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)?

NO

## Does your proposal involve:

- Total project cost $>\$ 2 \mathrm{M}$
- 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


## 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

- 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

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

