Submission of Information in Response to a
Just-in-Time Request (JIT)

Purpose: The purpose of this operating procedure is to clarify and define the roles of the Principal Investigator (PI), Department Staff (DA) and the Sponsored Research Administrative Services (SRAS) Grant Proposal Specialist (GPS) with regard to submitting a response to a sponsor's "Just-in-Time" (JIT) request. The National Institutes of Health (NIH) and other sponsors may use just-in-time procedures for certain programs and award mechanisms. These procedures allow for the inclusion of limited information (e.g., a modular budget and a biographical sketch) in the initial proposal. When the application is under consideration for funding, the just-in-time procedures provide the sponsor with an option to request additional information, such as detailed other support and certifications related to use of human subjects and/or animals. PIs will generally receive an automated request directly from the sponsor for this additional information. This Just-in-Time information may require formal submission via email or an on-line/electronic system by the institutional official.   (Please note that a number of the references are NIH-specific, as that agency is the primary funding entity of sponsored projects in the College of Medicine. The PI and GPS should discuss in advance how other sponsor's terminology for proposal sections will correspond.)

Introduction: Grants and contracts for sponsored projects represent a contractual obligation between the sponsor and the University for the performance of a specific activity through which the sponsor is entitled to receive some consideration or benefits. The contractual obligation is normally documented by a proposal and award combination, contract, or a written memorandum of agreement. *Information submitted as part of the Just-In-Time process becomes a part of that official proposal.* The University assumes full legal responsibility for complying with all requirements imposed by the sponsor upon acceptance of grants and contracts for sponsored projects, including a requirement for a report of expenditures or a provision for an audit. In turn, the College of Medicine must ensure its faculty are in compliance with all University and sponsor requirements.

Procedure: To provide accurate and timely responses to JIT requests:

1. The PI must inform the GPS when a JIT request is received from a sponsor.

2. The GPS should be copied on the email to the PI if a JIT request is received via email by the Office of Sponsored Projects Administration (OSPA) and then forwarded to the PI.

3. For proposals submitted to NIH, the GPS will advise the PI to confirm with the program officer at the sponsoring agency that the request requires a current response.   At present, NIH eRA Commons activates a link for JIT information within 24 hours of the release of the proposal's impact score. For those proposals with a score of 40 or less, an electronically-generated email will be sent to the PI requesting that the JIT information be submitted within 2 weeks of the release of the impact score.   The fundable

scoring level within a particular institute is often substantially lower than 40, and the program officer may advise a PI that JIT submission is not required at this time.

4. The PI must advise the GPS of the need to respond to the JIT request.

5. The GPS will offer to draft a current "Other Support" document for the College of Medicine faculty who are key personnel (or other similar designation, depending on the sponsor requirements) on the project. This document will include information as requested by the sponsor and as is available in University resources – project/grant numbers, titles, investigator project role, dates of approved/proposed project, current annual direct cost amounts, and grant/contract manager(s) names and contact information. Alternatively, the PI may provide a draft of this document to the GPS (Word format is preferred). The GPS will review this information for accuracy, checking against information that is available in University resources – project/grant numbers, titles, investigator role, dates of approved/proposed project, current annual direct costs, and grant/contract manager(s) names and contact information. The GPS does not have access to verify details on gift funding, start-up funding, or other financial support provided that isn't administered through OSPA. This includes the items specified below in item 6, which must be provided by the PI and/or DA.

6. The "Other Support" document as drafted by the GPS, or as provided by the PI and edited by the GPS in conformance with item 5 of this SOP, will be sent to the PI via email with a cc: to the DA. The PI and/or DA must complete the following additional information: levels of effort, project goals/aims, information about overlap, and any other science/research-related items, as required by the sponsor.

7. The GPS will request "Other Support" documents for key personnel outside the College of Medicine from the CGO for the other college(s). If the CGO for the other college does not have access to this information, at the PI's request, the GPS will request it from the non-College of Medicine key personnel directly. The GPS will offer to format, but will not draft the document or review it for accuracy.

8. The PI will prepare/compile other documents as requested by the sponsor – including IACUC or IRB approvals and certification of human subjects' education as applicable, and other science/research-related items.

9. The GPS will offer to prepare and compile any other administrative or financial documents as requested by the sponsor, with PI and DA input, including a final version of the other support documents. The PI, with a cc: to the DA, will be given an opportunity to review and provide approval of any documents prepared by the GPS.

10. The GPS will review the PI-prepared documents for completeness and accuracy, per sponsor and OSPA expectations, and will upload to the sponsor website or compile as a pdf file, per sponsor submission requirements. If the PI prefers, he/she may upload the information to the sponsor site.

11. The GPS will advise the Research Administrator (RA) in OSPA when the JIT information is ready for institutional submission (usually via the sponsor's on-line system or email).

12. The GPS will confirm with the RA the JIT information has been submitted successfully and will advise the PI and DA accordingly.

Roles and Responsibilities:

Principal Investigator (PI) is responsible for:
1. Confirming with the sponsor that a response to the JIT request is warranted.
2. Informing the GPS of the need to submit the request.
3. Adding levels of effort, project goals/aims, and overlap statements to the other support document.
4. Providing to the GPS research/science and education-related items needed to complete the response to the JIT request.

SRAS Grant Proposal Specialist (GPS) is responsible for:
1. Drafting the "Other Support" document for COM faculty as noted in procedure.
2. Requesting "Other Support" documents from outside of the College.
3. Compiling other administrative or financial items as requested, including the final version of the other support document.
4. Reviewing the final version of the documents.
5. Ensuring documents are uploaded and/or provide to OSPA to email to the sponsor.
6. Confirming with the RA that submission was successful and communicating this to the PI and DA.

Abbreviations
CGO—College Grants Officer (other UK Colleges' counterpart to College of Medicine Grants Proposal Specialists)
DA—Department Administrator
eRA Commons—electronic Research Administration Commons (NIH online grants management system)
GPS—Grants Proposal Specialist (located in Sponsored Research Administrative Services)
IACUC—Institutional Animal Care and Use Committee
IRB—Institutional Review Board
NIH—National Institutes of Health
OSPA—Office of Sponsored Projects Administration (located in the Vice President for Research Office)
PI—Principal Investigator
RA—Research Administrator (OSPA employee)
SRAS—Sponsored Research Administrative Services