

GMAS/OAR Integration

The April 2015 GMAS release included integration between HMS's Outside Activities Report (OAR) and GMAS. This document covers the following in relation to this new approval in GMAS:

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Cut-over

Investigators added to projects prior to April 18, 2015 will not have OAR approvals in GMAS. (Those investigators will have Conflict of Interest approvals. Disclosure statements still need to be collected and uploaded for those investigators.) When working with these projects, it will be common to see OAR approvals for some Investigators and not for others.

All new projects and all investigators added to research teams after April 17, 2015 will generate OAR approvals in GMAS. Those investigators will be notified by OAR that they need to complete a research certification in OAR. The research certification needs to be completed before the proposal can be submitted or the award set-up (if the investigator is added after the award is submitted).

Please contact the GMAS help desk at contactgmas@harvard.edu or the OAR helpdesk at outside_activities@hms.harvard.edu if you have any concerns about approval generation.

FAQs

What does the OAR acronym mean?

- OAR stands for Outside Activity Report.

Why is the OAR approval "Pending"?

- The initial OAR approval status of "Pending" means the approval is waiting to be sent to OAR to create a researched based cert. There could be a few reasons for this. To be sent to OAR the investigator must have a HUID and an active PeopleSoft flag. The HUID must also exist in OAR.
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- HUID in GMAS: If the investigator has not been set up with a HUID yet, once the HUID record is sent to GMAS, SPA will need to perform a Person Merge to combine the HUID and non-HUID record. Once this is complete, the record will be sent to OAR.
- PeopleSoft flag: If the flag is inactive until the investigator obtains a new appointment, the approval will not be sent to OAR until the flag has been changed to active.
- HUID in OAR: The person record must exist in OAR. Once the investigator is set up in MIDAS, the record should feed to both OAR and GMAS. If you know the record is active in MIDAS and the approval is still Pending, please contact the OAR Helpdesk at outside_activities@hms.harvard.edu.

I just added an investigator to the research team and I see their OAR approval "Pending". When will I see the cert in OAR?

- Given all the above scenarios have been met, the OAR approvals will create certs on the following schedule: Every half and full hour Monday through Friday from 8AM to 6PM EST.

I just edited the research team on an active project. Why didn't all investigators receive OAR approvals?

- Please refer to the OAR cut-over section for scenarios as to why this would happen.

Who notifies the investigators they have a certification to complete?

- OAR will send all notifications to investigators. The investigator will receive an email from outside_activities@hms.harvard.edu with a link to the research certification for that project.

What does "sent to investigator" mean? Can the proposal be submitted?

- When the OAR approval status is "Sent to Investigator," it means that a research certification was generated in OAR and sent to the Investigator to be completed. The Investigator has not completed the research certification. All research certifications must be complete prior to the proposal being submitted.

When can the proposal be submitted?

- A proposal can be submitted when the approval status for all of the OAR approvals is one of the following: Needs Review, Review Complete - Ok to Fund, Administrative Review, Withdrawn.

I'm looking at the Approvals in GMAS and an Investigator told me he just completed the research certification. How can I verify this?

- Click the "Update OAR status" button on the Approval List screen. If the Investigator completed it, GMAS is able to acquire that information instantaneously. The approval status should change from
-

“Sent to Investigator” to “Needs Review” or “Review Complete: Ok to Fund.” If it does not, email outside_activities@hms.harvard.edu or call 617 432-1343.

The proposal got a great score. I want to get it ready for when the notice of award comes. Can I update the research team before the notice of award is received?

- Yes. After the grant is submitted, you can confirm and update the research team.

We received the notice of award. Will the account be set up if the OAR approval status for the PI is “needs review?”

- No. The award can only be set up when the OAR statuses are as follows: “Review Complete: OK to Fund” or “Withdrawn.”

What if my tub changes?

- Please refer to the tub change sections under *OAR Approvals on Projects* for help with tub changes and OAR approvals.

I added a TBD team member to my research team. Why don't I see an OAR approval for them?

- TBD research team members do not get an OAR approval. If you are on a proposal and Edit Personnel and change the TBD to a person, the approval will be generated at this time.

Why do I still see COI approvals on my project?

- COI approvals will show on HMS projects for two reasons:
 - If the investigator was added to the project prior to April 18, 2015, the release date for the new OAR approvals, there will be COI approvals on the project.
 - If the tub was once a non-HMS tub and then changed to HMS, COI approvals were generated for the non-HMS management of the project.
- Please note the behavior of the COI approval itself will remain the same as before the OAR changes. If the investigator updates their disclosures in COI, the COI approval status could change.
- COI approvals will be deleted for tub changes on proposals and for that proposal only.

Will investigators on HMS projects be sent to fCOI as PHS?

