JIT Process for Department Grant Specialists

3 business days before sponsor deadline

NIH GMS JIT Request

- Receive forwarded JIT notification from SPA
- Make note of any deadline in the JIT request

FCOI and PSCOI Completion

- Follow-up with senior/key personnel who have not completed FCOI or PSCOI

Gather JIT Docs

- Request OS from all senior/key personnel and biosketch for new senior/key personnel
- Gather F&A Rate Agreements (RUMC and subaward sites)
- Gather other requested docs

Prepare JIT Docs

- Review returned OS against checklist
- Review other docs against JIT request
- Combine OS into one PDF
- Combine F&A Rate Agreements into one PDF
- Combine HS certificates in one PDF
- Combine all other docs requested

Send JIT Response to SPA

- Email SPA the final JIT docs
- Include the complete OS checklist in the response

Save JIT Response

- Save all final JIT docs