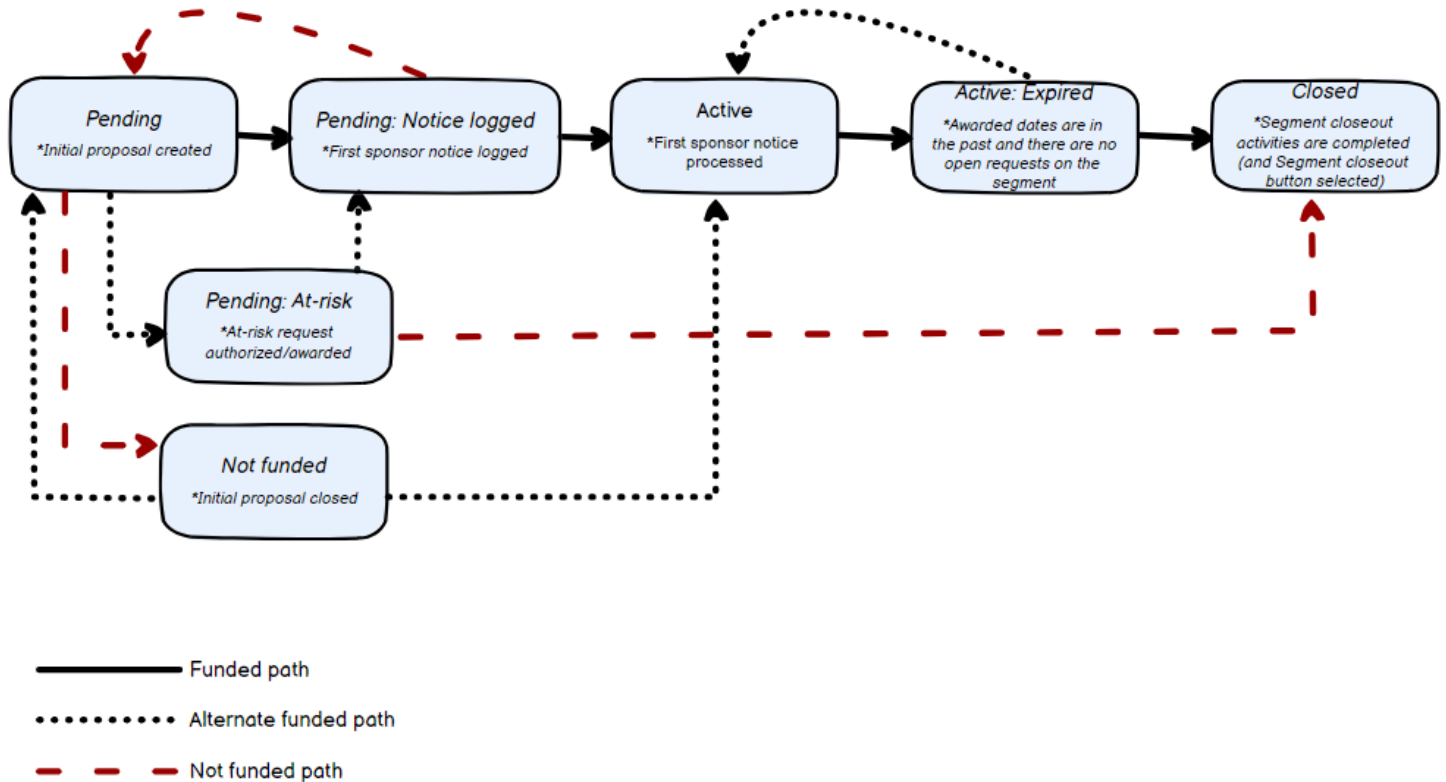


Overview

This Job Aid covers the seven segment statuses in GMAS.

Prerequisites

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



Status definitions and workflow

Pending

A segment is *Pending* when the initial proposal or competing renewal request for funding is waiting for sponsor approval.

From *Pending*, the segment status can move to:

- *Pending: Notice logged* – When the first notice is logged in the segment.
- *Pending: At-risk* - When an at-risk request is moved to authorized or awarded status.
- *Not funded* – When the initial proposal or competing renewal is closed.

Pending: At- Risk

A segment is *Pending: At-Risk* when the initial or renewal request for funding is waiting for sponsor approval, and an at-risk account(s) request has been moved to "Authorized" status, or an at-risk account(s) has been created to start spending while waiting for the sponsor approval.

From *Pending: At-risk*, the segment can move to:

- *Pending: Notice logged* – When the first notice is logged in the segment.
- *Closed* – When the 'Segment closeout' action is done on the segment home.

Not funded

A segment is *Not funded* when the initial or renewal request for funding has been closed (either because it was rejected by sponsor, declined by Harvard, closed for other reasons, or withdrawn).

From *Not funded*, the segment can move to:

- *Pending* – When the request is rolled back to pending,
- *Active* – When the closed request has a notice applied and awarded.

Pending: Notice Logged

A segment is *Pending: Notice Logged* when the initial or renewal request for funding has an associated awarding notice logged, but a segment revision has not been processed yet.

From *Pending: Notice logged*, the segment can move to:

- *Active* – When the notice is associated with a segment revision that has been committed (associated to an action memo).
- *Pending* – When the associated notice is deleted.
- *Not funded* – When the pending request is closed.

Active

A segment is *Active* when the initial or renewal request for funding has received sponsor approval and the approval has been applied to the segment.

(It is possible for there to also be at-risk accounts while the segment is active, but the status of the segment will remain active.)

From *Active*, the segment can move to:

- *Active: Expired* – When there are no pending requests or future dates associated with the segment.
- *Closed* – When all closeout activities have been completed and the 'Segment closeout' action is done on the segment.

Active: Expired

A segment is *Active: Expired* when the segment is *Active* but has an anticipated end date in the past and no open requests/revisions, excluding just in time requests.

From *Active: Expired*, the segment can move to:

- *Active* – When the anticipated end date is extended into the future through a segment revision (action memo), a segment revision is created, or a request is created on the segment.
- *Closed* – When all closeout activities have been completed and the ‘Segment closeout’ action is done on the segment.

Closed

A segment is *Closed* when all closeout activities have been completed and the ‘Segment closeout’ action is done on the segment. The segment status cannot change once it has been moved to closed.