

Overview

This covers scheduling and submitting a non-financial deliverable. Non-Financial Deliverables are reports that are scheduled for awarded projects.

Prerequisites

This job aid assumes that the reader understands the basic functionality and terminology of GMAS.

Topics:

[Best Practices for Non-Financial Deliverables](#)

[Scheduling a Non-Financial Deliverable](#)

[Using the HART Dashboard for Non-Financial Deliverables](#)

[Best Practices for Non-Financial Deliverables](#)

1. In GMAS, schedule non-financial deliverables upon receipt of award notice. If there is an additional notice, check that all have been created, and update as needed.
2. Use [HART Dashboard](#) to review non-financial deliverables that are due.
3. When non-financial deliverables have been submitted, update the report in GMAS with completion date. This will mark it has submitted and remove the report for the HART Dashboard.

[Scheduling a Non-Financial Deliverable](#)

1. Begin by navigating to the appropriate segment homepage.
2. From segment home, click “Non-financial deliverables” on the left navigation menu

PI Arthur Jaffe Sponsor Army Research Office/Dept of the Army Award number W911NF2010082 Administrative team
Fund 134373 More details...

01-Toward Mathematical Intelligence a...

Segment 1 [Email this page](#) [Documents](#) [History](#) [Comments \(0\)](#) [Related links](#) [Actions](#)

Action memos	31	Dates and dollars				Key information ✓Administrative salaries ✓FFATA reporting ✓International ✓Uniform guidance 18 do not apply: Show all
Requests	6	Obligated dates Jun 1, 2020 - Jun 30, 2025		Anticipated dates Jun 1, 2020 - Jun 30, 2025		
Accounts Edit GL budgets	4	Authorized	Anticipated	Expended	Balance	
Research team	2	Total	\$4,270,833	\$6,250,000	\$3,818,613	
Subrecipients	2	Direct	\$3,177,827	\$4,703,227	\$2,977,902	\$199,925
Sponsor notices	9	Indirect	\$1,093,006	\$1,546,773	\$840,711	\$252,295
Approvals	11	Cost sharing				
Financial deliverables	70	Committed	\$0	Expended	\$38,901.01	
Non-financial deliverables	4	Cost sharing details				
Receiveables	38	Overspent accounts				
Transaction monitoring	11	Subactivity 341014.0001 Main - Main 1 Overspent by \$30,056.07 \$1,535,706 allocated				
		Overdue financial deliverables				

3. From the Non-financial reports page in GMAS, select “Add report”

01-Toward Mathematical Intelligence a... | Non-Financial reports

Non-financial reports

Project ID 07857778-01 Fund no. 134373
 Title Toward Mathematical Intelligence and Certifiable Automated Reasoning: Theoretical Understanding and Experimental Realization
 P.I. Jaffe, Arthur
 Sponsor Army Research Office/Dept of the Army
 Dates 06-01-2020 to 06-30-2025

Below are all scheduled non-financial reports for this segment. To edit a report, select the Due date link for that report.

Report list below indicates non-financial reporting requirements identified based on information entered in GMAS and may not include all Harvard University and Sponsor reporting requirements. It is the PI's responsibility to ensure that all appropriate reports are completed for their sponsored research projects.

[Add report](#) [Delete schedule](#) [Select all](#)

Page 05-02-2024-05-22-2024 [Go to page](#) 1 - 4 of 4 records

	Due date (mm-dd-yyyy)	Form	From (mm-dd-yyyy)	To (mm-dd-yyyy)	Preparer	Completion date (mm-dd-yyyy)	Comments
<input type="checkbox"/>	05-02-2024	Continuation Application	05-02-2023	05-02-2024	Department Administrator	05-02-2023	0
<input type="checkbox"/>	05-02-2024	Invention Statement	05-02-2023	05-02-2024	Conflict of Interest Administrator		0
<input type="checkbox"/>	05-12-2024	Invention Statement	05-03-2024	05-12-2024	Conflict of Interest Administrator		0
<input type="checkbox"/>	05-22-2024	Invention Statement	05-13-2024	05-22-2024	Conflict of Interest Administrator		0

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 The screen you are on is : SCR0201ScheduledOther Privacy Statement

4. Enter the non-financial deliverable form type, and preparer, the period the first scheduled report covers and the date it is due to the sponsor.

