GMAS System-to-System FAQs

Please note that similar issues below could be resulting from other issues, and resolutions may not work. In those scenarios contact the helpdesk (contactgmas@harvard.edu) with detailed information of the issue you are experiencing.

When are the big NIH deadlines?

The big NIH deadlines can be found here: http://grants.nih.gov/grants/funding/submissionschedule.htm

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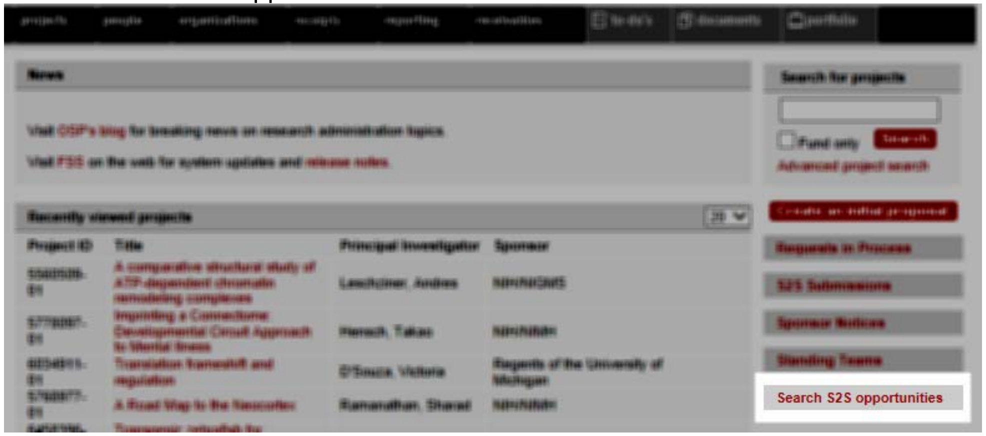
Where can I check to see what Grants.gov opportunities and forms GMAS supports?

Grants.gov opportunity numbers and forms can be checked to see if they are supported for System-to-System from the GMAS homepage under "Search S2S opportunities".



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Can I submit to sponsor using system-to-system in GMAS when the sponsor is non-federal and the prime is federal?

System-to-system cannot be used when a sponsor is non-federal. "No" must be selected to the question "Will this request be submitted to Grants.gov electronically via GMAS?" in this case.

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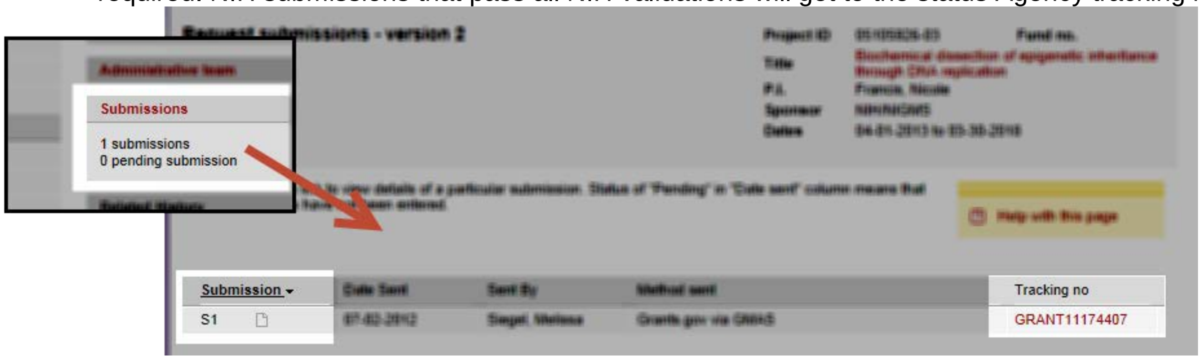
Where can I see a copy of my Grants.gov submission and the submission status in GMAS?

On the right-hand side of the request home you will see a "Submissions" section. Click on the "Submissions" link to navigate to a list of submissions for the request. Typically there is one submission but there may be correction submissions.

