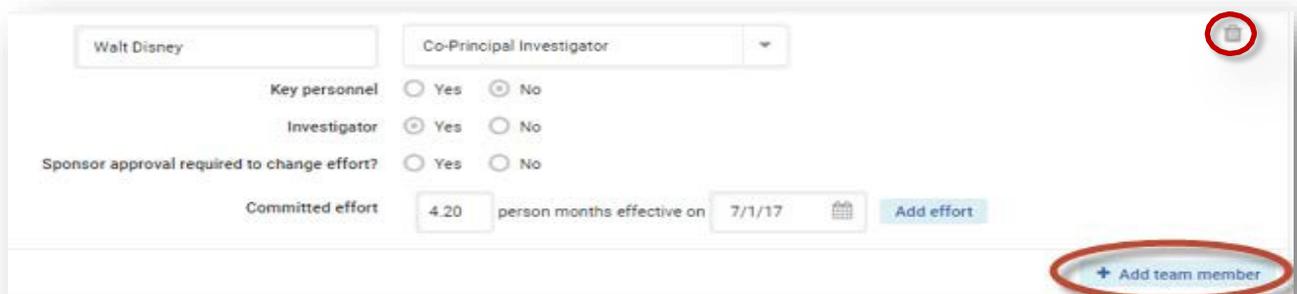
Delete only those personnel who will never work on the project. If a person worked on the project but is no longer committing effort, indicate this by updating the committed effort to zero and listing the effective date of the change, instead of deleting the person from the research team. [When in doubt about deleting a team member, please consult with your SRA.](#)



Deleting research team members who were prepopulated from the proposal research team will not remove their research team records or related person approvals from the proposal.

Deleting research team members at the segment level after confirmation will delete their approvals from the segment.

Deleting research team members at the segment level after confirmation will delete their approvals from the segment.



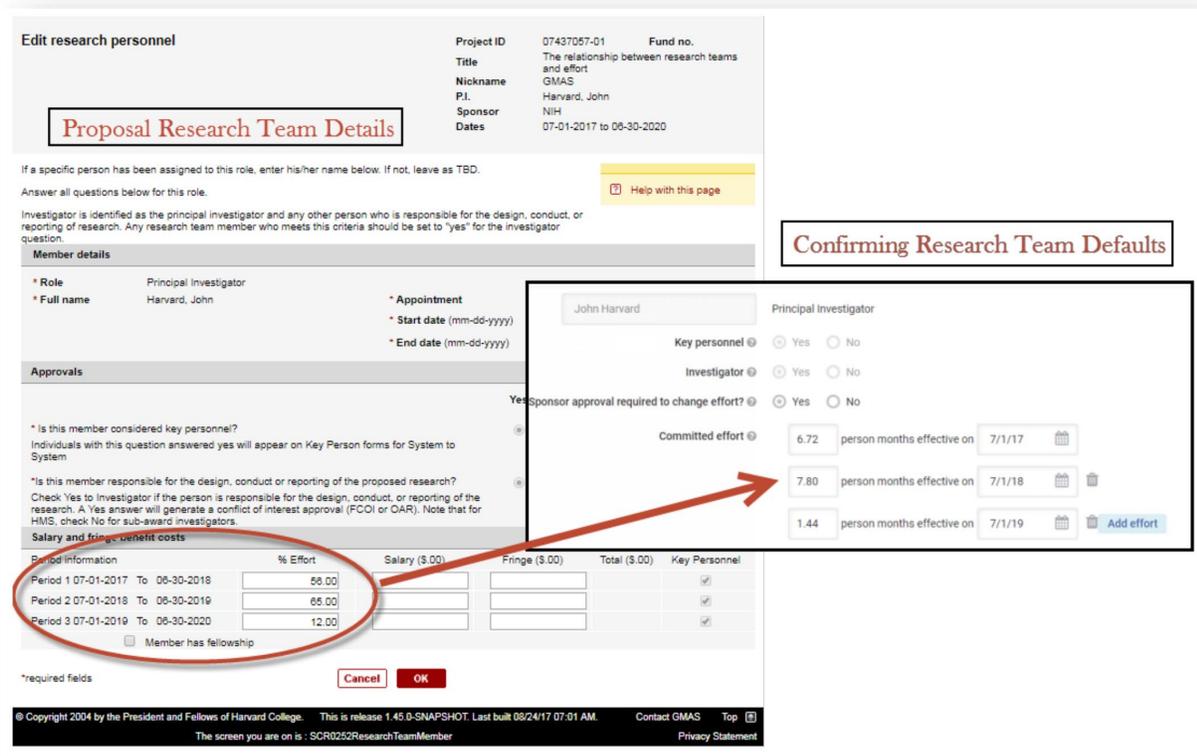
**Key Personnel** – The key personnel question defaults to yes for the PI and cannot be edited. For all others listed as Key Personnel, answer “Yes” if they are [named in the notice of award](#) and “No” if they are not named in the notice of award.