Create new scheduled non-financial report

Project ID	07857778-01	Fund no.	134373
Title	Toward Mathematical Intelligence and Certifiable Automated Reasoning: Theoretical Understanding and Experimental Realization		
P.I.	Jaffe, Arthur		
Sponsor	Army Research Office/Dept of the Army		
Dates	06-01-2020 to 06-30-2025		

Report information

*Form

*Preparer

Period covered by the first scheduled report

*From (mm-dd-yyyy)

*To

*Due to sponsor

Report frequency and reminder

Frequency One submission only [Edit frequency](#)

Number of occurrences 1

*Send preparer a reminder? No Yes day(s) before the due date

Comments

[Help with this page](#)

*required fields

Cancel
OK

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The screen you are on is - SCR0289CreateNewScheduledNonFinancialReport [Privacy Statement](#)

5. Click on Edit frequency to enter the frequency of the report.

Create new scheduled non-financial report

Project ID	07857778-01	Fund no.	134373
Title	Toward Mathematical Intelligence and Certifiable Automated Reasoning: Theoretical Understanding and Experimental Realization		
P.I.	Jaffe, Arthur		
Sponsor	Army Research Office/Dept of the Army		
Dates	06-01-2020 to 06-30-2025		

Report information

*Form:

*Preparer:

Period covered by the first scheduled report

*From (mm-dd-yyyy):

*To:

*Due to sponsor:

Report frequency and reminder

Frequency: One submission only [Edit frequency](#)

Number of occurrences: 1

*Send preparer a reminder? No Yes. day(s) before the due date

Comments

*required fields

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The screen you are on is : SCR0289CreateNewScheduledNonFinancialReport

6. Enter the frequency and click OK

Create a schedule

Project ID	07857778-01	Fund no.	134373
Title	Toward Mathematical Intelligence and Certifiable Automated Reasoning: Theoretical Understanding and Experimental Realization		
P.I.	Jaffe, Arthur		
Sponsor	Army Research Office/Dept of the Army		
Dates	06-01-2020 to 06-30-2025		

If this is a recurring task, enter frequency below.

Schedule information

Due Date (mm-dd-yyyy):

Frequency

If you want to perform this task more than once, you must enter a frequency

Ends on (mm-dd-yyyy): Last day of the month

Annually

Quarterly

Monthly

Daily Every days

Number of occurrences:

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The screen you are on is : SCR0130ScheduleaNewTask

- 7. Select if you would like to send the preparer a reminder. If yes is selected, enter how many days before the due date they will get a reminder. Also enter any comments needed for the preparer.

Create new scheduled non-financial report

Project ID: 07857778-01 Fund no.: 134373
Title: Toward Mathematical Intelligence and Certifiable Automated Reasoning: Theoretical Understanding and Experimental Realization
P.I.: Jaffe, Arthur
Sponsor: Army Research Office/Dept of the Army
Dates: 06-01-2020 to 06-30-2025

Report information

*Form: Progress Report
*Preparer: Department Administrator

Period covered by the first scheduled report

*From (mm-dd-yyyy): 05-02-2023
*To: 06-02-2023
*Due to sponsor: 07-02-2023

Report frequency and reminder

Frequency: Every month until 12-2-2023 [Edit frequency](#)
Number of occurrences: 6
*Send preparer a reminder? No Yes. 30 day(s) before the due date

Comments

Add any comments for preparer here

*required fields Cancel OK

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The screen you are on is: SCR0289CCreateNewScheduledNonFinancialReport Privacy Statement

- If you opt to send the preparer a reminder, anyone in the role selected for preparer will receive a GMAS notification the number of days you identified prior to each reports due date.
 - If you leave a comment, that comment will appear in each scheduled report that was created.
8. Select OK to save the reports and return to the Non-Financials Home screen. Here you can view all reports for the segment, including the reports that were just created.

01-Toward Mathematical Intelligence a... | Non-Financial reports

Non-financial reports

Project ID: 07857778-01 Fund no. 134373
 Title: Toward Mathematical Intelligence and Certifiable Automated Reasoning: Theoretical Understanding and Experimental Realization
 P.I.: Jaffe, Arthur
 Sponsor: Army Research Office/Dept of the Army
 Dates: 06-01-2020 to 06-30-2025

Below are all scheduled non-financial reports for this segment. To edit a report, select the Due date link for that report.
 Report list below indicates non-financial reporting requirements identified based on information entered in GMAS and may not include all Harvard University and Sponsor reporting requirements. It is the PI's responsibility to ensure that all appropriate reports are completed for their sponsored research projects.

