

# Researchers - Administration Portal User Guide

Research Administration Portal

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Accessing the Research Administration Portal ..... 3

Items To Do (Home Page) ..... 3

    Overview ..... 3

    To Do List Navigation ..... 4

    Listing Details ..... 6

Project/Protocol Listings ..... 8

    Items In Process ..... 8

        Overview ..... 8

        Listing Details ..... 9

    Active Projects/Protocols ..... 10

        Overview ..... 10

        Listing Details ..... 11

    Recently Inactive ..... 12

        Overview ..... 12

        Listing Details ..... 12

Working with Lists ..... 13

    Searching in a List ..... 13

    Sorting a List ..... 13

    Downloading a List ..... 13

My Settings ..... 14

    Resources ..... 14

    Delegates ..... 14

Additional Information ..... 16

The Research Administration Portal shows faculty and researchers their outstanding research administration and compliance activities and provides an overview of their portfolio. The application includes certain projects, protocols, and related tasks from **AGREEMENTS-DUA, COMS, DATA SAFETY, ESTR, GMAS, HMS IACUC**, statements from **ECRT**, certifications from **OAIR**, and assigned training courses from the **HARVARD TRAINING PORTAL**.

Grant managers also have the ability to access To Do items assigned to them, as well as To Do items and projects and protocols for the researchers they support. \* For more information on the role of the grant manager in the Portal, see the [User Guide for Grant Managers](#).

## Accessing the Research Administration Portal

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The Research Administration Portal is available to anyone with an active HarvardKey. After logging into the system, a personalized view of the information and actions relevant to you will display.

### To log in:

1. Locate your [HarvardKey and password](#)
2. Navigate to [adminportal.research.harvard.edu](http://adminportal.research.harvard.edu)
3. Enter your credentials (email address and password) in the appropriate spaces
4. Click the Sign In button
5. Once authenticated, you will be taken into the Portal

## Items To Do (Home Page)

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### Overview

The Items To Do page lists your projects/protocols where the Principal Investigator (PI) or a research/study team member is required to take action to move that item to the next step in the process, as well as other research administration tasks that may require your attention. These To Do items are included in two different categories: Items for Me To Do and Items for My Colleagues To Do. Below the To Do lists, a notice will display if any of your projects/protocols are nearing expiration.

The **Items For Me To Do** category includes:

- Projects/protocols and related tasks from Agreements-DUA, COMS, Data Safety, ESTR-IRB, GMAS, and HMS IACUC where you are able to take the action required - for example, if you are

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\* HMS IACUC Protocols are only visible to researchers named on the project (such as the Principal Investigator or a member of the study team) OR if the person has been named as a delegate in the Research Administration Portal by a researcher named on the project.

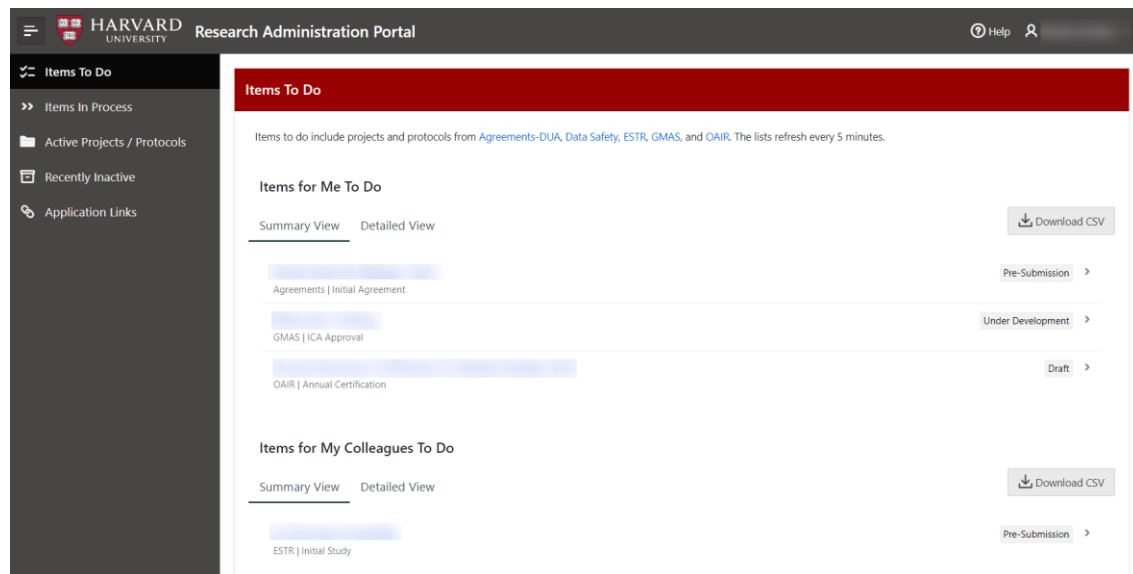
required to sign a funding proposal in GMAS, that proposal will display in the Items for Me To Do list when it is ready for you to sign;

