



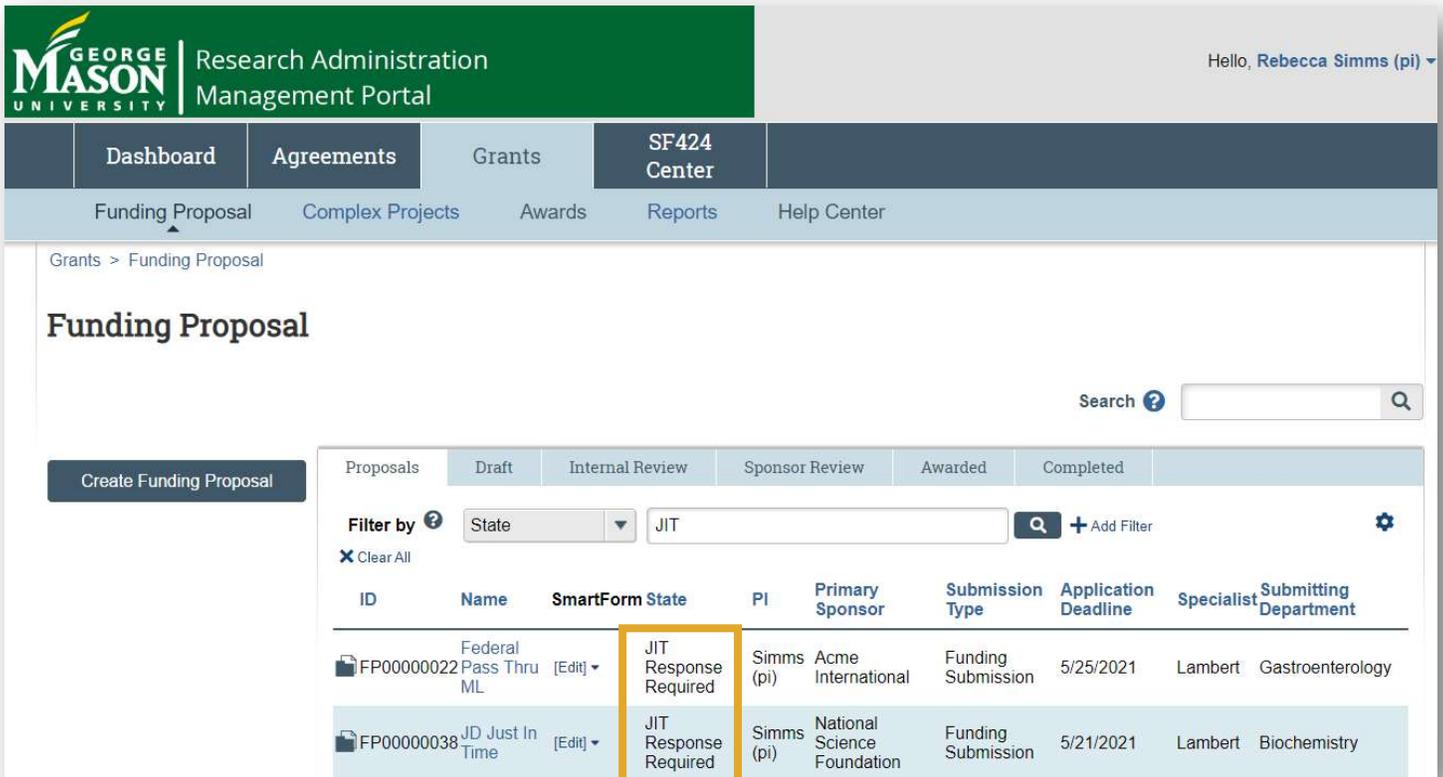
Respond to a JIT Request

When a sponsor needs additional materials or an update to items included in submission (ie; budget revision) prior to the issuance of an award, the sponsor may issue a Just in Time (JIT) request to OSP.

