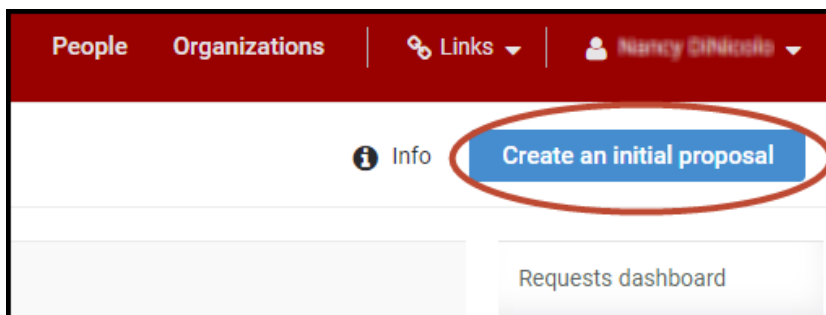


Creating Proposals & Requests: Quick Reference

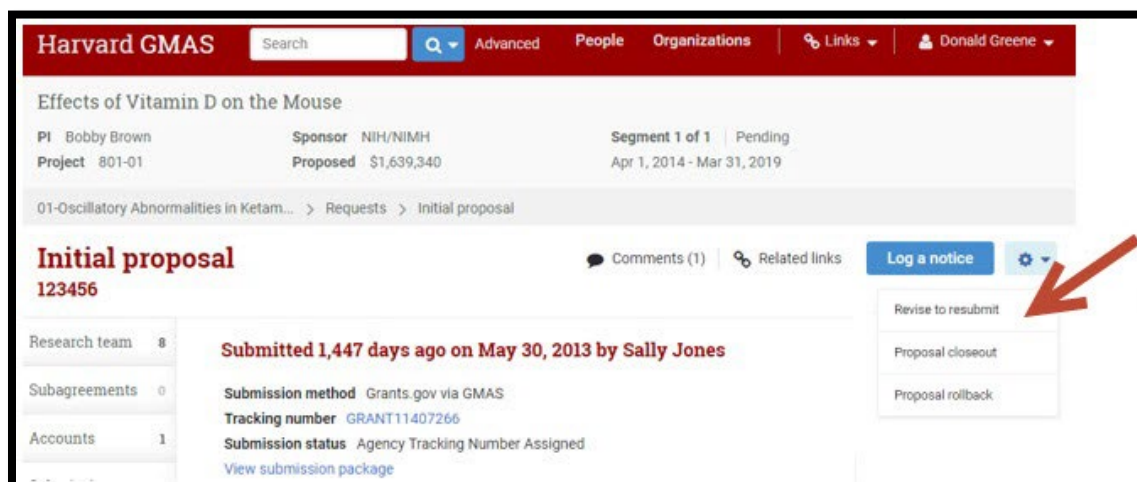
New Proposals

Click the **Create an initial proposal** button on the right-hand side of the GMAS Homepage.



Resubmissions

Navigate to the proposal you wish to resubmit. On the initial proposal or competing renewal home page, click **Revise to resubmit** from the main action drop-down menu.



Just in time, Competing renewals, Continuations, Supplements, Cost sharing, International collaboration and activities, Confirm research team, Edit research team, Changes to existing segment and Internal requests

Note:

- Just-in-Time requests can only be created on a pending segment with a submitted initial proposal/competing renewal that does not have a notice logged, or an at-risk request in authorized status. Only one Just-in-Time request can exist per segment.
- Continuations, Supplements and Competing Renewals cannot be created when the segment status is "Pending".
- Continuations and Supplements cannot be created on segments where the research team has not been confirmed.
- Cost sharing and International Collaboration and Activities requests cannot be created when a segment already has a request of that type in a non-submitted or non-awarded status.
- Research team cannot be created if the segment research team has not been committed yet, or when the segment already has a request of that type in a non-submitted or non-awarded status.

Navigate to the current segment/fund. On the segment home page (or from the request list screen), select **Actions** and then **Create request**.