- Training courses in the Harvard Training Portal that are assigned to you and have not been completed;
- ecrt statements that are available for certification where you are the certifier, certifier proxy, or grant designees
- Incomplete ancillary reviews from Agreements-DUA, Data Safety, and ESTR-IRB that are assigned to you; and
- Your outstanding OAIR certifications.

The **Items for My Colleagues To Do** category includes

- Your projects/protocols where you do not have the ability to take the action required and a PI or someone else on your study/research team must take the action - for example, in ESTR, only the Principal Investigator may submit a new protocol; for other members of the study team, an ESTR submission in the pre-submission status will display in the Items for My Colleagues To Do List.

The **Items Nearing Expiration** section will show you if you have any projects/protocols from Agreements-DUA, COMS, Data Safety, ESTR-IRB, and HMS IACUC that are expiring within the next three months. To see the details of any expiring submissions, click on the link to the Active Projects/Protocols page.



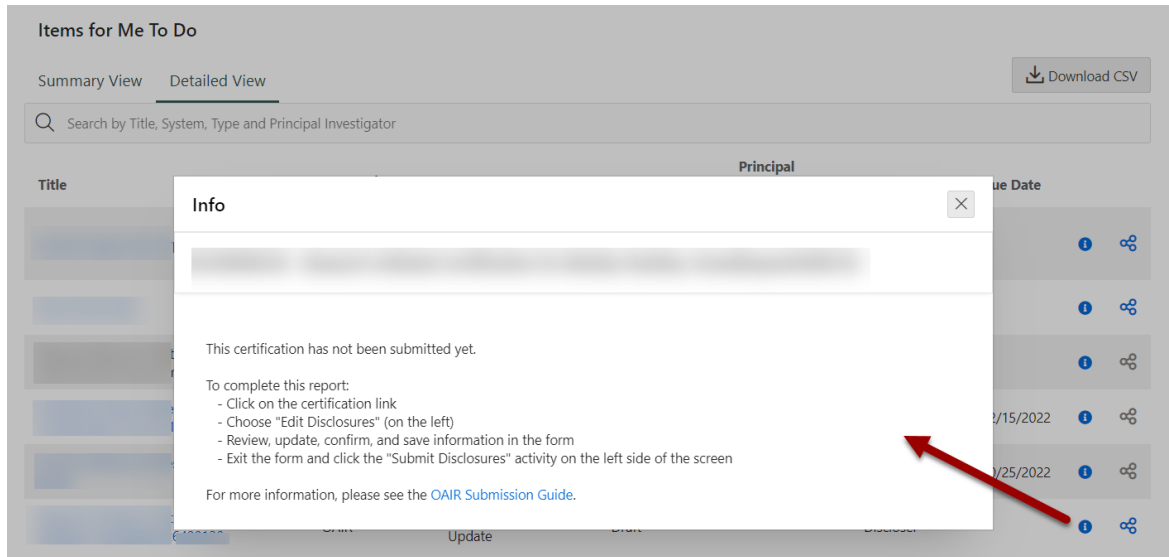
### To Do List Navigation

#### To complete an item in your To Do list:

To complete an item, click on the Title in the Summary or Detail View. The link will take you to the submission or training course in the home system where you can take the required action.

