Managing the GMAS Research Team

The GMAS research team module tracks personnel working on sponsored projects. At the proposal stage, the research team is populated with those expected to work on the project. Once a notice is received or an advance account request is approved, the data in the proposed research team 1) defaults into the segment research team, and 2) is locked against further editing.

The research team also tracks effort commitments for faculty, and generates and tracks approvals for project personnel such as:

- Faculty Activity Report (conflict of interest) for University Area and Harvard Chan School
- Outside Activity Report (OAR) for HMS
- Participation Agreement
- WASABI effort reduction warning

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At the proposal stage

**Who must be on the research team**

The Harvard Chan School requires the following personnel on the research team for all sponsors:

- Harvard faculty.
- Other academic appointees who certify effort annually.
- Those who meet the sponsor’s definition of senior or key personnel. For NIH, senior/key personnel are defined as the PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant.
- Those who meet the definition of a PHS Investigator: “Investigator” means the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded by the PHS (e.g., NIH), or proposed for such funding, which may include, for example, collaborators or consultants.

**Navigating to and Editing the Proposed Research Team**

The research team is found on the proposal home page in the left-hand links column. Once on the team home page, click on <Add team member> or the person’s role to add or edit information. The PI always defaults onto the team.
What to enter for each person on the team

For each team member, please enter:

- **Appointment:** for Longwood personnel, always choose 12 months (Calendar Year). For all other schools, please confirm with the source.
- **Start and End Dates:** the period during which the person is expected to work on the grant.
- **Is this member considered key personnel?** Use the Key Personnel check boxes in the Salary and fringe benefits costs section to change this flag. The PI’s flag defaults to Yes and cannot be changed.
- **Is this member responsible for the design, conduct or reporting of the proposed research?** These members lead, supervise or are in charge of a portion or all of the research.
- **Enter the % effort** for each budget period that the team member will work on the project.
- **Everything else on the screen can be skipped.**

<table>
<thead>
<tr>
<th>Role</th>
<th>Co-Principal Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td>Mazitschek, Ralph</td>
</tr>
<tr>
<td>Appointment</td>
<td>12 months (Calendar Year)</td>
</tr>
<tr>
<td>Start date</td>
<td>03-01-2018</td>
</tr>
<tr>
<td>End date</td>
<td>08-31-2023</td>
</tr>
</tbody>
</table>

**Approvals**

- Is this member considered key personnel?
- Is this member responsible for the design, conduct or reporting of the proposed research?

**Salary and fringe benefit costs**

<table>
<thead>
<tr>
<th>Period information</th>
<th>% Effort</th>
<th>Salary ($0.00)</th>
<th>Fringe ($0.00)</th>
<th>Total ($0.00)</th>
<th>Key Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1 09-01-2018 To 06-31-2019</td>
<td>40.00</td>
<td>0</td>
<td>0</td>
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<td>✔</td>
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<tr>
<td>Period 2 09-01-2019 To 06-31-2020</td>
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<td>✔</td>
</tr>
<tr>
<td>Period 4 09-01-2021 To 06-31-2022</td>
<td>40.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>✔</td>
</tr>
<tr>
<td>Period 5 09-01-2022 To 06-31-2023</td>
<td>40.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>✔</td>
</tr>
</tbody>
</table>

Select **Member has fellowship**
At the award or at-risk stage

Once a project is ready for account setup, either through an award or an at-risk account request, the administrator must confirm the research team remains unchanged or update it. Information regarding personnel may not be complete during an at-risk account setup; contact the SRA to make any additional updates later.

The research team can only be confirmed once per segment; for continuations, administrators only receive the review and approval email from SPA to review and request updates to the team.

Navigating to the Segment Research Team

After the award notice is logged or the at-risk request is Authorized, individuals listed on the Administrative team in the Department Administrator role receive a GMAS-generated email notification to confirm the research team. The email includes a link to the segment research team screen for the appropriate segment and indicates who else received the notification.

Selecting the ‘segment research team’ link in the email will direct the Department Administrator to the segment research team screen where the team can be confirmed. It is important to confirm the team at Segment level, not the proposal level.

A notice has been logged for the following project:

Project ID: 7437057

Title: The relationship between research teams and effort

Principal Investigator: John Harvard

Please confirm the research team. The research team should include all individuals who are responsible for the design, conduct, or reporting of the proposed research.

Please note that once the research team is confirmed, only Central/SPA representatives can make edits to existing team members.
To navigate outside of an email notification to confirm the segment research team, either select the Actions button from the segment homepage and select ‘Confirm research team’ or select the ‘Research team’ link in the left navigation on the segment homepage where the ‘Confirm research team’ button is also available.

The ‘Confirm research team’ option will not be available from the segment homepage or the segment research team screen if the team has already been confirmed.
Confirming and Updating the Segment Research Team

Once the ‘Confirm research team’ button is selected from the segment home or the segment research team screen, the Confirm research team screen appears with the list of team members pre-populated from the Initial or Competing Renewal Proposal. All data points except for PI key and investigator flags can be updated.

**Team Member Name and Role** – PI and Mentor names and roles cannot be removed through confirming the research team. If the names are incorrect at the time of confirming the segment research team, cancel the action and work with your SRA to get this updated.