**Investigator** – The Investigator question appears for all projects. As a reminder, HHS defines “Investigator” as 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 funded by the PHS (e.g.,

NIH), or proposed for such funding, which may include, for example, collaborators or consultants. **Note:** Adding a new segment research team member and marking their Investigator flag as “Yes” or changing a prepopulated research team member’s Investigator flag from “No” to “Yes” will generate OAIR approvals.

**Sponsor approval required to change effort?** – Use this flag to identify individuals who, according to the sponsor, require sponsor approval before their effort can be changed. For NIH awards, answer “Yes,” if person is named in the notice of award (NoA). For non-federal awards, a person may not have to be listed on the NoA to require sponsor approval for change in effort, please refer to the sponsor terms & conditions. Effort change limits may be by person (25% or more reduction in effort) or by budget category (greater than 5% of category); read the sponsor guidelines carefully. [This flag, along with Committed Effort data, imports into Wasabi to inform costing change warnings.](#) **Note:** Answering “Yes” to this question locks editing of the research team member to central roles only. If edits are needed, please send the new effort level(s) and effective date(s) to [your SRA](#).

**Committed Effort** – Any effort entered in the New or Competing Renewal Proposal pre-populates the effort column on Confirm Research Team screen but can be changed at the time of award. [Effort amounts are entered at proposal stage as percent effort but are converted into person months on the segment research team.](#) For personnel with a less than full-time appointment, pre-calculate effort before entering it into GMAS as the system uses a full-time appointment to calculate person months.



**Project ID:** 07437057-01      **Fund no.:** [blank]  
**Title:** The relationship between research teams and effort  
**Nickname:** GMAS  
**P.I.:** Harvard, John  
**Sponsor:** NIH  
**Dates:** 07-01-2017 to 06-30-2020

**Member details**

\* **Role:** Principal Investigator  
 \* **Full name:** Harvard, John  
 \* **Appointment:** [blank]  
 \* **Start date (mm-dd-yyyy):** [blank]  
 \* **End date (mm-dd-yyyy):** [blank]

**Approvals**

Key personnel  Yes  No  
 Investigator  Yes  No  
 Sponsor approval required to change effort?  Yes  No

**Committed effort**

6.72	person months effective on	7/1/17	[calendar icon]
7.80	person months effective on	7/1/18	[calendar icon] [trash icon]
1.44	person months effective on	7/1/19	[calendar icon] [trash icon] <b>Add effort</b>

**Salary and fringe benefit costs**

Period information	% Effort	Salary (\$,00)	Fringe (\$,00)	Total (\$,00)	Key Personnel
Period 1 07-01-2017 To 06-30-2018	56.00				<input checked="" type="checkbox"/>
Period 2 07-01-2018 To 06-30-2019	65.00				<input checked="" type="checkbox"/>
Period 3 07-01-2019 To 06-30-2020	12.00				<input checked="" type="checkbox"/>

