Participation Agreement

For information about the participation agreement and why it is required to be signed, please visit the Intellectual Property page on the Office of the Vice Provost for Research website.

Prerequisites

General knowledge of the participation agreement and GMAS.

This job aid covers the following topics:

- Participation agreement approvals on sponsored projects
- Signing the participation agreement
- Viewing the participation agreement status for an individual
- Troubleshooting

Participation agreement approvals on sponsored projects

The participation agreement generates on all sponsored projects in GMAS for each research team member. If the research team member has a participation agreement on file, the approval will generate as "Done". If there is not a participation agreement on file for the research team member, the approval will generate as "Needed".

Once the participation agreement is signed, the "Needed" participation agreements across all sponsored projects in GMAS will update to "Done".

Signing the participation agreement

There are a few ways to navigate to the participation agreement to sign.

Participation agreement link
Anyone at Harvard with a University ID (HUID) can sign the participation agreement from the following link: (regardless of GMAS security): https://gmas.harvard.edu/gmas/participationagreement.

From the GMAS homepage
If already in GMAS, the participation agreement can be accessed by following the steps below:
1. Select your name in the upper right hand corner of the GMAS screen
2. From the dropdown menu, select "Profile".
3. From your person profile, scroll to the bottom of the screen and select "Review and sign" from the "Participation agreement" panel.

From a "Needed" participation agreement approval on a sponsored project
If already in a sponsored project in GMAS, the participation agreement can be accessed by following the steps below:
1. If on the segment homepage, scroll down until you see the "Needed approvals" section. If on the request homepage, open the approval panel to see the list of "Needed" approvals.
2. Select the "Participation agreement" link where your name is listed.
3. From the participation agreement screen, select "Review and sign" on the signature panel.

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Viewing the participation agreement status for an individual

The status of a participation agreement can be checked by anyone who has GMAS access by following the steps below:

1. Log into GMAS.
2. From the homepage, select "People" from the top of the screen.
3. Search for the individual's name.
4. Select the appropriate person link from the search results.
5. Scroll to the bottom of the person's profile screen.
6. Open the "Participation agreement" panel to see if there is a signature captured and the date of signature. If there is no signature present, the participation agreement has not been reviewed and signed by the individual.

Troubleshooting

If you believe an individual has signed the participation agreement, but the approval is still listed as "Needed" from a sponsored project in GMAS, the cause may be due to multiple person profiles existing for a person or an incorrect person profile recorded on the research team.

Person profiles in GMAS are a mix of HR systems created records (those with a Harvard University ID), and person records that were created by an individual in GMAS to represent a person who does not currently have a Harvard University ID. Sometimes, one person might be represented by both types of records. When this is the case, please follow the process to merge person profiles.

For assistance with troubleshooting, please email contactgmas@harvard.edu.