AURA-Grants JIT Checklist

PROPOSAL POST-SUBMISSION

- In your AURA workspace History tab check Submission is complete
  - Proposal should be in Pending Sponsor Response under Current State
- Under My Activities you can update any pending documentation:
  - To Update Protocols click Update Compliance View
  - To Update Internal Documents click Update Internal Documents View
  - To Update FAS Numbers click Enter FAS Numbers
  - To Update Support Persons click Update Proposal Support Persons

JUST-IN-TIME REQUEST

- Start a Just In Time request
  - Click JIT Sponsor Request Received under My Activities
  - Attach any documents to support your JIT in the workspace
  - Identify how the JIT should be submitted (Unit or URA)
  - Only start a JIT if the sponsor has requested one
    - The PC-O will be able to edit the JIT smartform in the FP if necessary
- PI (or PID) Concurrence has to be done before it can proceed
  - PI must login and go under My Activities to complete the action
- Forward JIT to URA for review
  - Click Forward JIT Response For Review for URA to review
    - If this button is not active, the required components are not complete
- JIT Submission
  - Unit or URA submits JIT Material to Sponsor/Agency
  - Unit or URA clicks JIT Confirm Submission
    - Once submitted it is again Pending Sponsor Response

AWARD COMMUNICATION

- If FP is awarded, URA will move FP along in workflow and update documents
  - URA will move into Award-Pending Reconciliation state
- If FP is declined, URA will complete the Declined by Sponsor activity
  - PC-O is able to move declined FP into a Resubmit state