



Harvard T.H Chan School of Public Health Research Administration

Guidance: Harvard Global Sponsored Awards

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Purpose of Guidance

There are times that a proposal may require the involvement of Harvard Global (HG) (*refer to [Appendices A: Situations to Involve Harvard Global](#)*). Guidance around HG proposals ensures:

- the efficient coordination between departments, SPA, and HG
- the timely recording of information in GMAS
- the timely review, sign off and submission of proposals

The risk of not adhering to this guidance may result in delays, or inability to, submit proposals going through HG.

Standards of Service

It is expected that as soon as HG and the department have an inclination that interaction with an HG sponsor will move from the discussion phase to the proposal phase that they will inform SPA. HG should be consulted as early as possible in the grant process to ensure sponsor

approval and use of appropriate institutional information (e.g., HG's PIC number). HG and the academic department will work together to prepare proposal documents and coordinate with the sponsor. The academic department and SPA will work together to ensure efficient preparation and review of the GMAS record for a timely submission.

- Due to the complicated nature of HG proposals, Harvard Global requests that final documents are locked and routed **7-10 days before the sponsor deadline**.

Guidance Steps

Step	Role	Proposal Stage: Task/Activity
1	GM	Notifies HGGCS and Peggy Darnowsky of PI's interest in submitting to a HG sponsor
2	HGGCS	Connects with the sponsor and initiates lines of communication.
3	GM	Works with PI on preparation of proposal documents and GMAS request.
4	HGIPC	Reviews proposal documents to ensure they meet sponsor guidelines.
5	SRA	Reviews GMAS request and proposal documents for internal policy compliance.
6	GM	Revises and finalizes proposal documents and GMAS request, then locks and routes for signatures.
7	HGIPC	Once fully signed, HGIPC submits the proposal to the sponsor.
Step	Role	Award Setup and Post-Award Stage: Task/Activity
8	HGGCS	Reviews award information and updates internal records.
9	OPS	Issues action memo to department.
10	HGGCS	Manages all communications with sponsor including submission of deliverables and progress reports.
11	GM	Responsible for managing the project as they would any other sponsored project, coordinating with HG and SPA.

Role Acronym List

- AD: assistant/Associate Director of Research Administration (in SPA "AD Team")
- GM: Grants Manager (in Dept.)
- HG: Harvard Global
- HGGCS: Harvard Global Grants and Contracts Specialist (in HG)
- OPS: GMAS Operations (in SPA)
- SRA: Sponsored Research Administrator (in SPA)

Appendices A: Situations to Involve Harvard Global

Top Funders

The top funder that would likely go through Harvard Global. **Note**, this is not an exhaustive list – contact SPA if you have any questions.

- [Foreign Commonwealth and Development Office](#) (FCDO)
 - This is a United Kingdom governmental organization
 - Formerly known as [Department for International Development](#) (DFID)
- [European Commission](#) (EC or the [European Union](#) – EU)
 - An example of an initiative funded by the EC is [Horizons 2020](#)

PLEASE NOTE: Harvard Global cannot submit proposals or receive sponsored awards related to US federal funding

Keywords

In addition to top funders, if you see the following **keywords**, reach out to HG immediately.

For FCDO Proposals:

- [Supplier] Code of Conduct
- UN Global Compact
- International Aid Transparency
 - Initiative (IATI) Reporting
- Selection questionnaire (SQ)
- Principles for Digital Development
- Value for money
- Risk register or risk mapping

For European Commission:

- Horizon Europe
- Work packages
- PIC Number (Participant Identification Code)
- Beneficiary International
- Partner Description of Action Consortium agreement Model Grant Agreement Linked third party