- Investigators on HMS projects only will not be flagged as PHS in COI. If the investigator is also an investigator on a non-HMS project that has a PHS+ sponsor, they will get the flag because of the association with that project.

OAR Approvals on Projects

For all roles that are Investigators (answering Yes to the question highlighted below):

| Research team member | |
|---|---|
| *Role | Principal Investigator |
| *Person | Smith, John E. |
| * Will this member be involved with human subjects? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| * Is this individual considered key personnel? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <small>Individuals with this question answered yes will appear on Key Person forms for System to System</small> | |
| * Is this member responsible for the design, conduct or reporting of the proposed research? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <small>Check Yes to Investigator if the person is responsible for the design, conduct, or reporting of the research. A Yes answer will generate a conflict of interest approval (FCOI or OAR). Note that for HMS, check No for sub-award investigators.</small> | |

The PI will always be an Investigator; the selection option is not modifiable. All other roles will have the ability to select Yes or No for this question.

On the Request

- Creating a New Proposal
 - Adding the PI, Mentor (assuming the mentor is an investigator), and other investigators will generate OAR approvals.
 - Initial Requests, Supplements and Competing Renewals all generate new approvals once the new request is set up. Adding new investigators to the research team on Continuations will generate approvals for those new investigators, however creating a Continuation itself will not generate new approvals.
- Editing Research Team Members
 - Changing the PI or Mentor
 - The new PI or Mentor (assuming the mentor is an investigator) will generate OAR approvals
 - Note: Changing the Mentor will default the Investigator flag to Yes for the new Mentor. Go to Edit the Personnel record to select No if desired.
 - The previous PI's or Mentor's approvals will be deleted from GMAS and if there is a certification associated to the record in OAR, it will be Withdrawn or Retired in OAR.
 - Editing Personnel
 - Changing the Investigator flag from No to Yes will generate an approval.
 - Changing the flag from Yes to No will delete the approval and if there is a certification associated to this record in OAR, it will be Withdrawn or Retired.
 - Changing a TBD investigator to an individual (named) will generate an approval
 - TBD will not initially generate an approval. The approval will be generated once an individual has been assigned to the role.

-
- Deleting personnel
 - The approval for deleted investigators will be deleted from GMAS and if there is a certification associated to the record in OAR, it will be Withdrawn or Retired in OAR.
 - Changing the org
 - To an HMS central office org from a non-HMS central office org will generate OAR approvals for investigators
 - Note: Changing tubs within the HMS central office org umbrella will not generate new approvals.
 - To a non-HMS central office org from an HMS central office org
 - The approvals will be deleted from GMAS and if there is a certification associated to these records in OAR, they will be Withdrawn or Retired in OAR.
 - Revise to Resubmit
 - All Investigators will receive new OAR approvals when a Revise to Resubmit request is created
 - If the team has been confirmed and then a Revise to Resubmit is initiated, the previously generated approvals related to changes on Confirm, as well as any research team changes will be deleted from GMAS. If there is a certification associated to these records in OAR, they will be Withdrawn or Retired in OAR.
 - The team for the Revise to Resubmit request will be copied from the request where the Revise to Resubmit was initiated.
 - If a prior version request is awarded, the research team on the awarded request will only be copied to the segment if the team has not been confirmed. If the team has already been confirmed, the confirmed team will remain on the segment and any changes should be made via the Edit Research Team functionality.
 - To ensure the approvals and OAR certifications are in the correct statuses, after awarding a Revise to Resubmit request, the prior version(s) should be closed.

Confirming the Research Team

- Adding new team members as Investigators will generate OAR approvals
- Editing Research Team Members
 - Changing the Investigator flag from No to Yes will generate OAR approvals
 - Changing the flag from Yes to No will delete the approval in GMAS and if there is a certification associated to the record in OAR, it will be Withdrawn or Retired in OAR.
- Deleting personnel
 - The approval for deleted investigators will be set to Withdrawn status* in GMAS and if there is a certification associated to this record in OAR, it will be Withdrawn or Retired in OAR.