- In the first column labeled "Submission" you will see S1 for the first submission, S2 for the second, etc. Next to each submission indicator (i.e. S1) you will see an icon representing the submission package. Click on the icon to go to a screen that lists all the forms included in the submission. Click on <View> to see the submission in PDF form.
- In the last column on the submissions screen you will see the Grants.gov GRANT tracking number. Click on the tracking number and you will see the latest status. A status of Validated means the submission passed all Grants.gov validations and is waiting to be picked up by the agency. Received by agency means the agency picked up the application but they may have their own validations to run. For applications that reach only Received by Agency, you must check with the Agency to see if further action is required. NIH submissions that pass all NIH validations will get to the status Agency tracking number assigned status in GMAS.



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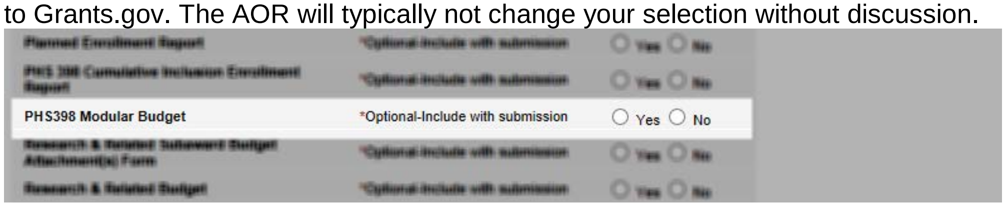
Can I enter both a modular budget and a detailed budget, but only submit the modular budget to the sponsor?

Yes. GMAS will not automatically submit the detail budget just because you've entered one in GMAS. The R&R Budget must be selected for submission in order to be submitted. When you <Lock and route for signatures> you will see a Yes and No submission option for the R&R budget. Select No and this will default for the Authorized Organization Representative (AOR) when they go to submit the application to Grants.gov. The AOR will typically not change your selection without discussion.



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I do not see my attachment when I preview the application, but it is uploaded under the Grants.gov attachments section. How do I get the attachment to appear in the preview?

There could be a few things happening that is causing the form to not show in preview:

1. The attachment is a non PDF attachment. In this case, you can see the individual file if you click on it, but it does not show in preview. The document will be submitted as part of the package even though it previews as if it will not be included.
2. It is larger than 5MB. In this case, you can see the individual file if you click on it, but it does not show in preview. The document will be submitted as part of the package even though it previews as if it will not be included.
   I. Note, sometimes a document larger than 5MB is only a few pages long. This large file size is usually because of background information in the document to manage pictures - try "compressing" the file or re-creating the attachment if it needs to be seen in the preview.
3. The wrong version of the form is being used. In this case, validation will fail and you will not be able to submit.

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Why can’t I re-order the research team?

There is a bug when using Google Chrome that prevents a user from re-ordering the research team. To re-order the team, use any browser other than Google Chrome.

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Why are my attachments showing rotated in preview when they look normal in the attachment?

The way a PDF is created can cause some documents to display sideways in preview even though it is right side up in the Grants.gov attachments section.

- One way to get around this issue is to download a free application called CutePDF. Then you can go into the original file (Word doc, etc. which is best) or the original PDF that you uploaded to GMAS, select print and print to CutePDF. Then just re-attach your files to GMAS and preview to make sure they are oriented the correct way.
- Another solution is if you have Adobe X Pro or a later version, you should have a feature that recognizes the text of the PDF document. Open the attachment and click the “view” tab, and then go to “tools”, “recognize text”. On the right side of the document, a box will open. Click “In this file” then select “OK”. A conversion process will take place in the PDF which makes the text searchable and editable. The file will no longer flip when submitted, and it is best practice to perform this on letters of support before attaching or uploading for submission. Make sure after conversion that no words have been misspelled, as this is a potential liability of the process.

