



## SPA Pre-Award Team

### Snapshot of Pre-Award Responsibilities

The SPA Pre-Award Team is the main point-of-contact in HMS SPA for the review and submission of the following\*:

- New and Competing renewal proposals
- Transfer proposals
- Continuation proposals (progress reports)
- Supplement proposals
- Just-in-Time (JIT) information

The Pre-Award Team within HMS Sponsored Programs Administration (SPA) provides support and assistance to Principal Investigators (PIs) and Grant Managers (GMs) as they prepare proposals for submission to external sponsors. The Pre-Award Team works closely with colleagues on SPA's Grants & Contracts, HMS Research Finance, and OSP Research Finance teams to support these research projects throughout various stages in the lifecycle of an award. The Pre-Award Team's responsibilities include:

- Acting as liaison between PIs and sponsors for pre-award activities, including:
  - Proposal review and submission
  - Just-in-Time (JIT) information requests
- Review of the following for compliance with Sponsor, Federal, Harvard, and HMS policies:
  - Application guidelines/submission requirements
  - Grant, Cooperative Agreement, Contract, and Fellowship proposals
  - Supplement requests
- Review of Financial Conflict of Interest (FCOI), cost share, and other applicable approvals to ensure that any approvals required at the submission stage are cleared prior to Institutional endorsement of the proposal
- Institutional approval and endorsement of proposals and related documentation sent to sponsors on behalf of HMS
- Submission of proposals for grants, cooperative agreements, subagreements, contracts, and supplements through federal and foundation electronic systems
- JIT review and submission: Following requests for additional information from a sponsor, the Pre-Award Team reviews and submits the requested information via the medium requested by the sponsor
- Maintenance of membership in sponsor-supported electronic grant submission systems and enrollment of PIs and GMs in appropriate systems as needed.
- Review of progress reports for compliance documentation, submission of electronic reports and provision of institutional approval for hardcopy reports.
- Transfer in to HMS of awards for PIs who are joining HMS from another institution.

\*For departments under the **Efficiency Project (EP)**, some of these actions will be managed by the department, not SPA. Please see the list of Pre-Award and Post-Award actions ceded to EP departments on the [HMS Efficiency Project \(EP\)](#) page in HLCRA.

**See next page for the Grants & Contracts Team responsibilities.**



## SPA Grants & Contracts Team

### Snapshot of Grants & Contracts Responsibilities

The Grants & Contracts Officer (GCO) is the main point-of-contact in HMS SPA for the following:

- Review, negotiation, and execution of all incoming award documents
- Establishing and modifying accounts via action memos
- Review and authorization of At-risk account requests
- All outgoing Subaward agreement actions
- Sponsored Billing Agreements
- Resolution of questions or issues that arise through the life of an award
- Prior approval requests
- Data Use Agreements

The SPA Grants & Contracts Team serves as the liaison between Principal Investigators (PIs) and sponsors during and after award negotiation and acceptance and supports the research project through the life of the award. The Grants & Contracts Team works closely with colleagues within SPA, HMS Research Finance, and OSP to provide such support. The Grants & Contracts Team's responsibilities include:

- Review and negotiation, if necessary, of the terms and conditions of all research agreements (consistent with institutional positions and protecting the rights of the investigators and the institution) for which SPA has responsibility per the [Legal Agreements Workflow](#).
- Consulting with PI, GM, and other HU and HMS offices such as OTD, RMAS, and OGC on terms and conditions, if needed
- New award set-up, including reviewing terms and conditions and entering essential data into GMAS
- Activation of renewal years, including updates to budget and demographic information in GMAS, as needed
- Drafting and negotiation of all outgoing agreements under research awards, including Subaward agreements and modifications and billing agreements
- Signature of all incoming and outgoing agreements on behalf of the University
- Retention of copies of all fully executed agreements in GMAS, as appropriate
- Updates on the progress of each agreement, as reflected in comments in the Agreement Request Tracker
- Review and execution of incoming agreement modifications
- Review and execution of incoming billing agreements
- Processing of prior approval requests, such as no-cost extensions and carry-over, including submission to sponsor
- Assisting PI and GMs with resolution of any questions or issues that arise through the lifecycle of the project.
- Administrative aspects of closing out funds, including submission of Final Invention reports.
- Assistance with close-out or transfer of awards when a PI transfers out of HMS.
- Administrative aspects of award close-out\*

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## GMAS Request Types by SPA Team

Below is a chart of the types of requests in GMAS with the corresponding SPA team responsible for reviewing and authorizing the request.

GMAS Request Type	Responsible SPA Team
Initial (New)	Pre-Award
Competing Renewal	Pre-Award
Continuation	Pre-Award
Supplement	Pre-Award
Transfers in to HMS (Initial request in GMAS)	Pre-Award
<b>Grants &amp; Contracts</b>	
At-Risk (Advance) Accounts	Grants & Contracts
New Accounts (not at-risk)	Grants & Contracts
Change PI	Grants & Contracts
Change Tub/Org	Grants & Contracts
Pre-award Expenditures	Grants & Contracts
Rebudget restricted categories	Grants & Contracts
Equipment rebudget	Grants & Contracts
Carryforward	Grants & Contracts
Subagreement addition at no additional cost	Grants & Contracts
Interfaculty involvement at no additional cost	Grants & Contracts
Early Termination	Grants & Contracts
No-Cost Extension	Grants & Contracts