Member has fellowship

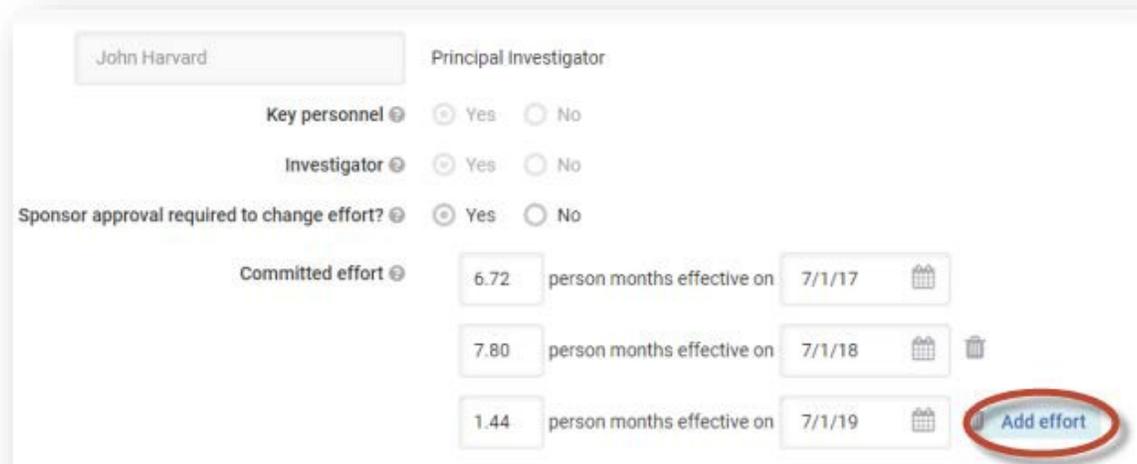
\*required fields      **Cancel** **OK**

© Copyright 2004 by the President and Fellows of Harvard College. This is release 1.45.0-SNAPSHOT. Last built 08/24/17 07:01 AM. Contact GMAS Top [i]  
 The screen you are on is : SCR0252ResearchTeamMember      Privacy Statement

In the example on the previous page, percent effort is converted to person months by multiplying the effort by 12. For the first budget period, 56% effort is converted as  $0.56 \times 12 = 6.72$  person months. GMAS assumes an appointment is for 1 full time equivalent (FTE).

Effort for those personnel with less than 1 FTE must be adjusted before GMAS entry. For a researcher at .75 FTE, the formula for 56% effort would be adjusted as  $0.56 \times 12 \times .75 = 5.04$  person months.

Effort must be entered for each budget period. If there will be a change in effort during the project, a new row can be added with an effective date of the change. If effort remains the same for all budget periods, only one row is necessary.



John Harvard Principal Investigator

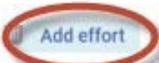
Key personnel  Yes  No

Investigator  Yes  No

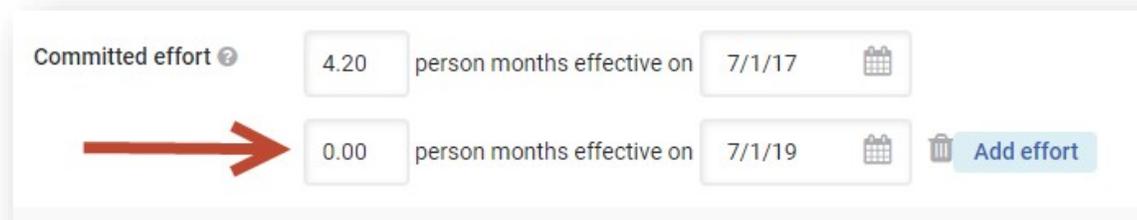
Sponsor approval required to change effort?  Yes  No

Committed effort  person months effective on  

person months effective on   

person months effective on   

To reflect that a research team member will only be on the project for part of the project period, 0 effort is added with the effective date when the team member will no longer be active on the project.