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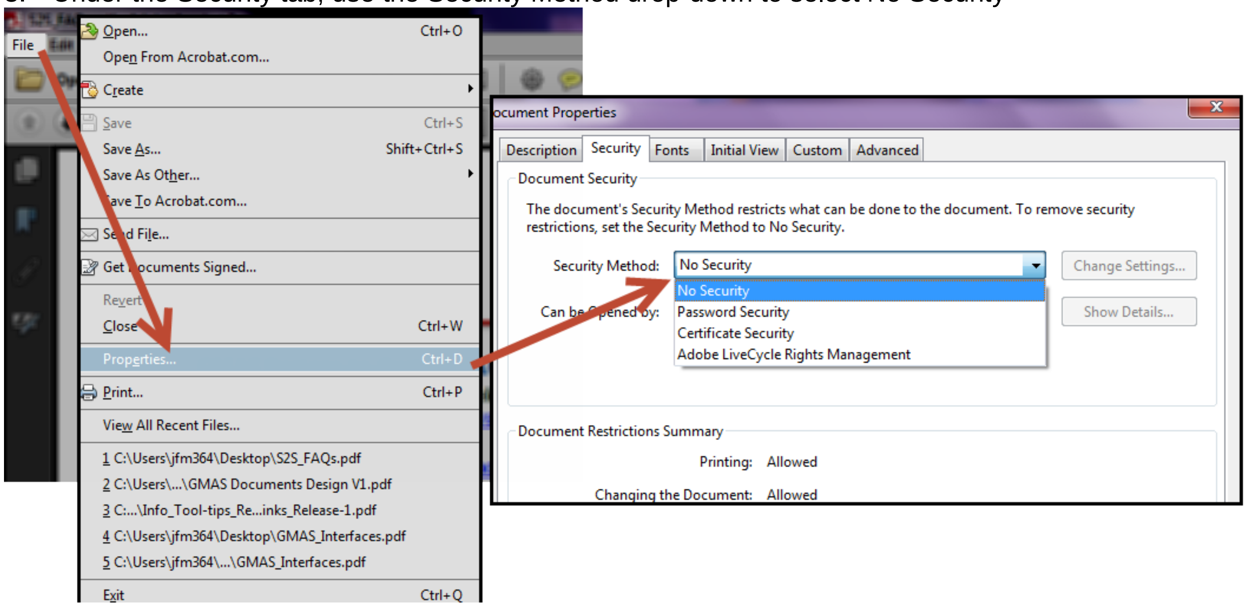
Why am I seeing an error when going to the Grants.gov attachment screen?

PDF files that have been saved with security cause an error on the Grants.gov attachments screen. To change a documents security:

1. Select File from the PDF toolbar
2. Select Properties
3. Under the Security tab, use the Security Method drop-down to select No Security



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How do I make a correction submission to Grants.gov if I do not see the Grants.gov correction button in GMAS?

To submit electronic grant applications to Grants.gov you must be fully authorized in Grants.gov as an Authorized Organization Representative (AOR). In GMAS we have given AOR permissions (the permissions to submit from GMAS to Grants.gov) to University Authorized Signatories (UAS) since those individuals are the AOR equivalent. Making a correction submission from GMAS sometimes requires the AOR to withdraw an application from the NIH Commons and since they are the role authorized to do so in the Commons, they are the role authorized to initiate the correction submission in GMAS.

