



**Purpose:** When a PI or project transfers from one department to another or, out of HSPH to another school, a process is needed in order to change the managing tub or org in GMAS. This process will ensure the timely set-up of transferred awards and reduce administrative burden.

**Standards of Service:** Given the extent of this process, a change in tub or org should be requested *as soon as the department becomes aware of the need for the change*. At minimum **6 weeks lead time** is required prior to the effective date requested in order that all steps may be completed in a timely way. SPA will set up the change **within 2 weeks of receiving a completed request in GMAS**. This will allow the department sufficient time to update costing changes and complete journals if necessary.

**Process Steps:**

Step	Role	Task/Activity
1	GM	Initiates internal request in GMAS with projected account balance to be transferred. Specifies who should remain on the Administrative Team in GMAS from the original org or tub. This is important as it will allow the appropriate individuals from the original tub or org to continue to have access to the fund in GMAS in order to view it and to finalize administrative actions if necessary. Both pending and active accounts can be changed.
2	GM	Routes request in GMAS for signature by PI and DA/Chair.
3	PI	Reviews request in GMAS and signs.
4	DA/Chair	Reviews request in GMAS and signs.
5	SRA	Reviews request from department to ensure all components are completed. Prepares data sheet for OPS team.
6	OPS	Prepares action memo and sends to department <b>within 2 weeks of receipt of completed request in GMAS from department</b> .
7	GM	<i>If needed</i> , after close of initial account, sends revised actual balance to SRA.
8	SRA	Prepares revised data sheet for OPS team.
9	OPS	Prepares action memo and sends to department.