#### For more information on next steps:

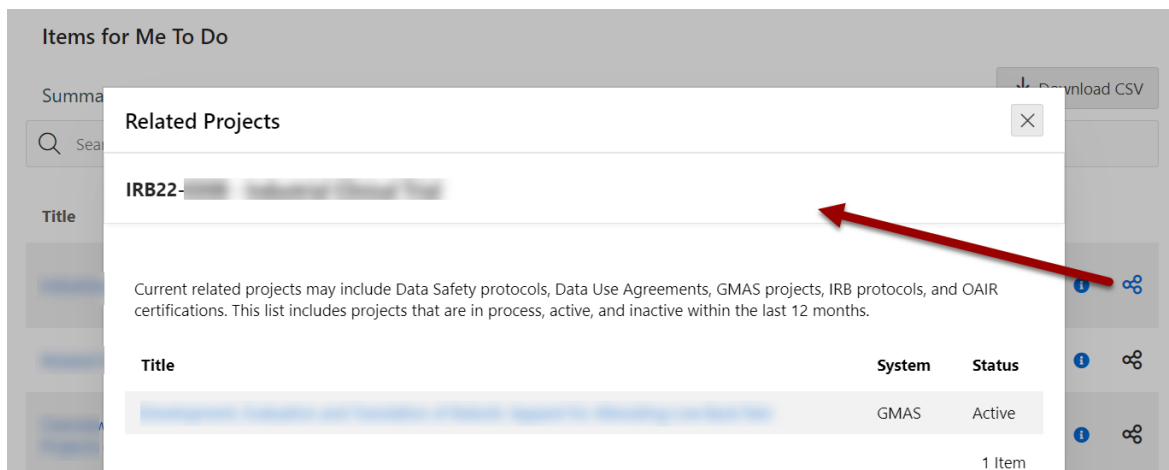
On the Detailed View, to the right of each item is an information icon. Clicking on the information icon will display instructions for completing the required task.



**To view related projects:**

On the Detailed View, to the right of each item is a related projects icon. Clicking on this icon will display information about projects that may be connected to the item in the list, including COMS, Data Safety protocols, DUAs, GMAS projects, HMS IACUC protocols, IRB protocols, and OAIR certifications. If the icon is grayed out, there are no related projects to display.

For each related project, the Title, System, and Status will display. The Title link will take you to the project in the home system. Related OAIR certifications will not include a link. If the related project is discarded or withdrawn or if it has been inactive more than 12 months, only the ID of the project will display on the Related Projects page.



Listing Details

**Items for Me To Do**

Items in the statuses listed below from Agreements-DUA, COMS, Data Safety, ecrt, ESTR-IRB, GMAS, HMS IACUC, and OAIR will display in the Items for Me To Do List for the appropriate roles. In addition, incomplete courses from the Harvard Training Portal and incomplete ancillary reviews from Agreements-DUA, Data Safety, ESTR-IRB will display in this list.

**Agreements-DUA**

Type of Item	Included Statuses	Roles
Initial Submission or Amendment	Pre-Submission, Clarifications Requested	PI, PI Proxy, Primary Contact
Ancillary Review	Incomplete	Person assigned to complete review or members of team required to complete review
Data Safety relationship required for initial submission	Incomplete (no Data Safety submission is related)	PI, Primary Contact

**COMS**

Type of Item	Included Statuses	Roles
Initials or Amendment	Pre-Submission	PI
Initials or Amendment	Changes Requested	PI, PI Designee, Lab Contact, Study Staff

**Data Safety**

Type of Item	Included Statuses	Roles
Initial Protocol, Amendment, or CR	Clarification Requested	PI, PI Proxy, Primary Contact, Study Team
Initial Protocol, Amendment, or CR	Modifications Required	PI, PI Proxy
Initial Protocol, Amendment, or CR	Pre-Submission	PI, PI Proxy (Follow-ons only)
Ancillary Review	Incomplete	Person assigned to complete review or members of team required to complete review
Required Research Data Security Training	Incomplete	Person with PI role or Study Team role with access to data

**ecrt**

Type of Item	Included Statuses	Roles
Annual Statement	Available for Certification	Certifier, Certifier Proxy
Annual Statement	Available for Certification, Re-Opened	Certifier, Certifier Proxy

Annual Statement	Available for Certification, Re-Opened by Salary Adjustment	Certifier, Certifier Proxy
Project Statement	Available for Certification	Certifier, Grant Designee
Project Statement	Available for Certification, Re-Opened	Certifier, Grant Designee
Project Statement	Available for Certification, Re-Opened by Salary Adjustment	Certifier, Grant Designee