[Help with this page](#)

Add report **Delete schedule** **Select all**

Page: 07-02-2023-05-22-2024 **Go to page** 1 - 10 of 10 records

Due date (mm-dd-yyyy)	Form	From (mm-dd-yyyy)	To (mm-dd-yyyy)	Preparer	Completion date (mm-dd-yyyy)	Comments
<input type="checkbox"/> 07-02-2023	Progress Report	05-02-2023	06-02-2023	Department Administrator		1
<input type="checkbox"/> 08-31-2023	Progress Report	06-03-2023	07-02-2023	Department Administrator		1
<input type="checkbox"/> 09-30-2023	Progress Report	07-03-2023	08-02-2023	Department Administrator		1
<input type="checkbox"/> 10-31-2023	Progress Report	08-03-2023	09-02-2023	Department Administrator		1
<input type="checkbox"/> 11-30-2023	Progress Report	09-03-2023	10-02-2023	Department Administrator		1
<input type="checkbox"/> 12-31-2023	Progress Report	10-03-2023	11-02-2023	Department Administrator		1
<input type="checkbox"/> 05-02-2024	Continuation Application	05-02-2023	05-02-2024	Department Administrator	05-02-2023	0
<input type="checkbox"/> 05-02-2024	Invention Statement	05-02-2023	05-02-2024	Conflict of Interest Administrator		0
<input type="checkbox"/> 05-12-2024	Invention Statement	05-03-2024	05-12-2024	Conflict of Interest Administrator		0
<input type="checkbox"/> 05-22-2024	Invention Statement	05-13-2024	05-22-2024	Conflict of Interest Administrator		0

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9. To Mark the report as completed, click on the date.

Edit scheduled non-financial report

Project ID: 07857778-01 Fund no. 134373
 Title: Toward Mathematical Intelligence and Certifiable Automated Reasoning: Theoretical Understanding and Experimental Realization
 P.I.: Jaffe, Arthur
 Sponsor: Army Research Office/Dept of the Army
 Dates: 06-01-2020 to 06-30-2025

To complete this report, enter Date completed.
 Note: deletion of reports is only permitted when Date completed is null.

[Help with this page](#)

Report information

*Form: Progress Report
 *Preparer: Department Administrator

Period covered by this scheduled report

*From (mm-dd-yyyy): 05-02-2023
 *To (mm-dd-yyyy): 06-02-2023
 *Due to sponsor (mm-dd-yyyy): 07-02-2023
 *Send preparer a reminder? No Yes 30 day(s) before the due date

Submission details

Date completed (mm-dd-yyyy):
 Submitted by: X **Lookup**

Comments 1 comment

*required fields **Cancel** **OK**

10. Enter the Date Completed and use the person lookup to enter who completed it.

Report information	
*Form	Progress Report
*Preparer	Department Administrator
Period covered by this scheduled report	
*From (mm-dd-yyyy)	05-02-2023
*To (mm-dd-yyyy)	06-02-2023
*Due to sponsor (mm-dd-yyyy)	07-02-2023
*Send preparer a reminder?	
<input type="radio"/> No	
<input checked="" type="radio"/> Yes. 30 day(s) before the due date	
Submission details	
Date completed (mm-dd-yyyy)	06-30-2023
Submitted by	Reese, Stephanie M <input type="checkbox"/> Lookup
Comments	1 comment

*required fields

Cancel

OK

11. Click OK to return to the Non-Financials Home screen. From here you can verify the report is Completed, with the date filled in.

Below are all scheduled non-financial reports for this segment. To edit a report, select the Due date link for that report.

Report list below indicates non-financial reporting requirements identified based on information entered in GMAS and may not include all Harvard University and Sponsor reporting requirements. It is the PI's responsibility to ensure that all appropriate reports are completed for their sponsored research projects.

