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**: 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.

- **NO**: If their response is **YES**, then upload this approval into GMAS. **STOP** – your proposal cannot be submitted.

Does your proposal involve:
- Non-standard IDC rate (less than 15%)
- Quantifiable cost sharing commitments (either mandatory or voluntary)

Does your award revision involve:
- Addition of new cost sharing commitments

Routed in GMAS to:
- PI
- OSP AOR (assigned at time of routing for new proposal or Lindsay Wessell for active award)
- Department Approver: Theresa Ross
- Dean/Designee Signatory: Jimmy Mateejek-Morris (RAS Review) **at least 6 business days ahead of the sponsor deadline**

If their response is **NO**:

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

**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.