



Purpose: This document outlines the process for entering pre-proposals into GMAS. Pre-proposals are regularly used by federal agencies and nonfederal sponsors as a screening tool, allowing full proposals to be submitted by invitation only. Entering these into GMAS creates a record of documents submitted to sponsors which require review and/or signature by an authorized institutional official.

Considerations:

Pre-proposals which include one or more of the following require review and approval by Sponsored Programs Administration (SPA) to ensure proper compliance, and must be entered into GMAS as an initial request:

- Acceptance of award terms and conditions
- Limitations on the number of submissions the University or School may submit
- Signature or submission by an authorized organizational representative (AOR) or institutional official (*pre-proposals are **not** included in the list of submissions departments can authorize under the Efficiency Project (EP)*)

Letters of Intent (LOI) and White/Concept Papers that do not include a detailed budget and do not require institutional signature will not be entered into GMAS.

Pre-proposals with potential subawards should include a short written acknowledgment (email will suffice) from the subrecipient PI, noting s/he is aware of being included in the pre-proposal.

Standards of Service: The standard SPA 5 business day rule applies to pre-proposals, in order to ensure authorization and submission by the sponsor due date. (Pre-proposals routed after the SPA deadline should be accompanied by an Exception Request form, found on the [HLCRA HMS Forms](#) page.)

Process Steps for Pre-proposal Entry in GMAS

Step	Role	Task/Activity
1	Dept./GM	Department* administrator/Grant Manager (GM) enters pre-proposal into GMAS as an initial proposal: <ul style="list-style-type: none"> • Enters request title as “PREPROPOSAL: project title” • Enters pre-proposal deadline as the Sponsor due date • If full proposal submission date is available, enters it in request Comments field • Uploads any pre-proposal documents required by the sponsor
2	Dept./GM	Locks and routes request once finalized. Adds required signatures: <ul style="list-style-type: none"> • PI • Department Approver • University Authorized Signatory (SPA Pre-Award Officer/PAO)
3	PI & Dept. Approver	PI and Department Approver authorize the pre-proposal by signing the request in GMAS.
4	SPA PAO	SPA Pre-Award Officer (PAO) reviews pre-proposal documents and GMAS entry. When acceptable, signs pre-proposal and GMAS request (as University Authorized Signatory), then notifies Dept./GM that pre-proposal is ready for submission. If sponsor requires AOR submission via their portal/website, PAO submits pre-proposal. If not, PI submits the authorized pre-proposal to sponsor.
5	SPA PAO	In GMAS, selects “Submit to sponsor” button on request and enters submission details.
Proposal Stage		
6	Dept./GM	Notifies SPA PAO as to whether the PI was invited to submit a full proposal.

*The term “department” is used here to refer to any school unit and includes divisions, centers, institutes, programs, and the like.



Harvard Medical School
Sponsored Programs Administration (SPA)
Business Process – Pre-proposal Entry in GMAS

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7	SPA PAO	<p>If the sponsor invites a full proposal submission, PAO navigates to pre-proposal (initial request) in GMAS and selects “Request rollback” button, followed by “Retract this request” to allow for editing. Creates “Pre-proposal” folder in request and moves all pre-proposal documents into folder.</p> <p><i>If PI not submitting full proposal, PAO closes request by selecting “Declined by sponsor.”</i></p>
8	Dept./GM	<p>If PI submitting full proposal, edits the following fields (and others, as applicable) of the initial pre-proposal request:</p> <ul style="list-style-type: none">• Removes “PREPROPOSAL” from title• Revises sponsor due date to reflect proposal deadline• Enters or revises budget• Revises research team to match proposal• Edits Approval attributes and Other school info, if necessary <p>Uploads final proposal documents.</p>
9	Dept./GM	<p>Locks and routes request once finalized. Adds required signatures:</p> <ul style="list-style-type: none">• PI• Department Approver• University Authorized Signatory (SPA PAO)
10	SPA PAO	<p>Reviews and authorizes proposal, per standard practice.</p>

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