At the Award Stage

- Adding new team members as Investigators will generate OAR approvals
 - Adding new investigators on Supplements and Continuations will also generate OAR approvals. Approvals for investigators added to those requests will not be visible on the segment until the request is awarded.
- Editing Research Team Members

-
- Changing the Investigator flag from No to Yes will generate an approval.
 - Changing the flag from Yes to No will be set to Withdrawn status* in GMAS if generated on a request. If the approval was generated on the segment, it will be deleted from GMAS. If there is a certification associated to this record in OAR, it will be Withdrawn or Retired in OAR.
 - Deleting personnel
 - The approval for deleted investigators will be set to Withdrawn status* in GMAS if generated on a request. If the approval was generated on the segment, it will be deleted from GMAS.
 - If there is a certification associated to this record in OAR, it will be Withdrawn or Retired in OAR.
 - Changing the PI or Mentor in a Segment Revision
 - Changing the Mentor will default the Investigator flag to Yes for the new Mentor. Go to Edit the Personnel record to select No if desired.
 - The previous PI's or Mentor's approvals will be set to Withdrawn status* in GMAS and if there is a certification associated to this record in OAR, it will be Withdrawn or Retired in OAR.
 - Changing the org in a Segment Revision
 - To an HMS central office org from a non-HMS central office org will generate OAR approvals for investigators
 - Note: Changing tubs within the HMS central office org umbrella will not generate new approvals.
 - To a non-HMS central office org from an HMS central office org
 - The approval for deleted investigators will be set to Withdrawn status* in GMAS if generated on a request. If the approval was generated on the segment, it will be deleted from GMAS.
 - If there is a certification associated to this record in OAR, it will be Withdrawn or Retired in OAR.

*Note: Pending approvals will move to Withdrawn immediately and will not be sent to OAR. Approvals in all other statuses will be sent to OAR to withdraw or retire the cert each night. The appropriate status will be reflected in GMAS the next day.

Anatomy of the OAR Approval

Pending Status - Before Cert Created in OAR

| projects | people | organizations | receipts | reporting | receivables | to-do's | documents | portfolio |
|----------|--------|---------------|----------|-----------|-------------|---------|-----------|-----------|
|----------|--------|---------------|----------|-----------|-------------|---------|-----------|-----------|

Request Home | Approvals

Approvals

| | | | |
|-------------------|--------------------------|-----------------|--|
| Project ID | 06890380-01 | Fund no. | |
| Title | New HMS Proposal | | |
| P.I. | Smith, John | | |
| Sponsor | NIH | | |
| Dates | 07-01-2015 to 06-30-2016 | | |

Approval list below indicates approval requirements identified based on information entered in GMAS and may not include all Harvard University and Sponsor approval requirements. It is the PI's responsibility to ensure that all appropriate approvals are secured for their sponsored research projects.

"M" indicates that approval has been identified as needing multiples. "C" indicates that comments were entered in approval details.

To view approval details, select Approval type link.

For information about Harvard's approval policies and policies of specific schools, see the [Research Administration](#) web-site.

| Status ^ | Approval type | Resp. party | Due date | Effective | Expires | M | C |
|----------|--------------------------------------|--------------------|------------|-----------|---------|---|---|
| Needed | Participation agree. | Smith, John Edward | Upon Award | | | | 0 |
| Pending | OAR Conflict of Interest | Smith, John Edward | Submission | | | | 0 |

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The screen you are on is : SCR0080Approvals Privacy Statement

| projects | people | organizations | receipts | reporting | receivables | to-do's | documents | portfolio |
|----------|--------|---------------|----------|-----------|-------------|---------|-----------|-----------|
|----------|--------|---------------|----------|-----------|-------------|---------|-----------|-----------|

Request Home | Approvals | OAR Conflict of Interest

Conflict Of Interest Approval for Smith, John Edward

Name of Investigator associated with approval

| | | | |
|-------------------|--------------------------|-----------------|--|
| Project ID | 06890380-01 | Fund no. | |
| Title | New HMS Proposal | | |
| P.I. | Smith, John | | |
| Sponsor | NIH | | |
| Dates | 07-01-2015 to 06-30-2016 | | |

| | |
|---|---------|
| Current OAR certification status | |
| Research certification status: | Pending |
| Certification last updated: | Pending |

Both status and date are pending because the cert does not exist in OAR yet

Approval details

| | |
|------------------------|---------------------|
| Generated by: | Request 5821067 |
| Generated date: | 03-05-2015 12:18 PM |

Request or Segment approval where approval was generated and the date of generation.

| | |
|------------------|-------------|
| Comments | 0 comments |
| Documents | 0 documents |

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The screen you are on is : SCR0653OARCOIApproval Privacy Statement

After Cert has been created in OAR

(See [GMAS and OAR Statuses](#) below for more detail on how the statuses map.)

Request Home | Approvals

Approvals

Project ID: 06890380-01 Fund no. [redacted]
 Title: New HMS Proposal
 PI: Smith, John
 Sponsor: NIH
 Dates: 07-01-2015 to 06-30-2016

Approval list below indicates approval requirements identified based on information entered in GMAS and may not include all Harvard University and Sponsor approval requirements. It is the PI's responsibility to ensure that all appropriate approvals are secured for their sponsored research projects.

"M" indicates that approval has been identified as needing multiples. "C" indicates that comments were entered in approval details.