NOTE: Refer to the **Notify OSP of Sponsor Determination** guide in cases where the PI/Dept is directly notified of sponsor request. Otherwise, upon receipt of the sponsor request, the specialist will execute the **JIT Changes Required** activity in RAMP to move the proposal to the JIT response required state.

STEP 1: Review Notification and Locate Funding Proposal in JIT State

- As the PI, you will have received a notification indicating the status update of the submitted Funding Proposal transitioning to a **JIT Response Required** state. This notification will contain comments regarding the needed updates and a link directly to the record.
- You can also access the record by logging into the [RAMP Portal](#) and using the Dashboard filter. Filter your proposals by state and select the appropriate FP.



The screenshot shows the RAMP Management Portal interface. The top navigation bar includes 'Dashboard', 'Agreements', 'Grants', 'SF424 Center', 'Reports', and 'Help Center'. The 'Grants' section is active, showing 'Funding Proposal' as the selected view. A search bar is present with the text 'Hello, Rebecca Simms (pi)'. Below the navigation, a 'Create Funding Proposal' button is visible. The main content area displays a table of funding proposals, filtered by 'JIT' state. The table has columns for ID, Name, SmartForm State, PI, Primary Sponsor, Submission Type, Application Deadline, Specialist, and Submitting Department. Two proposals are listed, both with 'JIT Response Required' in the SmartForm State column, which is highlighted with a yellow box.

ID	Name	SmartForm State	PI	Primary Sponsor	Submission Type	Application Deadline	Specialist	Submitting Department
FP0000022	Federal Pass Thru ML	JIT Response Required	Simms (pi)	Acme International	Funding Submission	5/25/2021	Lambert	Gastroenterology
FP0000038	JD Just In Time	JIT Response Required	Simms (pi)	National Science Foundation	Funding Submission	5/21/2021	Lambert	Biochemistry

- The history tab will provide you with additional details about the requested materials or updated that are needed.

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Budgets | SF424 Summary | **History** | Reviewers | Attachments | Financials | Reviewer Notes | Related Projects | ...

Activity	Author	Activity Date
JIT Changes Requested The sponsor has requested JIT materials, please provide updated IRB protocol and revised budget with a 5% reduction	Administrator, System	4/4/2022 4:07 PM
Proposal Activated	Administrator, System	4/4/2022 3:56 PM

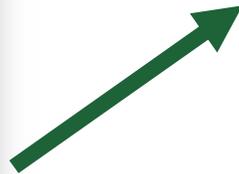
STEP 2: Submit JIT Response

- When ready to submit your materials or updates for OSP review and submission, select **Submit JIT Response** on the left side of your workspace. A new window will pop-up where you can provide comments and upload materials.

JIT Response Required

Next Steps

- Edit Funding Proposal
- Printer Version
- COI Disclosure Status
- Manage Relationships
- Manage Tags
- Create Agreement
- Submit JIT Response**
- Add Attachments



Submit JIT Response

1. Comments:

2. Attachments:

Name

There are no items to display

- After submission of the requested materials, the status of your record will update to **Pending Sponsor Review Award Anticipated** to signify the expectation of a forthcoming award record.

The screenshot displays a workspace for a funding proposal. On the left, an orange box contains the text "Pending Sponsor Review Award Anticipated". Below this, under the heading "Next Steps", there are two buttons: "View Funding Proposal" and "Printer Version". On the right, the title "JD Just In Time" is displayed above a section titled "Proposal Information". This section contains a table with the following labels: "PD/PI:", "Department:", "Specialist:", "Sponsors:", and "Internal Submission Deadline:".

STEP 3: Next Steps

- Award notices from the sponsor will be sent to a central inbox (awardgld@gmu.edu) monitored by OSP. OSP will mark the sponsor's response on the funding proposal workspace using the appropriate activity: "Funding Anticipated," "Award Letter Received," or "Withdraw Submitted or Not Funded Proposal."