[Help with this page](#)

[Add report](#) [Delete schedule](#) [Select all](#)

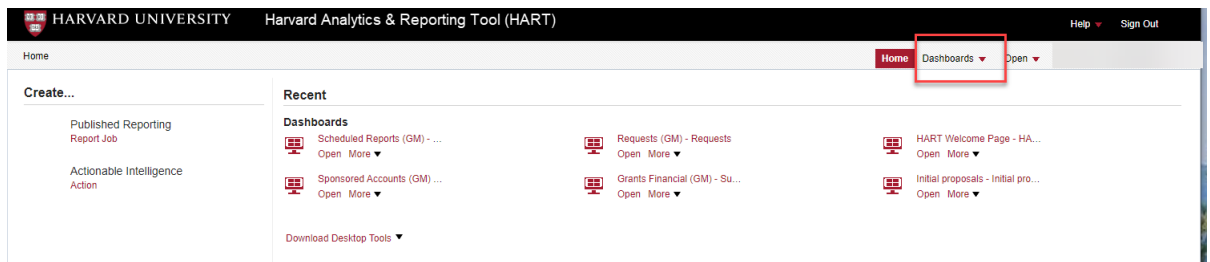
Page [Go to page](#) 1 - 10 of 10 records

	Due date (mm-dd-yyyy)	Form	From (mm-dd-yyyy)	To (mm-dd-yyyy)	Preparer	Completion date (mm-dd-yyyy)	Comments
<input type="checkbox"/>	07-02-2023	Progress Report	05-02-2023	06-02-2023	Department Administrator	06-30-2023	1
<input type="checkbox"/>	08-31-2023	Progress Report	06-03-2023	07-02-2023	Department Administrator		1
<input type="checkbox"/>	09-30-2023	Progress Report	07-03-2023	08-02-2023	Department Administrator		1
<input type="checkbox"/>	10-31-2023	Progress Report	08-03-2023	09-02-2023	Department Administrator		1
<input type="checkbox"/>	11-30-2023	Progress Report	09-03-2023	10-02-2023	Department Administrator		1
<input type="checkbox"/>	12-31-2023	Progress Report	10-03-2023	11-02-2023	Department Administrator		1
<input type="checkbox"/>	05-02-2024	Continuation Application	05-02-2023	05-02-2024	Department Administrator	05-02-2023	0
<input type="checkbox"/>	05-02-2024	Invention Statement	05-02-2023	05-02-2024	Conflict of Interest Administrator		0
<input type="checkbox"/>	05-12-2024	Invention Statement	05-03-2024	05-12-2024	Conflict of Interest Administrator		0
<input type="checkbox"/>	05-22-2024	Invention Statement	05-13-2024	05-22-2024	Conflict of Interest Administrator		0

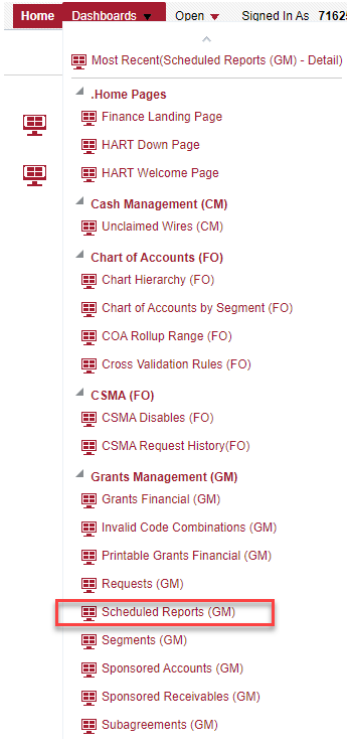
[Using the HART Dashboard for Non-Financial Deliverables](#)

1. Accessing HART

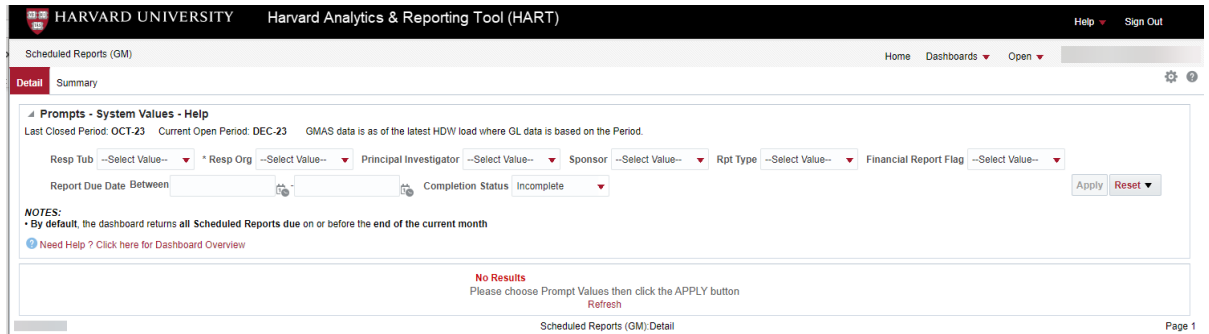
- a. Through HART Link- <https://hart.biprod.huit.harvard.edu/analytics/saw.dll?biechome>
 - i. Choose Dashboards



ii. Under GMAS select Scheduled Reports



iii. That will open the correct dashboard



b. From GMAS Segment home. Click Related Links then choose HART – scheduled reports dashboard

01-CISID Founders: Antibody repertoir...

