

## Outside foreign contracts and agreements review

The “Outside foreign contracts and agreements” document repository in GMAS is intended to facilitate the Harvard internal review and storage of supporting documentation related to Other Support submissions.

This job aid contains the following information


- [Monitoring reports](#)
- [Completing a review in GMAS](#)


## Monitoring reports

There are two monitoring reports to facilitate review of outside foreign contracts:

### Hourly monitoring for new documents

**New outside contracts for review in GMAS** ← ↶ ↷ →

  weblogic@bip-app1.test.atsea.cloud.huit.harvard.edu <weblogic@bip-app1.test.atsea.cloud.huit.harvard.edu> Today at 10:11 AM

To:  Malone, Andrew

There have been new outside contracts uploaded to GMAS for review.

Person	File Name	Upload date	Uploaded by	Uploader email	Request	Request due date
<a href="#">Zachary Ward</a>	Outside contract for review.docx	12/7/21	Andrew Malone	<a href="mailto:andrew_malone@harvard.edu">andrew_malone@harvard.edu</a>	<a href="#">Just-in-Time</a>	11/9/21

Note: This report runs hourly to monitor for any new uploaded documents.

This report will run every hour and send if there have been new documents uploaded. It will include:



- A direct link to the contracts repository where the document was uploaded
- The name of the uploaded file
- The user name and email who uploaded the file
- If the person is on a research team for a request in process, a link to the request will be provided


### Weekly monitoring for unreviewed documents

A similar report will run weekly to monitor for any outstanding documents that have not yet been reviewed.

## Completing a review in GMAS

- Various document actions can be done by clicking on the gear icon on the right side of the document list:

Name	Category	Size	Uploaded by	Uploaded date	
 Outside contract for review.docx		181 KB	Andrew Malone	Dec 7, 2021 9:57 AM	

7, 2021 9:57 AM 

- Move
- Delete
- Lock
- Rename
- Edit description
- Add category

- “Edit description” can be used to add any freeform comments to the document
- “Add category” can be used to set a review status for the document. There are three 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)
- Note: If a category has already been assigned to a document, it must be removed first before a new category can be added.
- Once review is complete, please contact the document uploader directly through email. At this time there is no system automation in place to inform the PI or department that review has been done.