**Note:** Statements put on hold will not appear in the To Do list.

**ESTR-IRB**

Type of Item	Included Statuses	Roles
New Information Report	Action Required	Responsible Party
Initial Protocol	Awaiting Site Materials	PI, PI Proxy, Primary Contact, Study Team
Initial Protocol, Modification, CR, or New Information Report	Clarification Requested	PI, PI Proxy, Primary Contact, Study Team
Initial Protocol, Modification, or CR	Modifications Required	PI, PI Proxy, Primary Contact, Study Team
Initial Protocol, Modification, or CR	Deferred	PI, PI Proxy, Primary Contact, Study Team
Initial Protocol, Modification, or CR	Pre-Submission	PI, PI Proxy (follow-ons only)
New Information Report	Pre-Submission	Reporter
Modification	Updating Study	PI, PI Proxy, Primary Contact, Study Team
Ancillary Review	Incomplete	Person assigned to complete review or members of team required to complete review
Data Safety relationship required for initial protocol	Incomplete (no Data Safety submission is related)	PI, Primary Contact

**GMAS**

Type of Item	Included Statuses	Roles
Request Signature	Incomplete	Signee
ICA Approval	Incomplete	PI
ICA Approval	Needs Review	PI
ICA Approval	Under Development	PI
Non Financial Deliverable	Incomplete	PI (if assigned to PI)

**Note:** Non Financial Deliverable tasks where the due date is more than three months in the future are not included in the To Do list.

**HMS IACUC**

Type of Item	Included Statuses	Roles
Initials or Amendments	Pre-Submission	PI
Amendments	Changes Requested, Clarifications Requested, Modifications Requested	PI, Co-PI, Contact Person, Key Personnel, Other Personnel

**OAIR**

Type of Item	Included Statuses	Roles
Certification	Administrative Review: Response Pending	Discloser
Certification	Discloser Review of Plan	Discloser
Certification	Draft	Discloser

**Training Portal**

Type of Item	Included Statuses	Roles
Training Course	Incomplete	Assigned Trainee

**Items for My Colleagues To Do**

Items in the following statuses will display in the Items for My Colleagues To Do List for the appropriate roles.

System	Included Statuses	Roles
<b>Agreements-DUA</b>	Clarifications Requested	Collaborators
	Pre-Submission	Collaborators
<b>Data Safety</b>	Modifications Required	Primary Contact, Study Team
	Pre-Submission	Primary Contact, Study Team
<b>ESTR-IRB</b>	Pre-Submission	Primary Contact, Study Team, Parent PI and Parent PI Proxy (for New Information Reports only)
	Action Required	Reporter, Parent PI, and Parent PI Proxy (for New Information Reports only)

Project/Protocol Listings

Items In Process

Overview

Your items in process include GMAS requests that are under development or review and COMS registrations, Data Safety protocols, Data Use Agreements, HMS IACUC protocols, and IRB protocols that



are in review by your school or central research administration office, and OAIR certifications that are in review.

Listing Details

Items in the following statuses will display in the In Process List.

System	Included Statuses
<b>Agreements-DUA</b>	External Review Internal Review Language Finalized Out for Signature Routing for Signature Unassigned
<b>COMS</b>	Assigned to Agenda Awaiting BSO Assignment Awaiting Correspondence BSO Post-Meeting Review BSO Review COMS Post-Meeting Review COMS Review Extension Requested Inactivation Requested
<b>Data Safety</b>	BSO Review Chair Letter Review Closure Requested Committee Review Member Review Modifications Review Modifications Review by Member Post-Review Specialist Review
<b>ESTR-IRB</b>	Action Submitted Action Submitted (sIRB Review) Committee Review Department Review Faculty Advisor Review Modifications Submitted Non-Committee Review Pending sIRB Review Post-Review Pre-Review Pre-Review Completed pSite Review RNI Review
<b>GMAS</b>	Under development Authorized Submitted to sponsor

	Under internal review
	Segment Revision in Process
	Authorized (Changes Pending)
	Awarded (Changes Pending)
	Submitted Electronically (Changes Pending)
<b>HMS IACUC</b>	Chair Approved Correspondence Review
	Changes Recommended by Vet Coordinator
	Department Review
	Designated Member Coordinator Review
	Designated Member Review
	Designated Member Review: Correspondence Pending
	Determination Complete Awaiting Correspondence
	Full Committee Review
	IACUC Chair Correspondence Review
	Opportunity to Request FCR
	ORSP Conditions Review
	ORSP Preliminary Review
	ORSP Review
	ORSP Review: Schedule For FCR
	Vet Coordinator Review
	Veterinarian Review
<b>OAIR</b>	Administrative Review

