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Introduction

The Research Administration Portal (RA Portal) shows faculty, researchers, grant managers, and other research administration staff their outstanding research administration and compliance activities and provides an overview of researchers' portfolios.

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.

Reviewers of attestations relative to the Malign Foreign Talent Recruitment Program requirements ("MFTRP Reviewers") have the additional ability to access information about people assigned as Covered Individuals in GMAS and, depending on their affiliation status, manage their attestation and any documents referenced on their profile.

This guidance document is focused on MFTRP reviewer activities. For general navigation and access information, visit [the support site](#) and other role-based guidance materials.

Accessing the RA Portal

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
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

Only those with a special MFTRP Reviewer role will see the necessary tab to carry out the actions described in this document. If it is appropriate for you to complete MFTRP reviews in the Portal under this role, please contact your current MFTRP reviewer or research_adminportal_help@harvard.edu to request access.

MFTRP Admin Overview

The MFTRP Admin page displays information about people who have been identified as Covered Individuals in GMAS. This section of the RA Portal is designed to allow MFTRP reviewers to find the status of an attestation, update the status for any non-HUID or inactive record, and upload private review documents to attestation records (that are only visible to MFTRP Reviewers).

- i** The attestation status information that is displayed for each person listed on this page will also be displayed in GMAS.

Tab Summary

1. Non-HUID/Inactive

- All Covered Individuals who cannot log in to Harvard systems because they either do not have a Harvard ID or their Harvard ID is no longer active. A column in this table indicates which profile the person has (non-HUID or Inactive).
- The list can be filtered, searched, and exported and may display pre-filtered to show only Covered Individuals where an attestation has not been recorded.
- Reviewers can
 - Log attestations on behalf of these Covered Individuals.
 - Upload one or more documents relative to the most recent attestation record.
 - View previous attestations and uploaded documents.

2. Active-HUID

- All Covered Individuals who are required to attest through the RA Portal.
- The list can be filtered, searched, and exported and may display pre-filtered based on a reviewer role/affiliation view setting or to show only Covered Individuals where an attestation has not been recorded.
- Reviewers can
 - View attestations completed by these Covered Individuals.

- Upload one or more documents relative to the most recent attestation record.
- View previous attestations and uploaded documents.

3. Non-Covered Individuals

- All people who have an attestation record on file but are no longer considered a Covered Individual on an active or pending sponsored project in GMAS.
- The list can be filtered, searched, and exported.
- Reviewers can
 - Upload one or more documents relative to the most recent attestation record.
 - View previous attestations and uploaded documents.

MFTRP Reviewer Actions

Find a person record on a list

1. Visit the MFTRP Admin tab in the RA Portal
2. Click the tab/category for the Covered Individual
3. In the search bar, to the right of the spyglass icon, type the full or partial name
4. Click **Go**

Add an attestation and document to a Non-HUID/Inactive record

1. Find the person.
2. Click the edit (pencil with a box) icon on the right.

MFTRP Admin

Name	Email Address	HUID Type	Attestation Status	Attestation	Attested On ↓	
		Non-HUID	New	Action Required		
		Inactive	New	Action Required		

3. A pop up will appear.
 - If there is no attestation on file: The option to attest will display.
 - If there is an attestation on record: The option to add a document to the current record OR record a new attestation will display. Choose new attestation.
4. Choose the Covered Individual's attestation response.
5. Select the date that the attestation was recorded. By default, today's date will appear but it can be changed in the selection.
6. Click **Browse** to find and upload supporting documentation (including the attestation or other acceptable compliance documentation).
7. Choose the document category from the dropdown options.
8. Click **Certify**.