To view approval details, select Approval type link.

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[Help with this page](#)

Guidance links

[Research Admin Website.](#)

Update OAR status This button will request the most recent status from OAR. The button only appears when there is at least one OAR approval in a non-Pending status.

| Status | Approval type | Resp. party | Due date | Effective | Expires | M | C |
|----------------------|--------------------------|--------------------|------------|-----------|---------|---|---|
| Needed | Participation agree. | Smith, John Edward | Upon Award | | | | 0 |
| Sent to Investigator | OAR Conflict of Interest | Smith, John Edward | Submission | | | | 0 |

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The screen you are on is : SCR0080Approvals

After clicking the <Update OAR status> button:

Request Home | Approvals

Approvals

Project ID: 06890380-01 Fund no. [redacted]
 Title: New HMS Proposal
 PI: Smith, John
 Sponsor: NIH
 Dates: 07-01-2015 to 06-30-2016

Approval list below indicates approval requirements identified based on information entered in GMAS and may not include all Harvard University and Sponsor approval requirements. It is the PI's responsibility to ensure that all appropriate approvals are secured for their sponsored research projects.

"M" indicates that approval has been identified as needing multiples. "C" indicates that comments were entered in approval details.

To view approval details, select Approval type link.

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[Help with this page](#)

Guidance links

[Research Admin Website.](#)

Update OAR status

Please wait ...

| Status | Approval type | Resp. party | Due date | Effective | Expires | M | C |
|----------------------|--------------------------|--------------------|------------|-----------|---------|---|---|
| Needed | Participation agree. | Smith, John Edward | Upon Award | | | | 0 |
| Sent to Investigator | OAR Conflict of Interest | Smith, John Edward | Submission | | | | 0 |

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The screen you are on is : SCR0080Approvals

The OAR approval screen will display new data:

| | | | | | | | | |
|---|--------|---|--|---|-------------------|------------------|-----------|-----------|
| projects | people | organizations | receipts | reporting | receivables | to-do's | documents | portfolio |
| Request Home Approvals OAR Conflict of Interest | | | | | | | | |
| Conflict Of Interest Approval for Smith, John Edward | | | | Project ID 06890380-01 | | Fund no. | | |
| This date displays the last time the status was requested from OAR. | | | | Title New HMS Proposal | | | | |
| | | | | P.I. Smith, John | | | | |
| | | | | Sponsor NIH | | | | |
| | | | | Dates 07-01-2015 to 06-30-2016 | | | | |
| Current OAR certification status | | OAR last queried on March 05, 2015 1:12 PM. | | | | | | |
| Research certification status: | | Sent to Investigator | | | | | | |
| Certification last updated: | | 03-05-2015 12:46 PM | | The date displayed is the date of last status change in OAR. | | | | |
| Approval details | | | | | | | | |
| Generated by: | | Request 5821067 | | Approvals generated on the request will display the request id here. Approvals generated on Confirm or on the Segment will display the Project Id here. | | | | |
| Generated date: | | 03-05-2015 12:18 PM | | | | | | |
| Comments | | 0 comments | | | | | | |
| Documents | | 0 documents | | | | | | |
| © Copyright 2004 by the President and Fellows of Harvard College. | | | This is release 1_38_03 . Last deployed 2/27/15 12:57 PM | | | Contact GMAS Top | | |
| The screen you are on is : SCR0653OARCOIApproval | | | | | Privacy Statement | | | |

OAR Approval Statuses in GMAS

| OAR Approval Status | |
|-------------------------------|---|
| Pending | Research Certification - does not exist in OAR yet |
| Sent to Investigator | The Research Certification has been created in OAR and sent to the Investigator to be completed |
| Needs Review | The Investigator has completed the Research Certification. The Research Certification needs review prior to the award being set-up. |
| Administrative Review | The Research Certification is in the review process. |
| Review Completed – OK to Fund | The Review is complete and the grant can be funded at any time. |
| Withdrawn | The OAR approval is no longer required. |

GMAS and OAR Interface Timings

Certs created in OAR:

- Every 30 minutes
- Monday to Friday 8AM to 6PM EST on the half and full hours

Remove Certs in OAR

- Nightly – overnight

Cert updates in GMAS

- Nightly - overnight
- Ad hoc via "Update OAR Statuses" button on the Approval List screen
 - This button will update the status for approvals on this screen only

GMAS Project data in OAR

- Nightly - overnight

Glossary

OAR: Outside Activity Report

Cert: Certifications in OAR where investigators must disclose their interests related to the particular research they with which they are being associated.

COI: Conflict of Interest

Helpful Links

[GMAS Release Notes](#)

[GMAS Glossary](#)

Need GMAS access? Check out [this page](#) for more information.