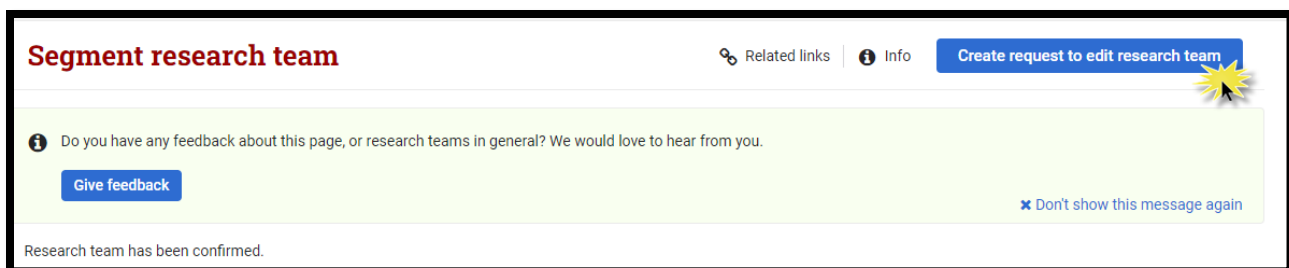
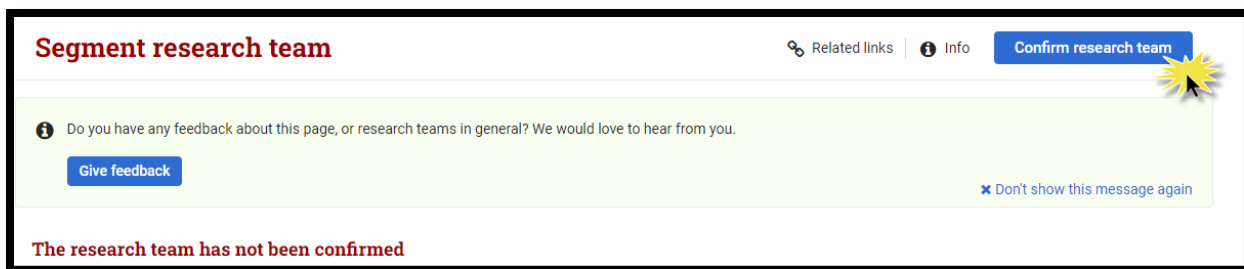
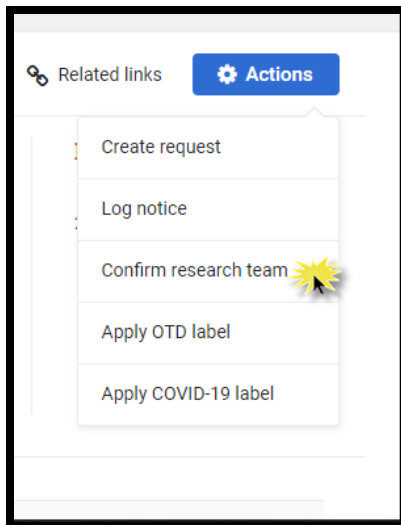
The screenshot displays the HarvardGMAS web interface. At the top, there is a navigation bar with links for Documents, History, Comments (0), Related links, and an Actions button. Below this, a table lists various items with columns for Anticipated dates, Anticipated status, and Anticipated amount. A yellow starburst icon highlights the 'Create request' button in the top right corner of the table. A modal dialog box titled 'Select a request type' is open in the foreground. It contains a question 'Is this a retroactive request?' with radio buttons for 'Yes' and 'No'. Below this is a section 'Request type (select one)' with a list of radio button options: Just-in-Time, Continuation, Supplement, Competing renewal, Cost sharing, International collaboration and activities, Research team, Changes to existing segment, and Internal requests. At the bottom of the dialog are 'Cancel' and 'Create request' buttons.

Anticipated dates	Anticipated	Anticipated
Jan 1, 2022 - Dec 31, 2022	g	\$5,100
	g	\$5,000
	g	\$100

Confirm research team requests can be created by navigating to the segment home page, select **Actions** and then **Confirm research team** or by navigating to the segment research team screen and selecting **Confirm research team**.

Note: Confirm research team requests can only be created on a segment that has a notice logged, or an at-risk request in authorized status, and the research team has not yet been confirmed. Once a research team has been confirmed you can only create Edit research team requests.

- Edit research team requests can also be created by navigating to the segment research team screen and selecting **Create request to edit research team**.



For closed segments only **Create competing renewal** is available.