Segment 1 Email this page Documents History Comments (0) Related links Actions

Action memos	1	Dates and dollars	Proposed dates		Apr 1, 2023 - Mar 31, 2025	
Requests	3		Proposed total		\$360,000	
Accounts	1	At-risk accounts	Proposed direct		\$300,000	
Edit GL budgets			Proposed indirect		\$60,000	
Research team	1		Account	Dates	Dollars	Expenses
Subrecipients	0		294873.0101.30535	Jul 1, 2023 – Jun 30, 2024	\$180,000	\$9,066.16
Sponsor notices	1					
Approvals	4					

- Cost sharing policy
- COVID-19 Label Job Aid
- GMAS website
- HART - grants financial dashboard
- HART - invalid code combinations dashboard
- HART - requests dashboard
- HART - scheduled reports dashboard**
- HART - segments dashboard

i. That will open the correct dashboard

HARVARD UNIVERSITY Harvard Analytics & Reporting Tool (HART) Help Sign Out

Scheduled Reports (GM) Home Dashboards Open

Detail Summary

Prompts - System Values - Help
 Last Closed Period: OCT-23 Current Open Period: DEC-23 GMAS data is as of the latest HDW load where GL data is based on the Period.

Resp Tub --Select Value-- * Resp Org --Select Value-- Principal Investigator --Select Value-- Sponsor --Select Value-- Rpt Type --Select Value-- Financial Report Flag --Select Value--
 Report Due Date Between [] [] Completion Status Incomplete Apply Reset

NOTES:
 * By default, the dashboard returns all Scheduled Reports due on or before the end of the current month
 Need Help ? Click here for Dashboard Overview

No Results
 Please choose Prompt Values then click the APPLY button
 Refresh

Scheduled Reports (GM) Detail Page 1

2. Using the filters

- a. To see only non-financial reports, select “No” in the drop down menu for Financial Report Flag

Financial Report Flag --Select Value--

- (All Column Values)
- No
- Yes

Search...

- b. Minimally an Org must be selected. To see reports for a specific Org, choose that org. Then select Apply.
 - i. By selecting “All Column Values”, you will only see Orgs you have access to.

HARVARD UNIVERSITY Harvard Analytics & Reporting Tool (HART) Help

Scheduled Reports (GM) Home Dashboards Open Signed I

Detail Summary

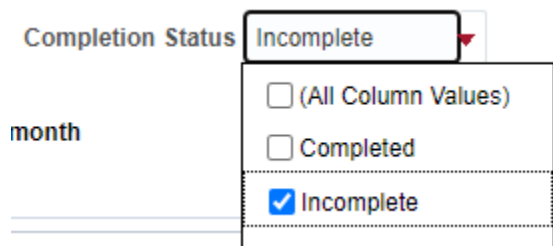
Prompts - System Values - Help
 Last Closed Period: OCT-23 Current Open Period: DEC-23 GMAS data is as of the latest HDW load where GL data is based on the Period.

Resp Tub --Select Value-- * Resp Org: 23440 SPH*Immu Principal Investigator --Select Value-- Sponsor --Select Value-- Rpt Type --Select Value-- Financial Report Flag: No

Report Due Date Between [] [] Completion Status: Incomplete Apply Reset

NOTES:
 • By default, the dashboard returns all Scheduled Reports due on or before the end of the current month
 • Need Help? Click here for Dashboard Overview

c. Filter by Completed to show submitted reports and incomplete to show scheduled reports



3. View the results. The results include all non-financial reports that have been scheduled in GMAS for the selected org due on or before the end of the current month.

Scheduled Reports (GM) Home Dashboards Open

Detail Summary

Prompts - System Values - Help
 Last Closed Period: OCT-23 Current Open Period: DEC-23 GMAS data is as of the latest HDW load where GL data is based on the Period.

