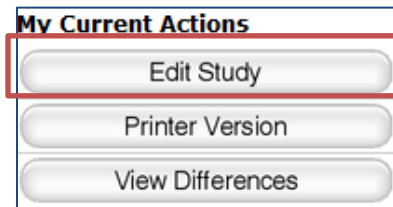


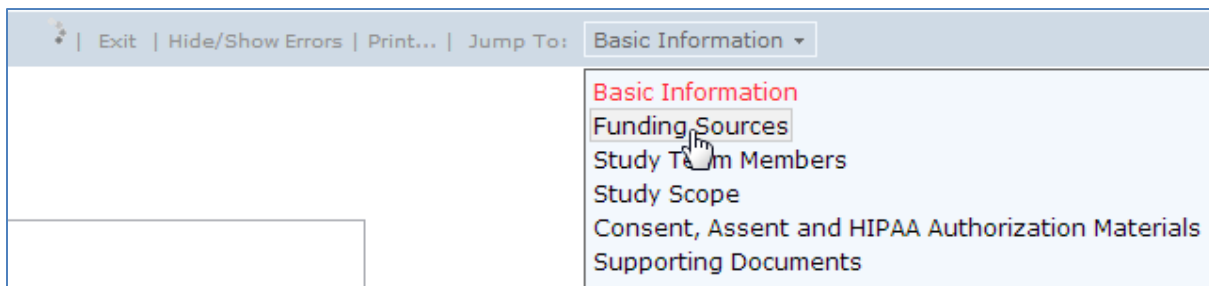


## Adding Funding Information to a Study

1. Log in to [irb.harvard.edu](http://irb.harvard.edu)
2. Navigate to the submission workspace. Changes to funding can only be made:
  - On a submission in the following states: Pre-Submission, Clarifications Requested, Modifications Required, or Deferred; or
  - On a modification to 'other parts of the study' which allows you to add funding source information for review and approval by the IRB.
3. Select the 'Edit Study' on the left side of the screen.



4. Select the "Funding Sources" view on the jump to menu.



5. Indicate if the study has funding with item 1. If this item is marked "yes"; more information must be provided via items 2 or 3 on this page of the SmartForm. If this item is marked "no"; then funding details should not be indicated with items 2 or 3 on this page of the SmartForm.

**Funding Sources**

1. \* Does this study have funding?

☒ Yes ☐ No [Clear](#)

6. For item 2 of the Funding Sources page, search for your grant project so it appears on the SmartForm. The search can be completed in two ways:

**In-Line on the SmartForm**

1. Begin typing any of the following elements in the search space:
  - a. project ID
  - b. investigator full name
  - c. sponsor name
2. The first twenty results will display below the search space
3. Click on the row which has the correct funding source for the study

OR

**Within the “Add” Pop-up**

1. Click the “Add” button beside the search space on the SmartForm
2. Within the pop up, select the “Filter By” field to search from the drop down. *Note that search by grant title can be conducted. However, the title will not display.*
3. In the search space, type in information associated with the “Filter By” selection
4. Click “Go” to filter the options
5. Mark the check box beside the correct funding source for the study
6. Click “OK”

**Identify funding that has been submitted as a grant proposal**  
*Search by grant PI full name, or project or fund number within the space provided.*

Search space: %Harva%

Add

Project ID	Investigator	Fund	Sponsor	Text
777522-01	John Christopher	Harvard	Pilgrim	
5250072-01	Rose Williams	Harvard	Clinical	
550099-01	Kara Thrace	Harvard	Stem Ce	

**Select One or More GMAS**

Filter by: Title %Cell% Go Clear Advanced

Deselect

Project ID Investigator Fund Sponsor

Project ID	Investigator	Fund	Sponsor
<input type="checkbox"/> 1402-04	John Harvard		NIH
<input type="checkbox"/> 1416-05	Jane Smith		
<input type="checkbox"/> 1416-06	Kara Thrace		American Cancer Society
<input type="checkbox"/> 1429-06	Peter Washington		NIH
<input type="checkbox"/> 1429-07	Christopher Jeremy	99999	NIH

1-25 of 765

OK Cancel

**Search Tip:** In any search space, use the % as a wildcard (example: ‘Harva%’ will generate results where ‘Harva’ is anywhere in the beginning of a field.) Placing the % on both sides of the text will search for that piece of text anywhere in the fields.

7. Once you have selected the appropriate GMAS proposal, select details about the grant, along with a link to additional information will display on the Funding Sources SmartForm page. You can add additional funding sources as appropriate.

**2. Identify funding that has been submitted as a grant proposal to your sponsored programs office:**

*Search by grant PI full name, or project or fund number within the space provided. Click “Add” to also search by title.*

Project #	GMAS Status	Abbreviated GMAS Title	PI	Fund	Sponsor	GMAS Link	
214314-01	Active	Community Facto...	John Harvard		NIH	214314-01	Remove

8. If the funding information is not listed in the search for item 2 in the Funding Sources section, enter basic information about the study funding source under question 3 by clicking the “Add” button and filling out the items in the pop-up.

**3. Identify other non-sponsored funding sources for the study:**

Add

Organization Name	Unlisted Funding Source	Fund
Other	an additional funding source	

Delete

**NOTE:** If funding information is entered under item 3 and there is funding documentation, attach the funding documentation to the “Supporting Documents” view of the SmartForm.