Outside foreign contracts and agreements document repository

To support the collection, review, and submission of other support pages, a new document repository type has been added to everyone's person profiles to house any contracts or agreements that must be submitted as part of NIH's Other Support requirements:

> *"Supporting documentation, which includes copies of contracts/agreements specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. If the contracts/agreements are not in English, recipients must provide translated copies."*

This new document repository is titled "Outside foreign contracts and agreements" and is intended to facilitate the Harvard internal review and storage of this supporting documentation.

More information about this process and regulations can be found on the OVPR Website.

Prerequisites

This job aid assumes that the reader has an understanding of the basic functionality and terminology of GMAS.

This job aid contains the following information

1. Who can access the Outside foreign contracts and agreements document repository
2. How to navigate to the Outside foreign contracts and agreements document repository
3. How to use the Outside foreign contracts and agreements document repository to get a document reviewed before submission

Who can access the Outside foreign contracts and agreements document repository

- **All users** can access their own "Outside foreign contracts and agreements" document repository
- **Central users** can access "Outside foreign contracts and agreements" repositories for all users
- **Non-central users** can access "Outside foreign contracts and agreements" repositories for any person on the research team of segments that the non-central user has access to.

Note: If you do not see the "Outside foreign contracts and agreements" document repository for an individual, you do not have the appropriate security to access that individuals uploaded "Outside foreign contracts and agreements". If you believe you should have access, work with your local GMAS authorized requestor, or contact the GMAS helpdesk for assistance (contactgmas@harvard.edu).

How to navigate to the Outside foreign contracts and agreements document repository

An "Outside foreign contracts and agreements" document repository is available for every person profile in GMAS.

To navigate to your own "Outside foreign contracts and agreements" document repository, from the GMAS homepage, select your name link in the toolbar in the upper right hand corner of the screen, and then select "Profile".

To navigate to someone elses "Outside foreign contracts and agreements" document repository, from the GMAS homepage, select the "People" link from the toolbar at the top of the screen. Perform a person look-up for the individual. Once the appropriate individual appears in the results list, select their name link to be brought to their person profile. Once in the person profile scroll to the bottom of the screen to see the "Outside foreign contracts and agreements" document repository.
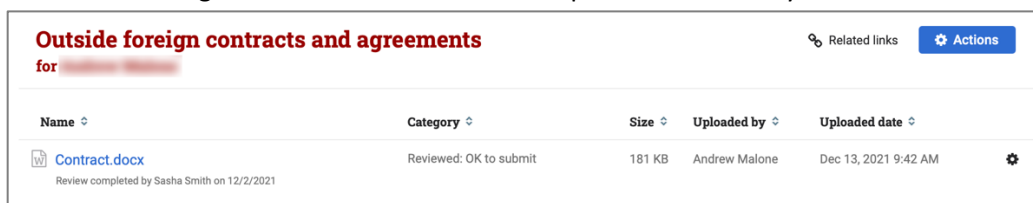
A person profile can also be accessed from any project the individual is associated to. From the project select the individuals name link either in the project heading, or from the research team list screen.

How to use the Outside foreign contracts and agreements document repository to get a document reviewed before submission

- Upload the unreviewed document(s) into the "Outside foreign contracts and agreements" document repository.
- The appropriate reviewer for your school will be automatically notified by GMAS within an hour.
- The reviewer will update the document category to reflect the review status. There are four possible statuses:
  - **Review in process** indicates that review has started.
  - **Reviewed: OK to submit** indicates that review is complete and the document is ready to be submitted along with the Other Support page.
  - **Reviewed: Not for submission** indicates that review is complete, but the document should not be submitted (usually because it does not meet the federal standard for disclosure, but is still subject to internal review).
  - **Expired** indicates that the contract or agreement is no longer active.
- The reviewer might also add a document description to reflect any review comments.

- The reviewer will directly reach out to the person who uploaded the document once review has been completed.