

Summary

The following table lists the kinds of permissions in the Research Administration Portal, basic information about the scope of access, and who might seek this type of access in the Portal.

Type	Scope	People
Researcher	Items across contributing systems to which you already have access because you have a responsible role on the project or action in that system.	Researchers who may be responsible for one or more approval, signature, attestation, training, or other administration and compliance-related actions in the various contributing systems*
Delegate	To do items and other lists visible to the researcher. Assigned by a researcher in their profile.	Any person supporting research activity or tracking the administrative process for a single researcher.
Grant Manager/ Administrator	Researcher to do items and lists of projects across multiple researchers. Can send reminder notifications for certain record types.	Any person supporting multiple researchers across multiple projects.
Central Office Staff	All the same items that are visible to the grant manager/ administrator, plus training status for all members of research teams. Can send reminder notifications for certain record types.	Any person working at a department or school level and responsible for managing research administration or compliance review or operations.
MFTRP Attestation Administrator	Administrative areas for in support of the Malign Foreign Talent Recruitment Program (MFTRP) attestation process.	School and university staff who are responsible for reviewing MFTRP attestations.

- i** Visibility of items on lists or links to records does not imply or impact access to details as it is defined in those systems. Seeing items on a list in the Portal does not mean a person will have access to the associated system.

How to get access

Researcher

By default, any person with a HarvardKey can log in to view their items to do. Most often, individuals with a role on one or more research project/protocol submissions from contributing systems will see specific items requiring their attention, in progress or active in the various sections of the Portal.

* Contributing systems are projects/protocols from Agreements-DUA, COMS, HMS-IACUC, Data Safety, ESTR, GMAS, statements from ecrt, certifications from OAIR, MFTRP attestations, and assigned training courses from the Harvard Training Portal.

Access the Portal

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

Delegate

Delegates assigned by a researcher can see all of the researcher To Do List items and projects/ protocols in the Research Administration Portal. When a delegate is assigned, that person will receive an email notification.

Assign a Delegate

A researcher carries out the following actions after they log in to the Portal.

1. Click on your name at the upper right
2. Click My Settings
3. Scroll down to Manage Delegates
4. In the Search Person box, search for a person by first name, last name, and/or email address
5. From the list of search results, click on the correct person's name
6. Click the Assign button next to the Search Person box
7. In the confirmation box, click Assign again

Your assigned delegates will appear below the search box. The new delegate will receive an email notification informing them of the new assignment and they will see your project lists when they visit the Portal.

Remove a Delegate

1. Click on the X beside the name of the person whose delegate access you would like to remove
2. In the confirmation box, click Unassign

Grant Manger/ Administrator

Grant managers can access To Do items assigned to them, as well as To Do items and projects and protocols for the researchers they support.



Grant manager/ administrator first **must have Department Administrator access in GMAS** to have the additional grant manager options in the Portal that are described below. For more information about requesting appropriate GMAS access, see [GMAS Help](#).

Add a Researcher

A Grant Manager/ Administrator carries out the following actions after they log in to the Portal.

1. Click on your name at the upper right
2. Click My Settings
3. Scroll down to Manage My Researchers
4. In the Search Person box, search for a person by first name, last name, and/or email address
2. From the list of search results, click on the correct person's name
3. Click the Add button next to the Search Person box
- To add many researchers at one time, follow on-screen instruction to Bulk Add.*
4. In the confirmation box, click Add again
- Your selected researchers will appear below the search box and their projects will appear in the tabs of the Portal.*

Remove a Researcher

1. Click on the X to the name of the person whom you would like to remove
2. In the confirmation box, click Remove

Central Office Staff

Central Office Staff can access status information for all researchers primarily affiliated with a chosen department.



A request must be submitted to the Research Administration Portal support team to be added as a Central Office Staff member.

1. Email research_adminportal_help@harvard.edu

In the message:

2. Request the "Central Office Staff" role, and
 3. Identify the department(s) that should be added under the role.
- In your request, you must specify the secondary departments you need to manage.*

- Primary Department: This is your department of primary affiliation.
- Secondary Department: Additional departments that fall under your purview. *For example, if Research Administration is your primary department, Cell Biology, Biomedical Informatics, and Biochemistry and Molecular Biology (the primary affiliations of the researchers you support), are all your secondary departments.*



Following receipt of this request, a member of the support team will coordinate with an existing member of the central office staff community with access to that department or school to complete review.

MFTRP Attestation Administrator

In addition to any setup above, the Malign Foreign Talent Recruitment Program (MFTRP) Attestation administrator has access to a designated section of the Portal.

 A request must be submitted to the Research Administration Portal support team to be added as an MFTRP Attestation Administrator.

1. Email research_adminportal_help@harvard.edu

In the message:

2. Request the “MFTRP Reviewer” role, and
3. Identify the school(s) that should be added under the role.

 Following receipt of this request, a member of the support team will coordinate with an existing member of the MFTRP reviewer community to complete review.

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