TBD profiles can be changed to a specified individual by unchecking the “Team member is TBD” box. Once unchecked, the person look-up field will replace the TBD placeholder text.

Roles can be selected for all Non-PI and Mentor research team members. To add a role not available in the drop-down menu, select ‘Other’, and enter the information manually.
Adding and Deleting Team Members – Team members can be added by selecting “Add team member” at the bottom of the screen. Please notify the SRA if adding new personnel that generate approvals such as Participation Agreements or Financial Conflict of Interest so they may follow up to complete the approval.

Non-PI and Mentor team members can be deleted by selecting the trash can icon on the right of the team members name and role.

Delete only those personnel who will never work on the project, or who generate unnecessary approvals. When in doubt about deleting a team member, please consult with the SPA SRA.

Deleting research team members who were prepopulated from the proposal research team will not remove their research team records or related person approvals from the proposal.

Deleting research team members at the segment level after confirmation will delete their approvals from the segment.

Key Personnel – The key personnel question defaults to yes for the PI and cannot be edited. For all others listed as Key Personnel, answer Yes if they are named in the notice of award and No if they are not named in the notice of award.

Investigator – The Investigator question appears for projects where the sponsor or prime sponsor organization is a PHS+ organization. For more information about PHS+ organizations see the Appendix for the Conflict of Interest Approval job aid. As a reminder, HHS defines “Investigator” 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 of research funded by the PHS (e.g., NIH), or proposed for such
funding, which may include, for example, collaborators or consultants. Adding a new segment research team member and marking their Investigator flag as Yes or changing a prepopulated research team member’s Investigator flag from No to Yes will generate COI approvals.

Sponsor approval required to change effort? Use this flag to identify individuals who, according to the sponsor, require sponsor approval before their effort can be changed. Effort change limits may be by person (25% or more reduction in effort) or by budget category (greater than 5% of category); read the sponsor guidelines carefully. This flag, along with Committed Effort data, imports into Wasabi to inform costing change warnings. Answering yes to this question locks editing of the research team member. Please contact your SRA to make future edits.

Committed Effort – Any effort entered in the New or Competing Renewal Proposal pre-populates the effort column on Confirm Research Team screen but can be changed at the time of award. Effort amounts are entered at proposal stage as percent effort but are converted into person months on the segment research team. For personnel with a less than full-time appointment, pre-calculate effort before entering it into GMAS as the system uses a full-time appointment to calculate person months.
In the example on the previous page, percent effort is converted to person months by multiplying the effort by 12. For the first budget period, 56% effort is converted as 0.56 x 12 = 6.72 person months. GMAS assumes an appointment is for 1 full time equivalent (FTE).

Effort for those personnel with less than 1 FTE must be adjusted before GMAS entry. For a researcher at .75 FTE, the formula for 56% effort would be adjusted as 0.56 x 12 x .75 = 5.04 person months.

Effort must be entered for each budget period. If there will be a change in effort during the project, a new row can be added with an effective date of the change. If effort remains the same for all budget periods, only one row is necessary.

To reflect that a research team member will only be on the project for part of the project period, 0 effort is added with the effective date when the team member will no longer be active on the project.

Once all of the segment research team members have been added and edited, selecting ‘Done’ moves the segment research team to "confirmed" and generates any needed approvals.
After the Segment Research Team is Confirmed

Once the segment research team is confirmed, the research team screen from the segment homepage will update to display all segment research team members and their effort commitments. Past and future commitments will display in a muted color so that the current effort commitment is highlighted for each team member.

The segment research team screen also identifies the date the research team was confirmed, and by whom. Segment research teams that were confirmed prior to the September 25, 2017 GMAS release will just display text that reads “Research team has been confirmed.” without a person or date.

Research team members are managed individually after the research team has been confirmed once. Continuation years will not generate a notification to confirm the team and the action will not be available on the screen.

To add a new research team member, click on the blue bar in the upper right and enter the information in the pop-up window.

To edit an existing research member, click on the blue Edit button and modify the pre-populated information in the pop-up window.

Only SPA can edit effort for team members with a lock icon to the left of the Edit button.
PeopleSoft costing displays next to segment research team members only when they are currently charged to the project. Historical costing must be viewed via Wasabi. The costing number displayed is the total costing for that person to the project, inclusive of cost sharing or over the cap salary.

Individuals who were not added to the segment research team will display in the ‘Additional people with payroll costing for this segment’ section located at the bottom of the segment research team screen if they are currently being charged to the project. If they meet any of the criteria on page 2 for required entry on the team, add them to the team and update their information. Those that do not meet the criteria are optional.

Diligence in maintaining correct information in GMAS will reap benefits later in the process. Wasabi and other tools use the research team information collected via GMAS to provide reporting and system functionality to
potentially prevent effort-related problems that could create journals, incorrect effort certifications and progress reports. Good data enables good grant stewardship.

**Related documents and links**

- Harvard Effort Reporting Policy
- Harvard Cost Sharing Policy
- Harvard T.H. Chan School of Public Health Outside Activities Policy
- Harvard T.H. Chan School of Public Health Sponsored Effort Management Guidelines
- Tenure-Track Junior Faculty Institutional Support Supplement Policy

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**Revision history**

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