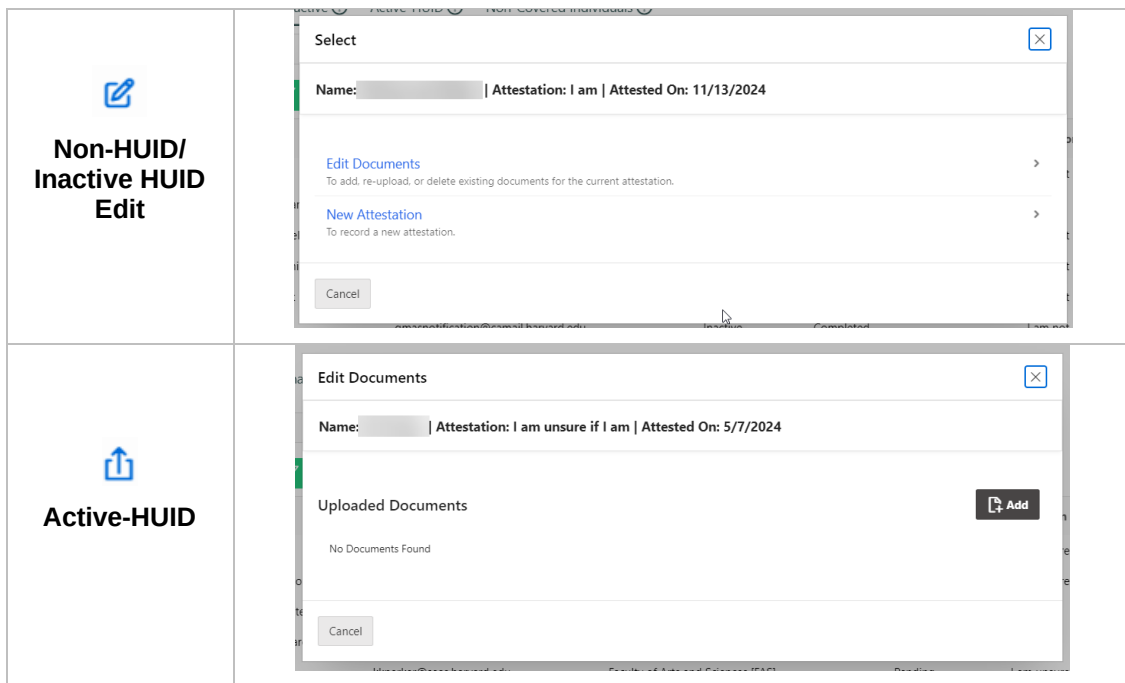


To successfully complete this action, you must have at least one supporting document to upload to the attestation.

Upload a document to the most recent attestation record

1. Find the person.
2. Click the icon all the way on the right.
 - For Non-HUID/Inactive HUID records, the icon is an edit (pencil with a box) icon.
 - For Active-HUID records, the icon is an upload (arrow with a box) icon.
- i

A document cannot be uploaded unless at least one attestation has been entered. A warning will appear if there is no attestation associated with the person.
3. A pop up will appear.



- Choose the option to edit a document, if it appears.
 - For any previously uploaded documents that display on the pop up, if needed, choose the option to upload revision.
 - For any previously uploaded documents that display on the pop up, if needed, choose the option to delete if the document must be removed. For Non-HUID/Inactive records, there must be at least one document on the record.
4. Click **Browse** to find and upload supporting documentation (including the attestation or other acceptable compliance documentation).
 5. Choose the document category from the dropdown options.
 6. Click **OK**. *Clicking 'x' to close the pop up will also save the changes.*
 - i

Complete these actions to add one or more documents to the most recent attestation record for any person on any list.

View the attestation and any documentation history

1. Find the person.
2. Click the history (circle-clock) icon on the right.
3. A pop up will appear.
4. View the attestation history and for any records with documents, click the view documents (bold/dark paper) icon to view and manage details.

MFTRP Admin

MFTRP Admin tab displays the statuses of Covered Individuals' attestations. This system. Reviewers with have the ability to upload documents and attest on behalf of the individual.

Visit the MFTRP Dashboard for additional information.

Non-HUID / InactiveActive-HUIDNon-Covered Individual

Q

Go

Actions

Attested On is in the last 5 years

Name

Email Address

P

Attestation History

Name	Attestation	Attestation Status	Attested On	
	I am unsure if I am	Pending	11/12/2024	
	I am not	Completed	11/12/2024	
	I am	Pending		
	I am	Pending	5/15/2024	
	I am	Pending	5/15/2024	
	I am not	Completed		
	I am unsure if I am	Pending	5/15/2024	
	I am	Pending	5/15/2024	
	I am not	Completed	5/15/2024	

Documents available for reference

No Documents

Additional Information

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

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

Help Desk: research_adminportal_help@harvard.edu