Quick Reference

PROCESSING A JUST-IN-TIME REQUEST.............2
**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. Indicate *JIT Info Requested* as the Grant Status, attach required documents, click *OK* to submit.

3. The state of the funding proposal will change to OR Status Confirmation, a notification will be sent to the Specialist in the Office of Research.

4. The Specialist will review the JIT. If changes are required, the Specialist will execute the *JIT Changes Required* activity.

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

### What’s Next?

6. The Specialist will execute the *Submit JIT Response* activity which indicates that the JIT has been submitted to the sponsor. This activity will change the funding proposal state to Pending Sponsor Review Award Anticipated.