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.

1. 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.

2. 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.

3. 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.

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.

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.
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.

Navigate to the History tab to review the information provided by the field. Confirm a JIT is required.

Use the Manage Access activity to change the Admin Contact to yourself.

Select the previous Admin Contact as a team member with edit rights.

Select the JIT Changes Required activity. Note that the status of the Funding Proposal may be Proposal Status Confirmation or Pending Sponsor Review Anticipated, but both statuses will have the JIT Changes Required option.

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.

Submit the JIT to the Sponsor. After it is submitted to the Sponsor, execute the Submit JIT Response activity.

Use the Manage Access activity to change the Admin Contact back to the original Admin Contact.