GMAS / OAR Integration
Regulatory Requirement

- HMS is responsible for ensuring that all Investigators report their financial interest related to their institutional responsibilities for the twelve months prior to the grant submission and on an annual basis thereafter. Investigators also must update within thirty days of acquiring or discovering a new financial interest.

- Before award, HMS must review all financial interests reported to determine if any need to be managed. If so, HMS must enter into a management plan. For certain funders, HMS must also ensure that the Investigator has completed training and notify the funder of the management prior to any funds being expended.
Overview

The creation of a proposal in GMAS will initiate a research based certification being created in OAR and sent to an Investigator. The systems will communicate throughout the grant process. The integration allows investigators to look at their disclosures in the OAR system as they verify them rather than having to log into the system and create a paper form. It also reduces the administrative burden as the integration allows us to review on a person basis rather than a project basis.
Go Live

This will affect all new Investigators added to projects (existing or newly created) starting on April 20. If Investigators were added to research teams BEFORE this date, you will need to follow the old process (paper form). If you are unsure of which process, email (outside_activities@hms.harvard.edu) or call us (617 432-1633 (Jen) or 617 432-1343 (Cindi) and we can assist you.
How does it work?

- When you add an individual to the research team and answer the question “Is this person responsible for the design, conduct or reporting?” in the affirmative, GMAS will create an “OAR” approval for the investigator.

- Answer yes for the PI and anyone else identified by the PI as responsible for the design, conduct or reporting including consultants and collaborators.

- Answer “No” for all Subcontractor Investigators, and for all individuals who are NOT responsible for the design, conduct or reporting of the research.
Add Members to Research Team
Add Members to Research Team
Research Team Completed
Complete Process to Create Request
Approvals
OAR Approval Request Generated
GMAS Approval Status-- Decoded

Pending: GMAS has created the approval and it is in the process of being sent to OAR for a research certification to be generated and sent to the Investigator

Sent to Investigator: OAR created and sent the research certification to the Investigator

Needs Review: Investigator has completed the research certification

Administrative Review: Academic and Research Integrity (ARI) is actively reviewing the certification

Review Completed-OK to fund: ARI has completed its review and the grant can be funded

Withdrawn: The approval is no longer required
Non-HUID Holders

- Complete a “person of interest” form to obtain a HUID.
- A HUID will be issued within 2-3 business days.
- Communicate with SPA (they have the ability to merge records— we do not want a person profile without a HUID and one with).
- If there is a time sensitivity, please call us and we can help facilitate the process.
In GMAS – Update OAR Status
Who can report in OAR?

- All Investigators with a HUID.
- If already reports through HMS, the Investigator will answer a couple of questions, be presented with their already reported outside activities, and given the opportunity to update the OAR. At the conclusion, he/she will certify and submit.
- If at hospital/other HU school, can complete research certification in OAR and upload or give us permission to get copy of an up-to-date disclosure on his/her behalf.
- If a “new” investigator, can complete both the research certification step and the OAR step at the same time.
- If a consultant or otherwise a non-HUID holder, please request an HUID on his/her behalf. Once he/she has an HUID, the individual will complete the research certification in OAR.
In OAR- Inbox
In OAR – Certification in “Draft”
In OAR – Research Certification

Research Initiated Update for Abraham Loeb: Research Information

1. Research Project ID: 6911098-01
2. Research Project Name: COI Change org from hms 20150309035451
3. Research Project Role: Co-Investigator
4. Research Project Type: N/A
5. Funder: NIH
6. Prime Funder if Subaward grant: N/A

7. Direct Link to proposal in GMAS: GMAS Link

8. Do you have any outside activities or financial interests that are now or could potentially be related to the proposed research?
   - Yes  - No  - Clear

9. If yes, please identify the outside activity(ies):

10. If yes, please describe how the aims of the present research project(s) overlap with your outside activity(ies). Could your financial interest directly and significantly affect the design, conduct or reporting of the proposed research?
In OAR– Research Certification

Research Initiated Update for Abraham Loeb: Outside Activity Report Details

You must report any outside activities that are related to your institutional responsibilities.

On this page, you will be required to provide information on each entity that you need to report.

When you have finished reporting all of your outside activities, click CONTINUE. Your certification is not complete until you SUBMIT it for review.

If the relationship has not previously been reported, click on the “New Entity Report” button.
If the relationship has previously been reported, click on the “Modify/Update” link next to the report to update or change what you previously reported.

If the relationship is no longer active (e.g., a consulting agreement that is no longer active), click on the “Remove” link to the right of the report.

New Entity Report

1. Entity Reports Under Review:
   - View/Edit
   - Relationships
   - Report Types
   - Total Value
   - Last Updated
   - Remove
   There are no items to display

2. Previously Reviewed Entity Reports (Click ‘Modify/Update’ to enable editing):
   - Modify/Update
   - View
   - Entity
   - Relationships
   - Report Types
   - Total Value
   - Last Updated
   - Remove
   There are no items to display

When you have finished reporting all of your outside activities, click CONTINUE. Your certification is not complete until you SUBMIT it for review.
OAR – Complete the Certification
OAR- Complete the Certification cont.

***BEFORE YOU FINISH***

☐ Check here to "Submit" your certification. This acts as confirmation that you understand and agree with the above statements and that your reports are up to date. Please press finish to complete the certification process. **Note:** Review of your certification will begin in its current form.

OR

☐ Check here to "Save for Later". In this case, please note that your obligation to file this report will not be satisfied until you return and check "Submit" and finish to complete your Certification, or until you execute the "Submit" activity in the Certification workspace.
When can a proposal be submitted?

- When the OAR Approvals have the following statuses: **Needs Review, Administrative Review, Review Complete: Ok to fund, Withdrawn**.

- If the status is **Sent to Investigator**, it means the Investigator has NOT completed his/her research certification.

- If you press the “update OAR status” button, it will automatically update with the latest status from OAR.

- If an Investigator insists that he/she completed the research certification but it still has the status “sent to investigator,” please call us.
In GMAS – Update OAR Status
New GMAS Functionality!

- After a project is submitted, you will be able to confirm the research team. Confirming the research team will open the team for editing. This means that you can update the research team BEFORE the notice of award is received. Confirming the research team at the earliest time possible ensures that we will be able to complete our review before the award is here.
Award Stage

- OAR Conflict of Interest Status must be: **Review Complete: OK to Fund** or **Withdrawn** for the Award to be set up.

- If you know that an award is en route, please let us know. We can try as hard as possible to expedite a review as well as work with you to receive the information that we need to move the process forward.
Questions?

Thank you for your patience and support. We look forward to continued collaboration in support of the incredible research conducted at HMS.

Contact us:

Office of Academic and Research Integrity
Outside_activities@hms.harvard.edu
or coiforms@hms.harvard.edu
617 432-1343 (Cindi Hirst)
617 432-5475 (Whitney Dodds)
617 432-1633 (Jen Ryan)