Resp Tub --Select Value-- * Resp Org: 23440 SPH*Immu Principal Investigator --Select Value-- Sponsor --Select Value-- Rpt Type --Select Value-- Financial Report Flag: No

Report Due Date Between [] [] Completion Status: Incomplete Apply Reset

NOTES:
 • By default, the dashboard returns all Scheduled Reports due on or before the end of the current month
 • Need Help? Click here for Dashboard Overview

Scheduled Reports Detail
 Time run: 12/6/2023 2:15:00 PM

Resp Tub Cd	Resp Tub	Resp Org Cd	Resp Org	Principal Investigator	Project ID - Seg No	Sponsor	Spon Award	Oblig End Date	Institutional Authorities	SNAP	Fund Type	Sponsored Fund	Account Group	Report Thru Date	Report Due Date	Rpt Type	Rpt Type Desc	Financial Report Flag	Final Report Flag	Preparer Name	Preparer Instructions
275	275 SPH*TH Chan School of Public Health	23440	23440 SPH*Immunology+Infectious Diseases Prime	Catteruccia, Flaminia	7753721-01	NIH/NIAD	5R01AI146646-04REVISED	1/31/2024	No	Yes	FG	109787		1/31/2024	12/15/2023	PROG	Progress Report	No	No	Anderson Jr, Beckford, Colson, Fox, Gard, Greene, Hobbs, Irwin, Kaleta, Klemczak, Melton,	
275	275 SPH*TH Chan School of Public Health	23440	23440 SPH*Immunology+Infectious Diseases Prime	Catteruccia, Flaminia	7858921-01	Tres Cantos Open Lab Foundation	3000036463	9/24/2023	No	No	NE	206029		9/24/2023	12/29/2023	FINTECH	Final Technical Report	No	No	Anderson Jr, Beckford, Colson, Fox, Gard, Greene, Hobbs, Irwin, Kaleta, Klemczak, Melton,	
275	275 SPH*TH Chan School of Public Health	23440	23440 SPH*Immunology+Infectious Diseases Prime	Fortune, Sarah	8101226-01	Massachusetts Life Sciences Center	No Award Number	6/30/2024	No	No	NE	208721		11/30/2023	12/15/2023	PROG	Progress Report	No	No	Fortune,	
275	275 SPH*TH Chan School of Public Health	23440	23440 SPH*Immunology+Infectious Diseases Prime	Fortune, Sarah	8317147-01	Siemens Healthcare Diagnostics Inc.	A50346	4/30/2024	No	No	NE	206038		12/31/2023	12/31/2023	PROG	Progress Report	No	No	Chan, Kaleta,	
275	275 SPH*TH Chan School of Public Health	23440	23440 SPH*Immunology+Infectious Diseases Prime	Fortune, Sarah	8426735-01	Massachusetts Life Sciences Center	No Award Number	6/30/2024	No	No	NE	206043		11/30/2023	12/15/2023	PROG	Progress Report	No	No	Anderson Jr, Beckford, Colson, Fox, Gard, Greene, Hobbs, Irwin, Kaleta, Klemczak, Melton,	
275	275 SPH*TH Chan School of Public Health	23440	23440 SPH*Immunology+Infectious Diseases Prime	Garrett, Wendy	7830793-01	Massachusetts General Hospital	240531	2/29/2024	No	No	FG	117339		2/29/2024	12/31/2023	FINTECH	Final Technical Report	No	No	Chan, Kaleta,	

- a. Filter by dates to see what is due in next 90 days.

Scheduled Reports (GM) Home Dashboards Open

Detail Summary

Prompts - System Values - Help
Last Closed Period: NOV-23 Current Open Period: DEC-23 GMAS data is as of the latest HDW load where GL data is based on the Period.

Resp Tub --Select Value-- * Resp Org (All Column Value) Principal Investigator --Select Value-- Sponsor --Select Value-- Rpt Type --Select Value-- Financial Report Flag No

Report Due Date Between 12/11/2023 03/11/2024 Completion Status Incomplete Apply Reset

- b. To clean up old reports filter by status of Incomplete with due date in the past.

Scheduled Reports (GM) Home Dashboards Open

Detail Summary

Prompts - System Values - Help
Last Closed Period: NOV-23 Current Open Period: DEC-23 GMAS data is as of the latest HDW load where GL data is based on the Period.

Resp Tub --Select Value-- * Resp Org (All Column Value) Principal Investigator --Select Value-- Sponsor --Select Value-- Rpt Type --Select Value-- Financial Report Flag No

Report Due Date Between 12/11/2022 Completion Status Incomplete Apply Reset