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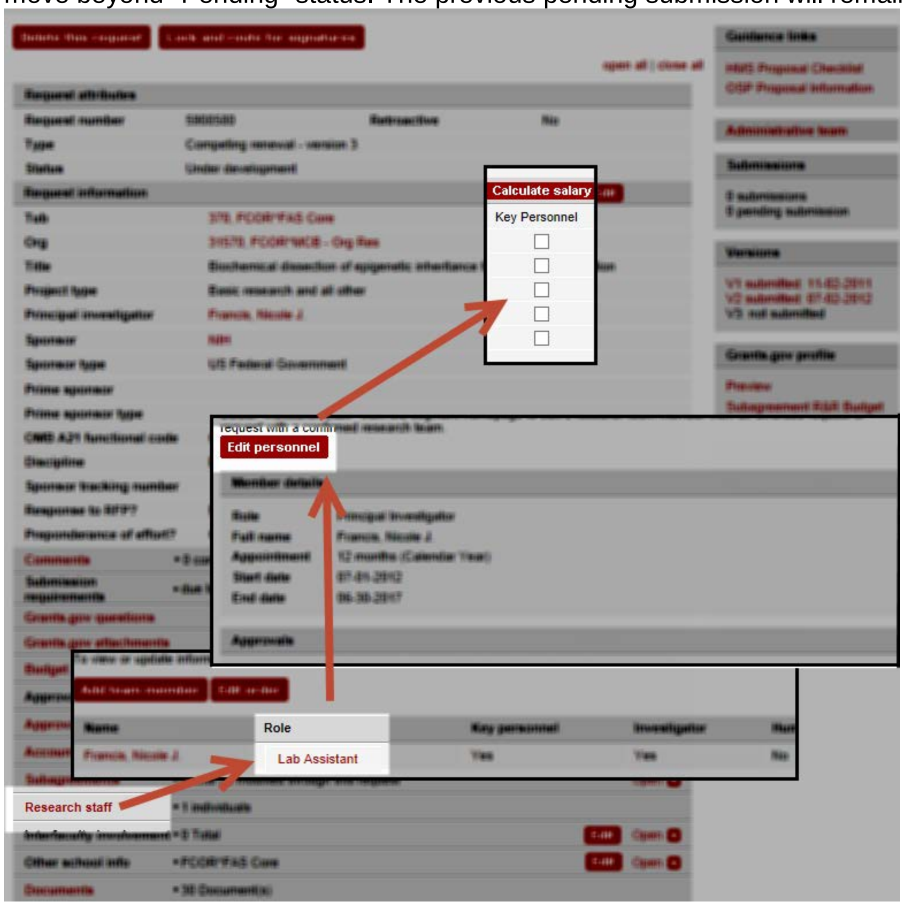
Why isn't the submission moving from Pending status to another status?

When an individual creating a grants.gov proposal in GMAS moves backwards in the request guided steps to the dates screen after setting up the research team, it can create data issues that prevent the package from being successfully submitted.

To resolve the issue, edit key roles under edit research staff to select key personnel under the budget periods where they are key personnel. Resubmit the proposal after re-marking the research team members as key personnel to create a new submission that will move beyond "Pending" status. The previous pending submission will remain "Pending".



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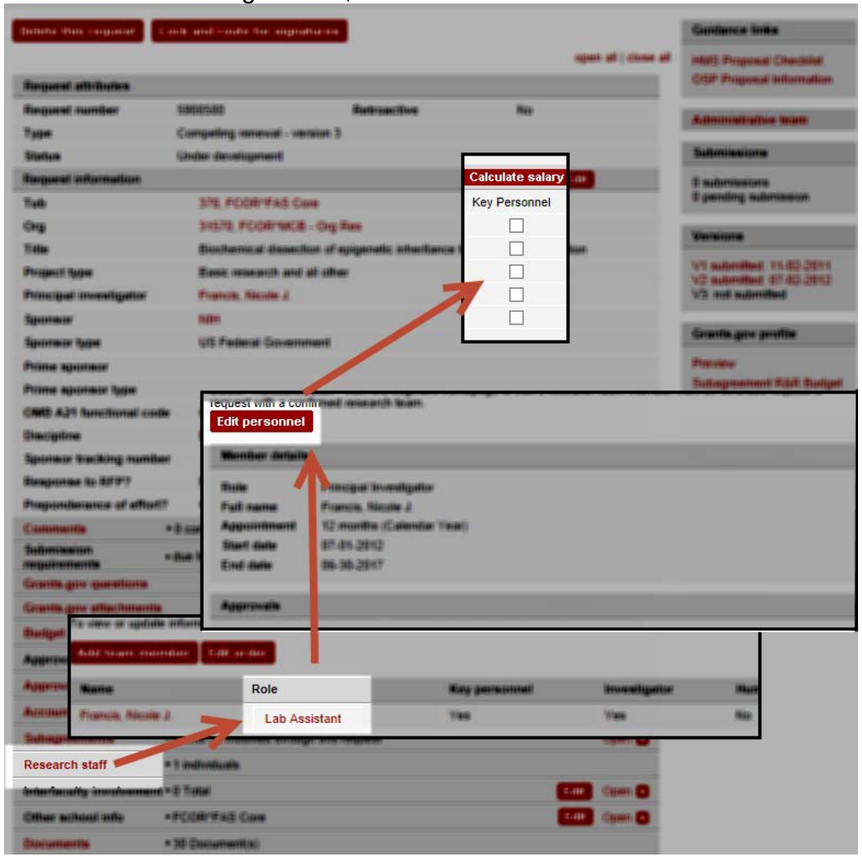
Why isn’t the tracking number status progressing from Submission processing?

