Find Your Pre-Submitted Proposal

This job aid shows you how to locate a proposal that is not yet in "submitted to sponsor" status in GMAS. It is intended for Central Admin, Department Admin, Lab Admin, and PI user roles.

Prerequisites

The user should be able to log into GMAS at http://gmas.harvard.edu/gmas.

Steps


2. On the resulting Requests in Process dashboard, you will see:
   - Proposals that have not been submitted to sponsor, and
   - Internal requests that have not been approved by OSP or SPA.

3. Click the red link of the Request you would like to view.

4. Alternately, if you received a notification from GMAS, click on the Request link in the email. Log in and you will be automatically directed to the proposal.