Committed effort  person months effective on  

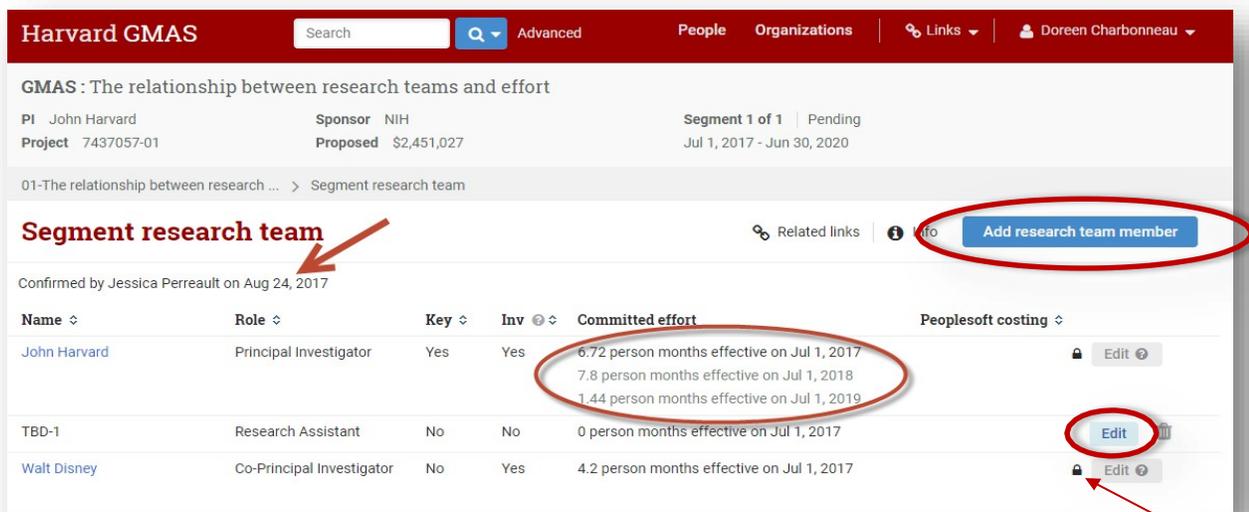
  person months effective on    

Once all of the segment research team members have been added and edited, selecting 'Done' moves the segment research team to "confirmed" and generates any needed approvals.

## After the Segment Research Team is Confirmed

Once the segment research team is confirmed, the research team screen from the segment homepage will update to display all segment research team members and their effort commitments. Past and future commitments will display in a muted color so that the current effort commitment is highlighted for each team member.

The segment research team screen also identifies the date the research team was confirmed, and by whom. Segment research teams that were confirmed prior to the September 25, 2017 GMAS release will just display text that reads “Research team has been confirmed.” without a person or date.



Harvard GMAS Search [Q] Advanced People Organizations Links Doreen Charbonneau

GMAS: The relationship between research teams and effort

PI John Harvard Sponsor NIH Segment 1 of 1 Pending  
Project 7437057-01 Proposed \$2,451,027 Jul 1, 2017 - Jun 30, 2020

01-The relationship between research ... > Segment research team

**Segment research team** Related links Add research team member

Confirmed by Jessica Perreault on Aug 24, 2017

Name	Role	Key	Inv	Committed effort	Peoplesoft costing
John Harvard	Principal Investigator	Yes	Yes	6.72 person months effective on Jul 1, 2017 7.8 person months effective on Jul 1, 2018 1.44 person months effective on Jul 1, 2019	Lock Edit
TBD-1	Research Assistant	No	No	0 person months effective on Jul 1, 2017	Edit
Walt Disney	Co-Principal Investigator	No	Yes	4.2 person months effective on Jul 1, 2017	Lock Edit

Research team members are managed individually after the research team has been confirmed once. Continuation years will not generate a notification to confirm the team and the action will not be available on the screen.

To add a new research team member, click on the blue bar in the upper right and enter the information in the pop-up window.

To edit an existing research member, click on the blue Edit button and modify the pre-populated information in the pop-up window.



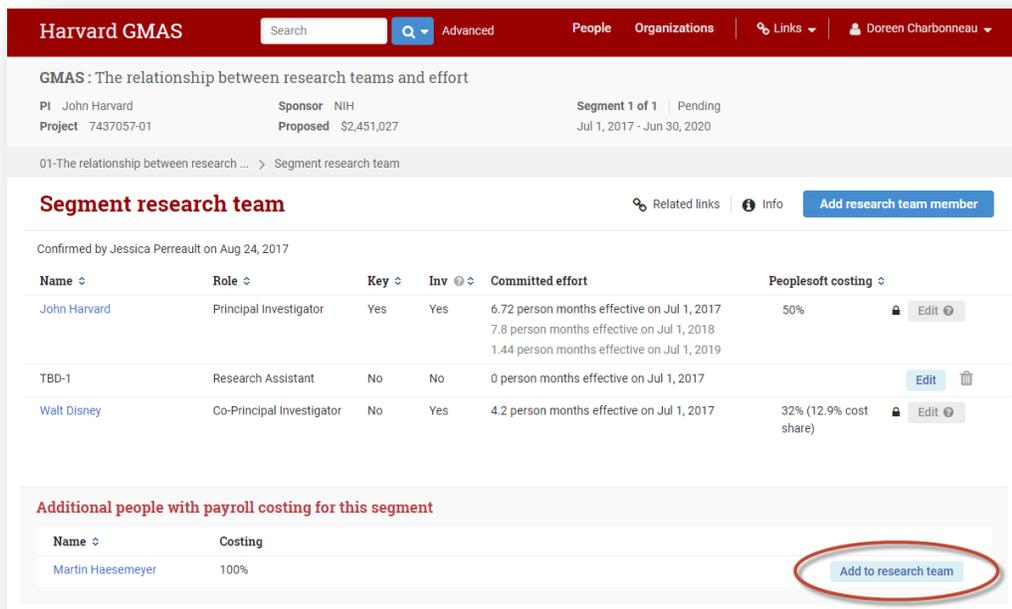
Only SPA can edit effort for team members with a lock icon to the left of the Edit button. If edits are needed, please send the information to [your SRA](#).