If there are documents included in the Research & Related Key Person section for an individual who should be key personnel and they do not appear on the key person form this issue occurs. To check, preview the key person form. If all key personnel are not listed, navigate to the missing persons in the request under the research team. Select the individual’s roles and check the key person boxes under the budget section. They will now appear properly on the key person form and you can resubmit. The previous submission will remain in the "Submission Pending" status, but the new submission should show a Grants.gov tracking number (assuming there are no other errors).



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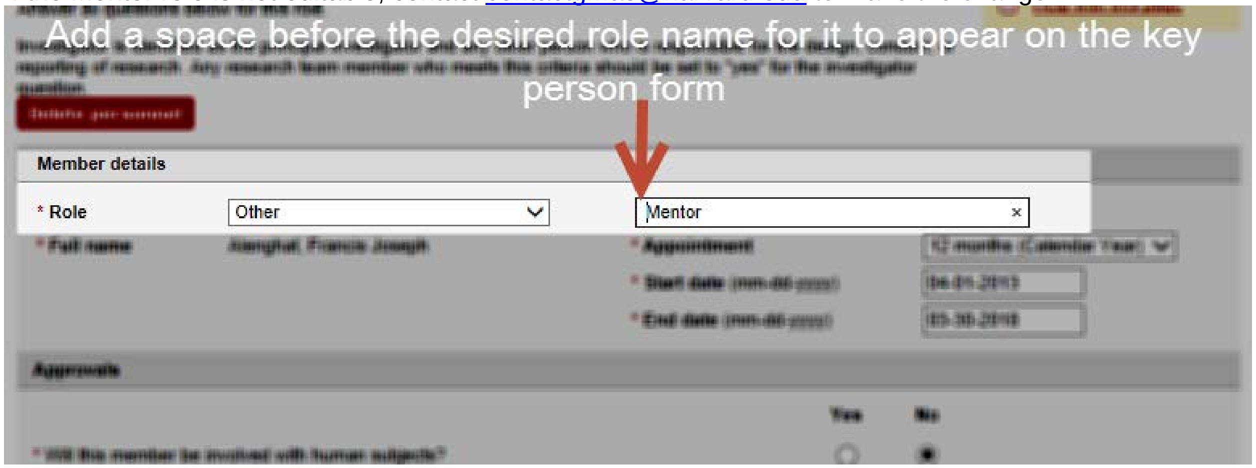
Why is the Mentor role showing as Sponsor when I preview the key person form, and how can I change it?

The Mentor appears on the key person form as "Sponsor". It was originally set up this way to support the business logic for NIH Fellowships. However, other sponsors (like DOD) do not have the same requirement, and there are also cases where the Mentor role is used but should not be "Sponsor" (such as NIH K applications).
To change Sponsor to Mentor on the form, change the Mentor role to "other" and enter a space and then Mentor in the additional box. Please note however, the Mentor signature will not appear.
If the Mentor role is not editable, contact contactgmas@harvard.edu to make the change.



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If a submission submits successfully to Grants.gov, but fails at NIH, is it a GMAS issue or a NIH issue?

There could be an issue on either end. If the submitter cannot determine what the problem is through eRAcommons, they should contact the help desk (contactgmas@harvard.edu). FSS would need to work through the issue with the submitter to determine what the problem is.

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I do not want to submit the Research and Related Budget form (R&R Budget) with my application, but it shows when I preview the application. How do I remove it from the submission?

You are seeing the R&R Budget form because the form was selected on the preview screen. In order for the form to not appear in the PDF preview, de-select the Research and Related Budget on the preview screen.

