University of Pittsburgh

PERIS

PITT
ELECTRONIC RESEARCH
INFORMATION SOLUTION
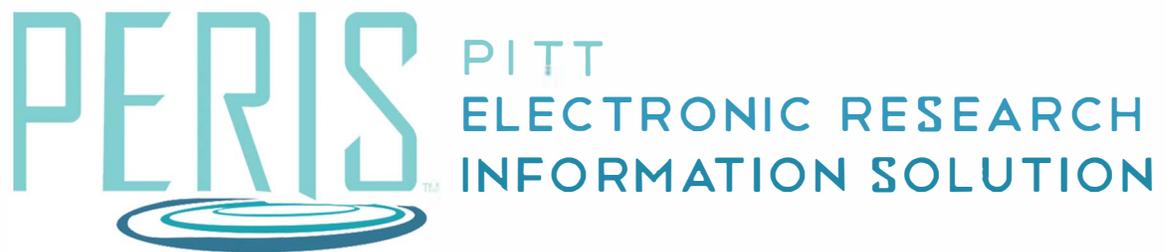
Quick Reference

How to Process a Just-in-Time (JIT)

Where to Start?

1. When a JIT request is received from the sponsor regarding a funding proposal, the department will notify the Office of Research by executing the *Notify SPO of Grants Status* activity in MyFunding.

How do I update the application?

2. The department will indicate JIT Info Requested as the Grant Status, attach the documents received for the JIT request from the sponsor, and click OK to submit to the Office of Research.

3. The state of the funding proposal will change to OR Status Confirmation. A notification will be sent to the Specialist.

4. If no changes are required, the Specialist will execute the *Funding Anticipated* activity which indicates that the JIT has been submitted to the sponsor.

5. If changes are required, the Specialist will execute the *JIT Changes Required* activity.

6. After the requested changes are completed by the department, the JIT is returned to the Specialist by executing the *Submit JIT Response to Office of Research* activity.

7. After the Specialist submits the JIT, the Specialist will execute the *JIT Response Submitted* activity.

Pending Sponsor Review Award Anticipated

8. This is the final step in the process and this activity will change the funding proposal state to Pending Sponsor Review/Award Anticipated.

How do I revise a JIT?

☑ Submit Additional JIT to Sponsor

9. If a revised JIT is required after submission to the sponsor, the Specialist will execute the *Submit Additional JIT to Sponsor* activity. This activity can be used as many times as necessary.