



SPH Tips Using GMAS and ASSIST

1) GMAS Entry

- Research Team (enter Effort)
- GMAS Budget-(Enter) Direct Costs/IDC/ Totals. Be sure to enter **each individual Subcontract** with their, direct costs, IDC, total.

2) GMAS Document Repository

- Cover Letter (this will not appear in the ASSIST PDF, please include copy in GMAS)
- Sub-contract documents **if applicable** (SOI, budget, budget justification, facilities pages, biosketch's)
- Internal Budget (excel) - Upload
- Upload Copy of the Preview PDF generated via ASSIST, You should label as 10 day preview, 7 day preview, and 5 day preview. You will also upload a FINAL copy – *These PDF's labeled 10, 7, 5 day, and FINAL will measure what documents were completed by these internal deadlines.*

3) ASSIST Specific

- Prior to finalizing submission, Validate Proposal in ASSIST to check for any errors.
- Once SPA has reviewed and given you the ok to lock and route GMAS, you must also **Mark the project as “Ready to Submit” in ASSIST**. If this is a multiple project (Example: P or U proposal) you need to go into each project and mark “Ready to Submit” Then email your SRA this is ready for final submission.