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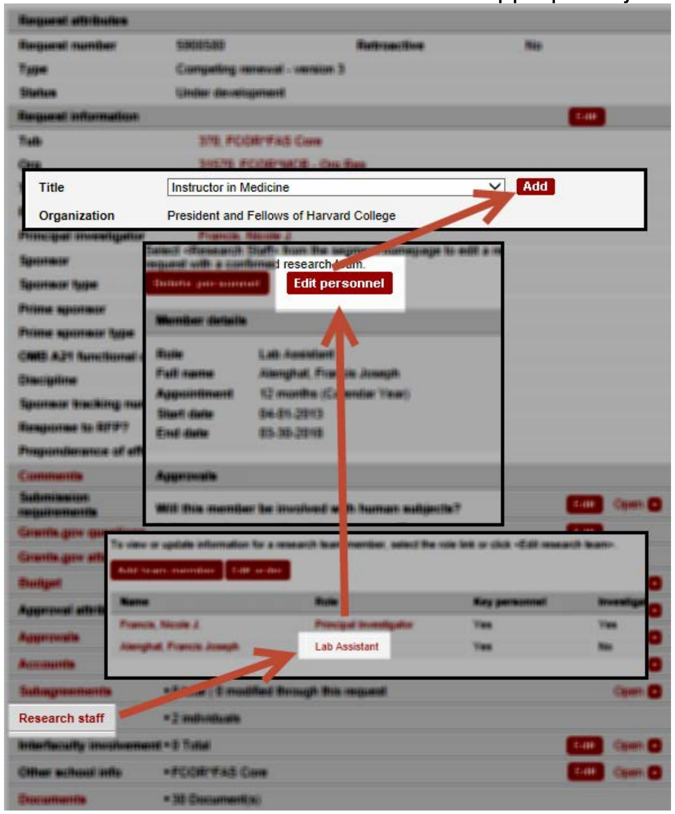
A research team member's personnel information is showing incorrectly. How do I make changes to job information?

To add or change job information for research team members, select the <Add> or <Edit> button next to Title in the key personnel profile section at the bottom and then enter the appropriate job information, including changes to the Title, Organization, and Division.



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Why do I see TBD in the Specific Aims attachment in the Research Plan?

This is not a problem and you will be able to submit as is and the TBD will not get submitted for that attachment - that slot will be blank when you look at the application in the NIH Commons and the submission PDF in GMAS. The reason the TBD appears is because sometimes people preview the forms in GMAS before a form is populated with any data, like the Research Plan. In order for the preview to work when it doesn't have any information there is placeholder data in forms. People usually do not notice the TBD because they almost always attach a Specific Aims attachment.

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For NIH applications, why is the Modular Budget and the R&R Budget optional? Doesn't NIH require a budget?

NIH does require a budget, but NIH does not know necessarily what kind of budget the PI will elect to submit. A modular budget must be in increments of $250K of direct costs and that is not always the way the research plan works out, therefore, NIH opportunities usually include both budgets as optional but NIH will perform a validation of their end to ensure a budget was received.

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In what order do people appear on the Senior/Key person form?

The PI is always first, and then the order is determined by order in which they were added to the research team. The attachments for each key person appear after the form in the same order.

R2R works differently. When the request is cloned, all research team members are copied to the new version with the same create date/time. In this scenario, although the PI will appear first in the form, the PI's attachment (biosketch) will not necessarily be the first biosketch. To work around this issue, leave the PI as is in the new version and remove others members of research team and then add them back.

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I noticed on the Senior/Key Person form that my research team member did not have an address. I added an address in his person profile but I still do not see the address in the preview. Why isn’t it showing?

After adding the address in the person profile, you must edit the research team member record and select the address in order for it to appear in the preview.

- Note, GMAS allows five street address lines in the person profile, but the Grants.gov forms only allow two. Therefore the GMAS preview pulls only the first two lines of street address selected in the research team record; be sure the information you want on the forms is in the first two address lines in the profile.
- Also note, even though GMAS pulls/submits the first two address lines, the “Addresses” section from the research team member record shows the first three lines from the person profile.
- Finally, addresses in person profiles often display as "Harvard Univ" and the real street address does not start until line two or three. This information is pulled from another University system. System-to-System users often prefer to create an address in the person profile for selection in the research team record to avoid these formatting issues.

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There is an Other Significant Contributor (OSC) on my application. How do I add them to the Senior/Key section without having effort or budget implications?

Other Significant Contributors should be on the key person form but not on the budget. To achieve this, enter OSC's as key personnel, but enter zeros for effort, salary, and fringe. Doing this will prevent them from showing up on the budget.

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