# GMAS Notice email:

HarvardGMAS

Notice Logged

Please review the Notice Documents and notify your submitting office as soon as possible of any discrepancies or concerns. The submitting office will move forward with review and acceptance of the award, or negotiation of award terms and conditions, where necessary.

**Reminders:**

* Check the Research Team: either confirm the team, or edit it to update the team members and information.
* If more than one account is required for this award, submit a budget breakdown by account to your submitting office.
* Approvals must be cleared before an Action Memo is issued. Check for Needed Approvals and contact your submitting office to update the information.

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**Ops Notice email:**

We are pleased to forward this award to your office for review and comment.

*In order for SPA to process this award: (new additions to this cover letter are highlighted in yellow)*

* + Work with your grant manager to review and complete the items on the *Award Setup Checklist* and *Award Allocation Chart,* as necessary.

-This Checklist and Chart file is for GMs, ADFs, and PIs to use as a tool when reviewing the award to ensure all necessary items are completed.

-Email responses to your SRA for items listed in green text and also provide the completed *Award Allocation Chart (*or the same information in your own format).

Not all awards are signed (e.g., when Harvard Chan School is the sub) and signatures from both institutions may be required before setup in GMAS. The signatures will be obtained by SPA. In addition, some awards may require negotiation, and SPA will communicate the negotiation status regularly.

*Please contact your SRA immediately if you have any questions, concerns or changes. SPA is simultaneously conducting a review and will contact you if more information or documentation is needed.*

Attachments:

* Award Notice Document(s)
* Award Setup Checklist and Award Allocation Chart Excel file