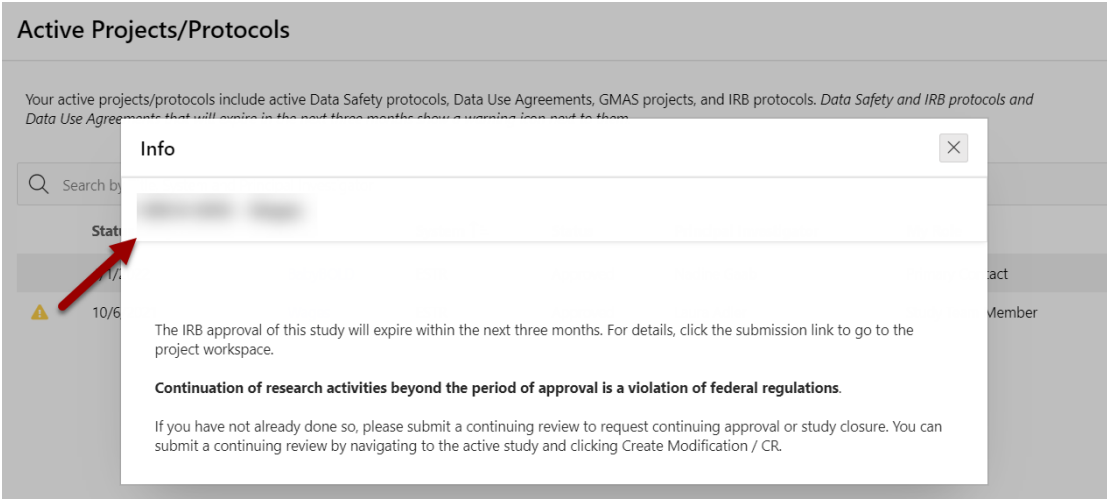
## Active Projects/Protocols

### Overview

Your active projects/protocols include active COMS registrations, Data Safety protocols, Data Use Agreements, GMAS projects, HMS IACUC, and IRB protocols. COMS registrations (unless for a clinical trial), Data Safety protocols, HMS IACUC protocols, IRB protocols and Data Use Agreements that will expire in the next three months show a warning icon next to them.

### **For more information on items nearing expiration or past their end date:**

To the left of each item is a warning icon. Clicking on the warning icon will display instructions for extending the approval period for the submission or closing it out.



Listing Details

Items in the following statuses will display in the Active List.

System	Included Statuses
<b>Agreements-DUA</b>	Active Evergreen
<b>COMS</b>	Active
<b>Data Safety</b>	Approved
<b>ESTR-IRB</b>	Active External IRB Ceded Review Approved Not Human Research Human Research, Not Engaged
<b>GMAS</b>	Active
<b>HMS IACUC</b>	Approved

Follow-on submissions from Agreements, COMS, Data Safety, ESTR-IRB, and HMS IACUC that have been completed are not included.

Project / Protocol Teams

Overview

Project Protocol Teams displays the active status of all team members associated with the PI's projects. This includes Initial Study and Segment project types.

**NOTE:** HMS IACUC Protocols are not included in the My Researchers' Portfolio list.

Listing Details

Project Protocol Teams displays the active status of all team members associated with the PI's projects. The page will show PI, Project ID, Project Title, Project Type, Team Member Role, Email, Active Affiliation and the Project Status as shown below.

Project / Protocol Teams

Project Protocol Teams displays the active status of all team members associated with the PI's projects. This includes Initial Study and Segment project types.

PI ↑	Project ID	Project Title	Project Type	Team Member Role	Team Member	Email	Active Affiliation	Project Status
			New	Study Staff			Y	Active
			New	Study Staff			Y	Active
			New	Study Staff			Y	Active

Recently Inactive

Overview

Your inactive projects/protocols include COMS registrations, Data Safety protocols, Data Use Agreements, GMAS projects, HMS IACUC protocols, and IRB protocols that have closed or expired within the last 12 months.

Listing Details

Items in the following statuses will display in the Inactive list for 12 months after they become inactive.

System	Included Statuses
<b>Agreements-DUA</b>	Expired Terminated
<b>COMS</b>	Expired Inactive
<b>Data Safety</b>	Closed Lapsed Suspended
<b>ESTR-IRB</b>	Closed Complete Disapproved Inactive Lapsed Suspended Terminated
<b>GMAS</b>	Closed
<b>HMS IACUC</b>	Expired Inactive Closed Suspended

## Working with Lists

### Searching in a List

You can search the lists on each page by Title, System, Type, and Principal Investigator. Typing a word or text into the search box above the list will search by that word or text and will display suggestions for filtering based on common values in the list.

