

Overview: When a request for Just-in-Time data is received by the sponsor follow these steps notify the Office of Sponsored Programs.

Examples:

- A) The National Institutes of Health has conducted a proposal review and an award may be made. This process allows agencies to collect time-sensitive information or additional documentation needed to finalize the award.

Where to Start

- 1. Log-in to MyFunding and search for the proposal in the MyFunding tab:



- 2. Search for the proposal in the search box and click on its name:



The screenshot shows a search results page titled "All Single Proposals". At the top, there is a "Filter by" dropdown menu set to "ID" and a search input field containing "FP00034815". Below the search bar is a "Clear All" link. The main content is a table with the following columns: ID, Name, SmartForm, Date Modified, Owner, State, Long Title, PI First Name, PI Last Name, Department, and Primary Sponsor. A red arrow points to the "Name" column of the first row, which contains "Ancillary demo".

| ID | Name | SmartForm | Date Modified | Owner | State | Long Title | PI First Name | PI Last Name | Department | Primary Sponsor |
|------------|----------------|-----------|--------------------|--------------------|-------|----------------|---------------|--------------|------------------------------|-------------------------------|
| FP00034815 | Ancillary demo | | 11/15/2024 2:53 PM | Grants Intake, OSP | Draft | Ancillary demo | Eric | Larson | Office of Sponsored Programs | National Institutes of Health |

- 3. Once in the proposal workspace the Department Administrator will select 'Notify OSP of Grant Status':



- 4. The Department Administrator will select the JIT Info Requested grant status, attach any documents that may be required, and click OK.

1. Grants status:

- Award Received
- Award Anticipated
- JIT Info Requested
- other
- Withdraw Submission (Proposal Not Reviewed)
- Not Funded

5. If no changes are required to the JIT data, the OSP Specialist will select the Funding Anticipated activity which indicates that the requested information was submitted to the sponsor.

 Funding Anticipated

6. If changes are required to be made before submission the OSP Specialist will select the JIT Changes Required activity.

 JIT Changes Required

7. After the requested changes are completed by the department, the Department Administrator will select the Submit JIT Response to Office of Sponsored Programs activity to return the review to OSP.

 Submit JIT Response to Office of Sponsored Programs

8. The OSP Specialist selects the Submit JIT Response activity when the review is concluded.

 Submit JIT Response

9. At the conclusion of the Funding Anticipated or Submit JIT Response activity being selected the state of the application will update to Pending Sponsor Review Award Anticipated.