

## Closing GMAS Proposals

Once it is known that a proposal will not be funded, it should be closed in GMAS as soon as possible to stop unnecessary downstream review activities and to ensure accurate reporting. This guide applies to requests that have been submitted to the sponsor. Proposals that have not been submitted, and will never be submitted or processed should be deleted rather than closed.

GMAS has an automated close out process. When this process runs, it will find and close pending initial or competing requests. For a request to be automatically closed by GMAS it must meet the following criteria; it must be in a status of "Submitted to sponsor" and the request must have been submitted more than 18 months ago. The pending requests will not be closed if the segment has any associated notices, has any "At-risk" requests, has any "Just-in-Time" requests, or has active accounts.

### *Proposal closeout steps*

1. Navigate to the proposal in GMAS that you wish to close out.
2. On the initial request or competing renewal, click the **Proposal closeout** button.



The screenshot shows the GMAS interface for an "Initial proposal" with ID 123456. The page includes a table for proposal details, a submission history section, and a right-hand sidebar with action buttons. A red arrow points to the "Proposal closeout" button in the sidebar.

Initial proposal	
Research team	2
Subagreements	0
Accounts	1

Submitted 1,457 days ago on May 20, 2013 by Sally Jones

Date received by central May 15, 2013  
Submission method E-mail  
Tracking number

Comments (1) Related links Log a notice

- Revise to resubmit
- Proposal closeout**
- Proposal rollback

3. On the next screen, select the reason for the closeout.

Rejected by sponsor

Closed

Withdrawn

Declined per Harvard University

Cancel OK

- **Declined per HU** – For proposals being declined by the University
  - **Rejected by Sponsor** – For proposals where communication from the sponsor has been received that it was not selected for funding
  - **Withdrawn** - For proposals that were withdrawn from funding consideration
  - **Closed** – For proposals that will not be funded that do not fit the above criteria (i.e., a proposal that has been pending for a significant period of time without response from the sponsor)
4. Enter a comment if necessary.

5. Click **OK**. The request status will update according to the reason selected, and the segment status will update to **Not Funded**. if all the requests in the segment are in a closed status.

6. Upload any relevant documentation to the initial proposal or competing renewal homepage.

**Please note:** If the proposal was closed out in error or needs to be reopened, contact your pre-award representative. GMAS “Super-users” in the central office have access to process using the **Proposal rollback** button to bring the proposal back to an open status. The proposal can be reverted all the way back to **Under development** status if necessary.