## GMAS Roles for Department Users

These are the list of department user roles in GMAS and the list of actions the roles allow the user to perform. Roles can be given to individuals on an org-level basis (standing teams) or on a grant-level basis (administrative teams). Those given standing team permissions for an org automatically have admin team permissions on grants in that org. Each department could have two to three standing teams: an edit team (dept admin), a signatory team and possibly an observer only team.

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| **Observer**   * View project * Edit approval comments * Add documents (not delete) * Cannot view financial details * All Grants Management reports in OBI excluding Salary Certification | **Department Chair Signatory (online signatures)**   * Observer, plus the following: * Edit docs * Edit needed signatures |
| **Department Administrator**   * Observer, plus the following: * Create/edit proposals and internal requests (UPAS, at-risk accounts, etc.) * Add documents * Edit/delete proposal documents * View detailed financial info with salaries * Edit proposal research team * Edit admin team (non-Central roles) * Edit awarded cost sharing * Receives action memo * All Grants Management reports in OBI including Salary Certification | **Principal Investigator/Mentor/Fellow Investigator (online signatures)**   * Observer, plus the following: * Edit existing proposals and create internal requests (UPAS, at-risk accounts, etc.) * Add documents * Edit/delete proposal documents * View detailed financial info with salaries * Edit proposal research team * Edit awarded cost sharing * Receives action memo * All Grants Management reports in OBI including Salary Certification |
| **Lab Administrator**   * Observer, plus the following: * Create/edit proposals and internal requests (UPAS, at-risk accounts, etc.) * Add documents * Edit/delete proposal documents * View detailed financial info with salaries * Edit proposal research team * Edit awarded cost sharing * Receives action memo * All Grants Management reports in OBI including Salary Certification | **Additional Action Memo Recipient**   * Receives action memo * Cannot log into GMAS |

These roles are not part of standing teams; they are added to administrative teams on a grant-by-grant basis by the tub owning the grant. Access can be granted to persons in ORGs across the University; it is not restricted to the tub owning the grant.

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| **Interfaculty Involvement Department Administrator (part-of accounts)**   * Observer * Receives action memo | **Interfaculty Involvement Principal Investigator (part-of accounts)**   * Observer * Receives action memo |

For GMAS access, contact your local Authorized Requestor. A complete list of Authorized Requestors is available on the Financial Systems Solutions site under [“User Access”.](http://fss.finance.harvard.edu/how-to/user-access)