## GMAS Roles for Central Users

These are the list of central user roles in GMAS and the list of actions the roles allow the user to perform. Central users are given edit access to all departments in the tubs they manage, as well as view access to all University projects.

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| **University Authorized Signatory (online signature)**   * View project (no salaries) * Edit needed signatures | **Dean/Designee Signatory (online signature)**   * Add/edit documents * View project (no salaries) * Edit needed signatures |
| **Central Administrator**   * Add/Edit/delete documents * Log hard copy signatures * Edit approvals * Edit admin team * Create proposals and internal requests * Edit proposals prior to submission * Log award notice * Issue subagreements * Create action memos * Add/edit accounts * View detailed financial info with salaries * Receives action memo | **Central Financial Administrator**   * Add/edit segment documents (not proposals, subs, notices) * Account closeout and disabling * View detailed financial information with salaries * Receives action memo |
| **Central Superuser**   * Central Administrator, plus: * Edit proposals after submission * Edit tub, org and PI after award * Edit subagreements after issuance * Merge duplicate person record | **Conflict of Interest Administrator --** ***HMS only*** **IRB Coordinator**  **IACUC Coordinator – Ellyn Lane** **Equipment Administrator --** ***HMS and HSPH only***   * Edit approvals * View project * Add documents |
| **Sponsored Programs Approver**   * View project (no salaries) * Edit needed signatures * Edit approvals * Log hard copy signatures | **Manage Financial Reports**   * Add, edit, delete financial reports and receivables |

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)