Updated 04/30/2024

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

If their response is NO →

STOP – your proposal cannot be submitted

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

NO →

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

YES →

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

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