



**Purpose:** Sign off is often required when the Harvard Chan School is applying to an internal competition. In order to facilitate this, a one page fillable PDF form (Internal Routing Form) will be used to obtain the required signatures. In addition, this form can also be used for proposals where Harvard Chan School is a part of account and the other School requires signatures that cannot be obtained in GMAS.

**Guidance:** When the Harvard Chan School is not directly submitting a proposal to an outside sponsor, GMAS should not be used. Here is a list of internal groups for which the internal routing form should be used in place of GMAS:

- Harvard Catalyst
- Harvard Institute for Global Health (HIGH)
- Harvard NeuroDiscovery Center (HCNR)
- Other internal sources of funding

As an exception, *Harvard Stem Cell Institute* applications **should** be entered into GMAS.

When the Harvard Chan School is a part of account on another School’s proposal (ex. FAS, etc.), it is recommended that the Harvard Chan School be granted access in GMAS and added as a signatory so that signatures can be obtained within the system of record. If this cannot happen, the Internal Routing Form can be used as the default.

**Standards of Service:** Within **2 business days** of receipt of the internal routing form and proposal, the SRA will return a signed copy to the grants manager. The grants manager will submit the signed form to the school in question ***within the same business day.***

**Process Steps:**

Step	Role	Task/Activity
1	GM	Fills out the <a href="#">internal routing form</a> electronically, obtains the appropriate departmental signatures and submits it via e-mail to the SRA with a copy of the proposal.
2	SRA	Reviews the form and proposal, obtains AD signature and returns it via e-mail to the grants manager <i>within 2 business days.</i>
3	GM	Electronically submits the internal routing form to the school or funder in question <i>within the same business day.</i>
4	GM	Files the form within the department. The department will retain the only record of the form, it will not be filed by SPA.