



QUICK GUIDE

PI/Department Response to a JIT Request Initiated by SPA

After notification of a JIT request is provided, the assigned SPA Specialist will use the **JIT Changes Required** activity to move the proposal to the **JIT Response Required** state. This change in state generates an email notification to the assigned PI and the Administrative Contact to request the necessary information.

If the SPA Specialist receives all of the sponsor requested information from the PI or Administrative contact, the Specialist will complete the JIT request by submitting the information directly in the sponsor’s electronic system and closing out the request in MN-GEMS. If the Specialist requires additional information in order to complete the JIT request, the Specialist will send an additional email so the PI or Administrative Contact can respond to the Specialist in MN-GEMS.

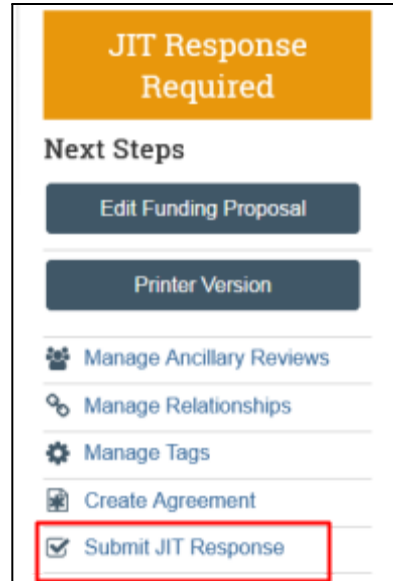
Follow the steps below to respond to a JIT Request:

1. Access the Funding Proposal in one of two ways:
 - a. From the system generated email, select the **“FP” link**.
 - b. Select the funding proposal **name** on the Dashboard or Grants Module page.

2. On the Funding Proposal Workspace, navigate to the **History** tab to review the comments and/or attachments from the assigned Specialist.

Budgets	SF424 Summary	History	Reviewers	Attachments	Financials	Reviewer Notes	Related Projects	...
Activity		Author		Activity Date				
🔔 JIT Changes Requested		Coon, April Holly		3/15/2024 3:41 PM				
Sponsor has requested a revised budget and updated current and pending support								
🔍 Proposal Set Up Completed In External System		FSI, Service		3/15/2024 3:40 PM				
📁 Submitted To Federal Sponsor		Coon, April Holly		3/15/2024 3:40 PM				
📄 Final Review		Coon, April Holly		3/15/2024 3:35 PM				

3. Submit the updates to the SPA Specialist by selecting the **Submit JIT Response** activity in the Workspace.



4. In the "Submit JIT Response" window, enter:
 - a. Question 1 - Comments - Enter the sponsor deadline and any additional pertinent information in the comments text field.
 - b. Question 2 - Attachments - Upload required documents. If the PI prepared the JIT materials in the sponsor's electronic system directly and they are ready to submit, add a note in the comments section and the documents will be reviewed in the sponsor's electronic system. Select **OK** to complete the update.



5. The system updates the proposal state to "**Pending Sponsor Review Award Anticipated**" anticipating SPA's completion of the JIT request. The proposal, including the attached JIT documents, will appear in the assigned SPA Specialist's Dashboard and the Specialist will receive an email notification.
6. The SPA Specialist will submit the JIT information to the sponsor or request additional information or changes from the PI or Administrative Contact, if necessary. Once the JIT information is submitted to the sponsor, the Specialist will add a comment to the record (viewable in History tab).