

## Pending Sponsor Review

### Next Steps

View Funding Proposal

Printer Version

COI Disclosure Status

Manage Ancillary Reviews

Manage Relationships

Manage Tags

Create Agreement

Add Attachments

Copy

Send Grants Status Update

Send Email

Manage Access

Add Comment

## A Just-in-Time request

Is a request from the sponsor, after proposal submission, for additional information related to the proposal.

## Just-in-Time Requests – Quick Guide

- 1 OSP will not enter Just-in-Time requests into ResearchUVA PBH until requested by the field. To request a Just-in-Time, use the Send Grants Status Update or Send Email activity within the Funding Proposal.
- 2 In the Send Grants Status Update window, select JIT Info Requested. Add any comments and attachments required for your Submitting School or OSP to submit the JIT.
- 3 If you are using the Send Email activity, choose the Specialist as the recipient. You will also have a Comment box and a place for attachments. Upload relevant information for the JIT request.
- 4 If you used the Send Grants Status Update, the Funding Proposal status will change to Proposal Status Confirmation. This indicates the request was submitted. The status will not change if you used Send Email, but your email will be visible under the History tab.

## JIT Response Required

### Next Steps

Edit Funding Proposal

Printer Version

COI Disclosure Status

Manage Relationships

Manage Tags

Create Agreement

Submit JIT Response

Add Attachments

**IMPORTANT:** Do not use the Submit JIT Response activity. This is only used by OSP or the Submitting School. Additionally, no edits can be made on the Funding Proposal or within the Budget when the proposal is in JIT state.

*Next Steps: OSP or your Submitting School will review your request and initiate a JIT Request Required. If additional information is needed for your JIT Request, OSP or your Submitting School will utilize the Send Email activity to request additional information. At any time, you may return to the Funding Proposal and use the Send Email, Add Attachments or Add Comment activities to provide additional information related to the JIT.*

## Just-in-Time Submission – Quick Guide for OSP and Submitting Schools

My Inbox Assignments In Process

**My Inbox** 1

Filter by ID Enter text to search + Add Filter X Clear All

ID	Name	Date Created	Date Modified	State	Co
FP00000377	0407 SL Funding Proposal Training	4/7/2022 6:41 AM	5/27/2022 9:38 AM	Proposal Status Confirmation	Ma Sp

Budgets SF424 Summary History Reviewers Attachments Financials Reviewer Notes Related Projects

**Activity** 2

Activity	Author	Activity Date
Email sent	Simms, Rebecca	6/4/2022 4:28 PM
JIT Information attached		
JIT Documents		
Send Grants Status Update	Simms, Rebecca	6/4/2022 3:50 PM
Please submit JIT to sponsor		
JIT Documents		

**Proposal Status Confirmation**

**Next Steps**

View Funding Proposal

Printer Version

**Manage Access**

1. Select administrative contact: 3  
MaryBeth Spaulding

2. Select team members who have edit rights: 4

Last Name	First Name	Employer Name
Torres	Alex	MD-PEDT Pediatrics - Ac

Assign Specialist 3

**Manage Access**

Add Comment

**Send Email**

1. \* Email subject line:

2. \* Select at least one group of recipients: 6

All team members  
 All editors  
 All readers  
 Specialist

Select any other recipient for this email: (Only editors and r...)

First Name	Last Name	E-Mail
Alex	Torres	avt6g@virginia.edu

3. \* Comments to be included in the email:

**Proposal Status Confirmation**

**Next Steps**

View Funding Proposal

Printer Version

**Pending Sponsor Review Award Anticipated**

**Next Steps**

View Funding Proposal

Printer Version

Create Funding Award

COI Disclosure Status

Award Letter Received

Manage Tags

JIT Changes Required 5

Submit JIT Response 7

Add Attachments

**Manage Access**

1. Select administrative contact: 8  
Alex Torres

2. Select team members who have edit rights:

Last Name	First Name	Employer Name
Torres	Alex	MD-PEDT Pediatrics -

- 1 The Specialist will receive an email with the Grants Status Update, or the information provided by the field using the Send Email activity. Additionally, with the Grants Status Update, the Funding Proposal will show up on the Specialist's dashboard in the status Proposal Status Confirmation.
- 2 Navigate to the History tab to review the information provided by the field. Confirm a JIT is required.
- 3 Use the Manage Access activity to change the Admin Contact to yourself.
- 4 Select the previous Admin Contact as a team member with edit rights.
- 5 Select the JIT Changes Required activity. Note that the status of the Funding Proposal may be Proposal Status Confirmation or Pending Sponsor Review Award Anticipated, but both statuses will have the JIT Changes Required option.
- 6 The JIT will show up on your Dashboard. Review the JIT per business process. If additional information is needed from the field, use the Send Email activity. Send the email to All Editors or select a direct recipient.
- 7 Submit the JIT to the Sponsor. After it is submitted to the Sponsor, execute the Submit JIT Response activity.
- 8 Use the Manage Access activity to change the Admin Contact back to the original Admin Contact.