#### Active Projects/Protocols

Your active projects/protocols include active Data Safety protocols, Data Use Agreements, GMAS projects, and IRB protocols. Data Safety and IRB protocols and Data Use Agreements that will expire in the next three months show a warning icon next to them. [Download CSV](#)

Q agr X

System: **Agreements**

Multiple search terms and filters can be applied; click on the X next to any term to remove it from your search.

#### Active Projects/Protocols

Your active projects/protocols include active Data Safety protocols, Data Use Agreements, GMAS projects, and IRB protocols. Data Safety and IRB protocols and Data Use Agreements that will expire in the next three months show a warning icon next to them. [Download CSV](#)

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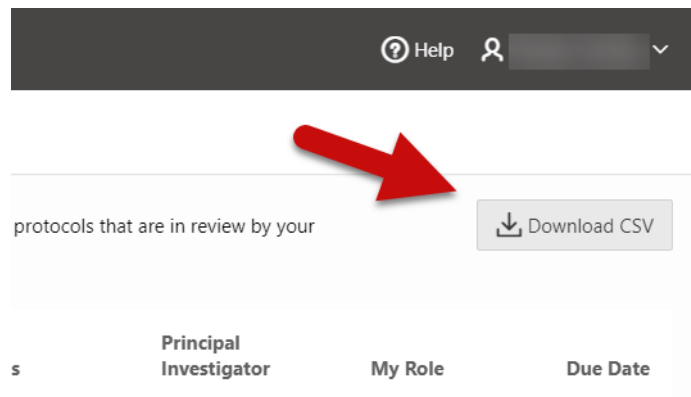
### Sorting a List

Each list is sorted by System, Item/Submission Type, and Title. You can sort the list in a different order by clicking on the header for the column you want to sort by. Clicking the column header once will sort the records in ascending order. Clicking the column header again will sort the records in descending order.

### Downloading a List

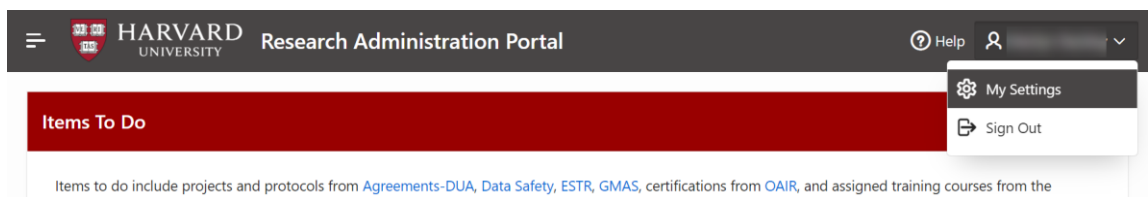
Each detailed list can be downloaded as a CSV file. The CSV file will include the information displayed in the detailed list, as well as the project/protocol ID and a direct link to the project/protocol.

To download the list, click on the **Download CSV** button above the list you want to download.



## My Settings

The My Settings page is available by clicking on your name in the top right corner of the site and selecting **My Settings** from the dropdown.



## Resources

The resources section includes a link to the **Other support and activities report**. Clicking on this link will direct you to GMAS and the report will download automatically.

**Note:** The report will only include information for the person logged into the Portal. Delegates cannot download and access the report for other people.

## Delegates

Delegates that you assign are able to see all of your To Do List items and projects/protocols in the Research Administration Portal. When you assign a delegate, that person will receive an email notification.

**Note:** Assigning a delegate in the Portal does not give that person permission to act on your behalf in other research administration applications.

