Proposal Routing

Does your proposal list a SAO PI with Harvard PI rights as a PI/co-PI/co-I (paid or unpaid) on the Harvard side (not via a subcontract to SAO)?

YES

STOP – your proposal cannot be submitted

NO

Does your proposal involve:
- Total project cost > $2M
- Non-standard IDC rate (less than 69%)
- cost share
- a subaward(s)/subcontract(s)
- multiple tub and orgs involved
- Exception PI Rights
- Provost Review Criteria
- Institutional Training Grant (e.g. NIH T32)
- Industry Sponsored Research Agreements (ISRA)
- Grant-making Grants
- Incoming Faculty Grant Transfers

If their response is NO

If their response is YES, then upload this approval into GMAS

Does your award revision involve:
- Budget cut of 25% or more of proposal Total Cost
- Changes to supplemental funding requests
- Addition of new cost sharing commitments
- Addition of subaward(s)/subcontract(s)
- Addition of new Interfaculty Involvement
- Budget impacting IDC recovery that requires sponsor prior approval

If their response is YES, then upload this approval into GMAS

If their response is NO

Routed in GMAS to:
- PI
- OSP AOR (assigned at time of routing for new proposal or Marrybell Ramos for active award)
- Department Approver: Theresa Ross
- Dean/Designee Signatory: Jennifer Lech (RAS Review)

at least 6 business days ahead of the sponsor deadline

If you need an OSP rep assigned prior to routing: your RA can send an email to OSPproposalassistance@harvard.edu with the GMAS Project ID number

Routed in GMAS to:
- PI
- OSP AOR (assigned at time of routing for new proposal or Marrybell Ramos for active award)
- Department Approver: Theresa Ross

at least 6 business days ahead of the sponsor deadline

SAO Request to Submit Form
- A draft budget
- statement of work highlighting the SAO-HCO appointee’s role
- & an updated C&P for the SAO PI

must be provided to Mike McCarthy

30 (SAO) business days ahead of the sponsor’s external deadline

SAO then routes this to Harvard’s Faculty Affairs Office for their approval

STOP – your proposal cannot be submitted