



HARVARD
T.H. CHAN
SCHOOL OF PUBLIC HEALTH
Research Administration

School-Specific Supplemental Guidance: GMAS Research Team

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Reason for Supplemental Guidance

The GMAS Research Team is used to accurately record effort and other project information for key individuals on sponsored awards. The [GMAS Research Team User Resources page](#) provides Harvard University-wide guidance on listing people on the GMAS Research Team. **This school-specific supplemental guidance provides additional GMAS Research Team guidance for the Harvard Chan School.**

Supplemental Guidance

To align with the [Harvard Chan School's Outside Activity and Interest Reporting \(OAIR\) Approvals procedure](#), the School requires that subrecipients, consultants, and Other Significant Contributors (OSCs) be listed in the GMAS Research Team, if their institution does NOT have their own Financial Conflict of Interest (fCOI) policy.

Note: The School-specific information provided in this document is expected to be used in conjunction with the University-wide and sponsor policies and guidance.

Who Must Be Included on the GMAS Research Team for the Harvard Chan School

All Harvard schools are required to include the personnel categories/roles on all project research teams listed in the [Managing the GMAS Research Team Guidance](#). **However, for Harvard Chan School, please follow the supplement guidance identified in red font below.**

- **Principal Investigators** (the PI will automatically default to the research team)
- **Harvard Co-PIs**
- **Harvard Senior/Key Personnel** (or the equivalent, based on the sponsor's definition) listed on the proposal or award. For NIH awards, Key Personnel include the PD/PI(s) "and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation." *Note: mentors on individual fellowships automatically default to the research team but may be marked as not Key Personnel when applicable. The same applies to mentors on institutional research training grants such as NIH T32 or NSF REU; although they must be listed as Senior Personnel in the proposal submission, they are not required on the GMAS research team*
- **Harvard Investigators** as designated by the PI per the Public Health Service (PHS) definition, are those individuals who are "responsible for the design, conduct, or reporting of the research." *Note: although the definition of Investigator is from PHS, projects with NSF and other sponsors who follow the PHS Financial Conflict of Interest (FCOI) policy will include the Investigator flag in GMAS*
- **Harvard-based Faculty** participating in the project, even if not considered Key Personnel or Investigators. Note that the faculty designation in GMAS is derived from the individual's salary object code (6010, 6020, 6030, 6040) and includes those who may not have a faculty title
- **For Harvard Chan School:** Subrecipients, consultants, or Other Significant Contributors (OSCs) that meet the criteria of Investigator* (as determined by the PI) and their institution does not have a financial conflict of interest (fCOI) policy. **Note:** To determine whether an institution has their own fCOI policy, check the FDP clearinghouse or the subrecipient's statement of intent.

* Investigator is defined 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."

Who Should NOT be included on the GMAS Research Team for the Harvard Chan School

- TBD/TBN roles
- **For Harvard Chan School:** Do not include sub investigators that have their own fCOI policy. Do not include consultants that are not investigators. Do not include non-Harvard Other Significant Contributors (OSCs) that are not investigators (they do not have measured effort)

Note: it is no longer the expectation that all personnel paid from the award or performing research on the award should be included on the research team. If you have questions about who can be added to the research team (outside of the above categories), please reach out to your department's [SPA SRM](#).

School Contacts

GMAS Research Team Questions

- Your department's [SPA Sponsored Research Manager \(SRM\)](#)

OAIR/fCOI Questions

- [Louis Venturelli](#), *Disclosure Compliance Manager*
- [Angela Brazeau](#), *Director of Research Administration and Project Management*

Subaward Questions

- [Jessica Rivieccio](#), *Assistant Director, Office of Research Administration Subawards*
- [Angie Suriel](#), *Assistant Director, Office of Research Administration Subawards*

GMAS Research Team Resources

- [Outside Activity and Interest Reporting \(OAIR\) Approvals Procedure](#)
- [Outside Activity and Interest Reporting \(OAIR\) Approvals Cheat Sheet](#)
- [HU Research Team Guidance](#)
- [Roles & Responsibilities](#)
- [Confirm Research Team](#)
- [Edit Research Team](#)
- [GMAS Research Team Job Aids](#)

Related Resources

- [Edit Research Team Job Aid](#)
- [Confirm Research Team Request Job Aid](#)
- [Research Team Roles & Responsibilities](#)
- [Research Team Guidance](#)
- [HSPH OAIR/fCOI Procedure](#)
- [HSPH OAIR/fCOI Cheat Sheet](#)

Revision History

- **10/17/23:** Supplemental guidance published to provide additional GMAS Research Team guidance for the Harvard Chan School.