PeopleSoft costing displays next to segment research team members only when they are currently charged to the project. Historical costing must be viewed via Wasabi. The costing number displayed is the total costing for that person to the project, inclusive of cost sharing or over the cap salary.



Committed effort	Peoplesoft costing	
6.72 person months effective on Jul 1, 2017 7.8 person months effective on Jul 1, 2018 1.44 person months effective on Jul 1, 2019	50%	Lock Edit
0 person months effective on Jul 1, 2017		Edit Trash
4.2 person months effective on Jul 1, 2017	32% (12.9% cost share)	Lock Edit

Individuals who were not added to the segment research team will display in the ‘Additional people with payroll costing for this segment’ section located at the bottom of the segment research team screen if they are currently being charged to the project. If they meet any of the criteria on page 2 for required entry on the team, add them to the team and update their information. Those that do not meet the criteria are optional.



Harvard GMAS Search [ ] Advanced People Organizations Links Doreen Charbonneau

GMAS: The relationship between research teams and effort  
 PI John Harvard Sponsor NIH Segment 1 of 1 Pending  
 Project 7437057-01 Proposed \$2,451,027 Jul 1, 2017 - Jun 30, 2020

01-The relationship between research ... > Segment research team

**Segment research team** Related links Info Add research team member

Confirmed by Jessica Perreault on Aug 24, 2017

Name	Role	Key	Inv	Committed effort	Peoplesoft costing	
John Harvard	Principal Investigator	Yes	Yes	6.72 person months effective on Jul 1, 2017 7.8 person months effective on Jul 1, 2018 1.44 person months effective on Jul 1, 2019	50%	Lock Edit
TBD-1	Research Assistant	No	No	0 person months effective on Jul 1, 2017		Edit Trash
Walt Disney	Co-Principal Investigator	No	Yes	4.2 person months effective on Jul 1, 2017	32% (12.9% cost share)	Lock Edit

**Additional people with payroll costing for this segment**

Name	Costing	
Martin Haesemeyer	100%	Add to research team

Diligence in maintaining correct information in GMAS will reap benefits later in the process. Wasabi and other tools use the research team information collected via GMAS to provide reporting and system functionality to potentially prevent effort-related problems that could create journals, incorrect effort certifications and progress reports. Good data enables good grant stewardship.

## *Related documents and links*

- [Harvard Effort Reporting Policy](#)
- [Harvard Cost Sharing Policy](#)
- [Harvard T.H. Chan School of Public Health Outside Activities Policy](#)
- [Harvard T.H. Chan School of Public Health Sponsored Effort Management Policy](#)
- [Harvard T.H. Chan School of Public Health Sponsored Effort Management Guidelines](#)
- [Tenure-Track Junior Faculty Institutional Support Supplement Policy](#)

## *Contacts*

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- Judy Lo, Associate Director of Cost Analysis and Compliance, [jlo@hsph.harvard.edu](mailto:jlo@hsph.harvard.edu)

## *Acknowledgements*

This document would not be possible without the GMAS team lending the original for our modification and use. The Effort Management Working Group (2018) refined this document and consisted of the following members: Robin Flaig, Kristie Lister, Jamie Fu, Michelle Joseph, Maura Meagher, and Jenille Plummer.

## *Revision history*

- 2/8/21: Updated who should be listed in the GMAS research team to align with new OAIR requirements; updated fCOI and OAR info to reflect new OAIR process; removed reference to the Faculty Activity Report; added a note to indicate how to find key/senior personnel for NIH awards; clarified that if a person worked on a project, their effort should be updated to zero, instead of deleting them from the research team; indicated that adding new team members may generate new GMAS approvals, which should be reviewed & cleared; and specified to update the research team or inform your SRA as soon as you are aware of changes needed
- 4/20/20: Updated screenshots to reflect GMAS changes
- 5/22/18: Original document published