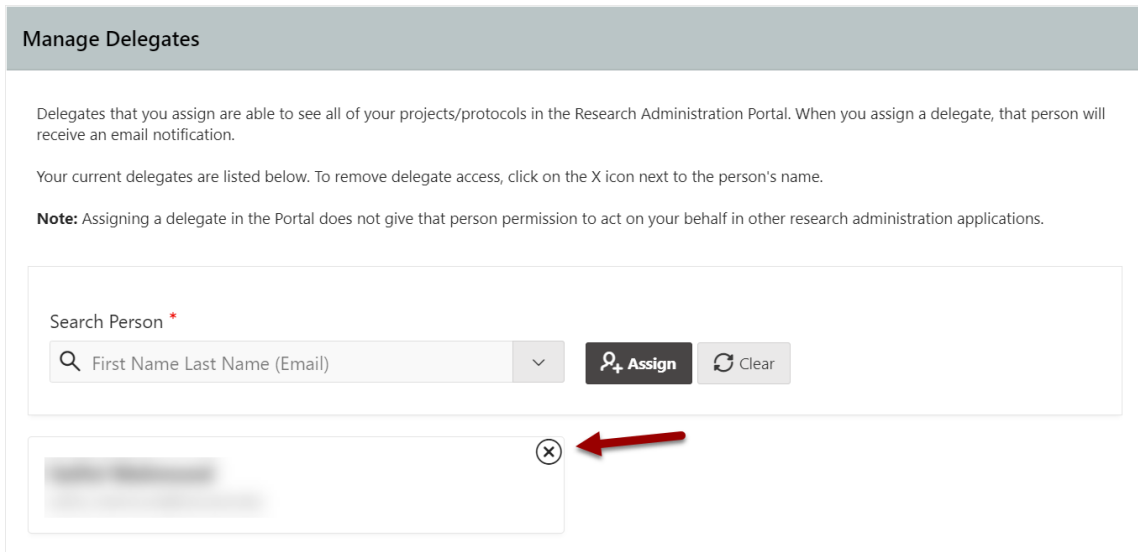
### To Assign a Delegate

1. In the **Search Person** box, search for a person by first name, last name, and/or email address
2. From the list of search results, click on the correct person name
3. Click the **Assign** button next to the Search Person box
4. In the confirmation box, click **Assign** again

Your assigned delegates will appear below the search box. The new delegate will receive an email notification informing them of the new assignment.

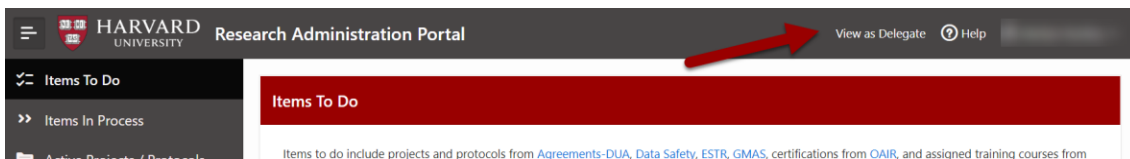
### To Remove a Delegate

1. Click on the **X** to the name of the person whose delegate access you would like to remove
2. In the confirmation box, click **Unassign**



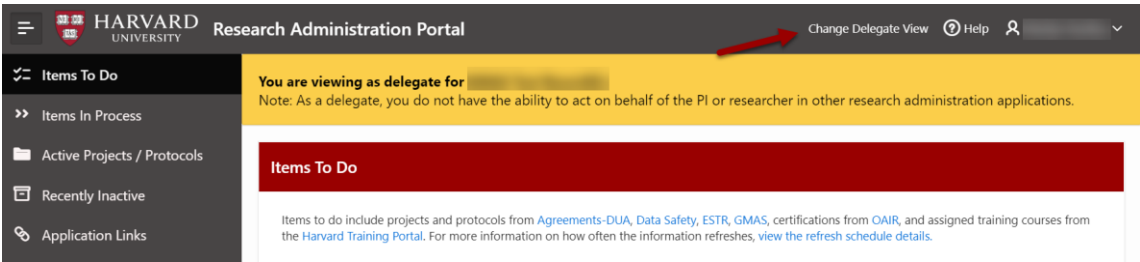
### Delegate View

If you have been assigned as a delegate by another person, you can access their To Do List items and projects/protocols, by clicking on the **View as Delegate** link at the top of the page.



The View as Delegate pop-up will show you all the people who have assigned you as a delegate. Click on a name in the list to view that person's information.

When you are viewing another person's information, a yellow banner will display at the top of each page indicating whose information you are viewing. To return to your own view, click on the **Change Delegate View** link at the top of the page and click the **Return to My View** button on the View as Delegate pop-up.



## Additional Information

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Portal URL: <https://adminportal.research.harvard.edu>

Support Site: <https://ras.fss.harvard.edu/research-administration-portal>

Help Desk: [research\\_adminportal\\_help@harvard.edu](mailto:research_adminportal_help@harvard.edu)