



**Purpose:** A business process around using the GMAS Non-Financial Report Scheduler will ensure that all reports required for a sponsored research project are captured and that report due dates are adhered to. Not adhering to this process may result in forgotten reports and late report submission.

**Standards of Service:** It is recommended that during the award set-up stage, each grant manager will enter and schedule non-financial reports in GMAS for each project they manage.

**Considerations:**

1. This process relates only to the GMAS non-financial report scheduler. OSP uses the financial report scheduler to schedule financial reports and this section should not be altered without consulting your financial analyst.
2. CREW allows you to run a report of all the scheduled GMAS reports for your org or the funds you manage. This is a helpful planning and organizational tool that can be taken advantage of. The report titled “Scheduled Reports” is found under the Grants Management tab in CREW and the parameters can be changed in multiple ways to meet various needs.
3. Remember that CREW reports can be saved and scheduled to run regularly.

**Process Steps for GMAS Non-Financial Report Scheduler**

Step	Role	Task/Activity
1	GM	Once the award action memo is received, reviews award to determine what non-financial reports are required.
2	GM	On segment home page in fund, selects non-financial report section and chooses “Add report”.
3	GM	Enters relevant information for all reports including type of report, report preparer, report period and due date and whether e-mail reminders are desired. GM can also add comments that will show up on the report scheduler. Note that GMAS will send automatic e-mail reminders to the preparer within the timeline you selected.
4	GM	Monitors reports that are due for funds under their portfolio by using GMAS to do’s or by running a CREW “Scheduled Reports” report.