

Just-in-Time Request

The Just-in-Time (sometimes referred to as “JIT”) request in GMAS supports the workflow related to submission of additional grant application information requested by the grantor agency after the completion of the peer review, and prior to funding. The request contains minimal data entry and focuses on the submission date and other submission information, providing a space for housing the requested documentation, and a workflow that supports the internal process of routing the request from the department to the central office.

Prerequisites

This job aid assumes that the reader has an understanding of the basic functionality and terminology of GMAS.

This job aid contains the following information

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6. [Lock and route for signature](#)
7. [Signatures on Just-in-Time request](#)
8. [Submitting the Just-in-Time request to sponsor](#)

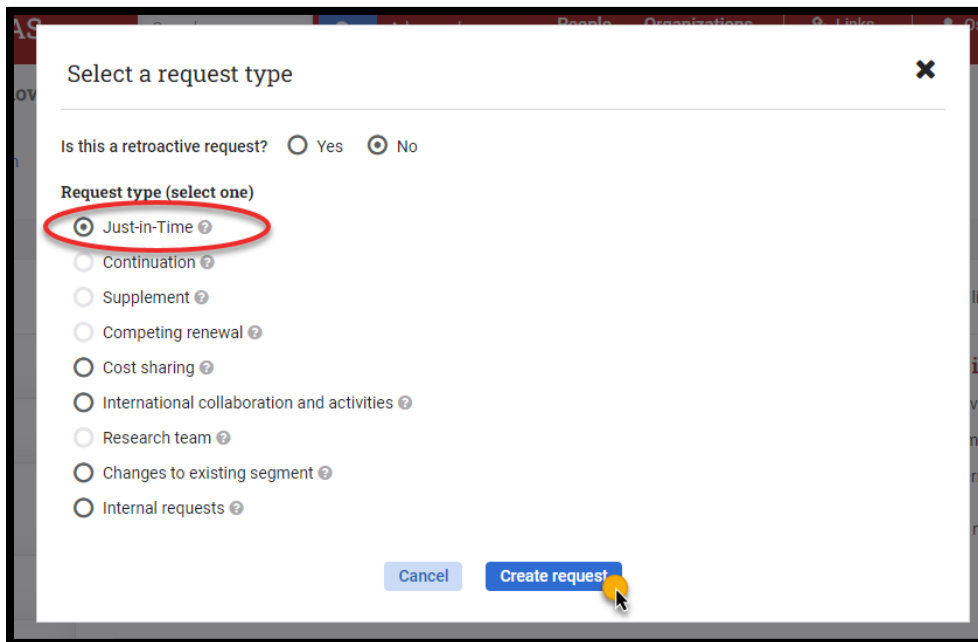
How to create a “Just-in-Time” request

The Just-in-Time request may be initiated when the segment is pending **AND** the Initial/Competing renewal request is submitted to sponsor. The Just-in-Time request will not be available in the following scenarios on a pending segment:

- There is already a “Just-in-Time” request type associated with the segment.
 - A notice has been logged.
 - There is a “Confirm research team” request associated with the segment.
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From the segment homepage, or the request list screen, select “Create request” then select “Just-in-Time” from the list of request types.

Note: if any of the above scenarios where Just-in-Time is not available apply, the request type will be disabled with a note indicating which of the scenarios is preventing the request creation.



Select a request type

Is this a retroactive request? Yes No

Request type (select one)

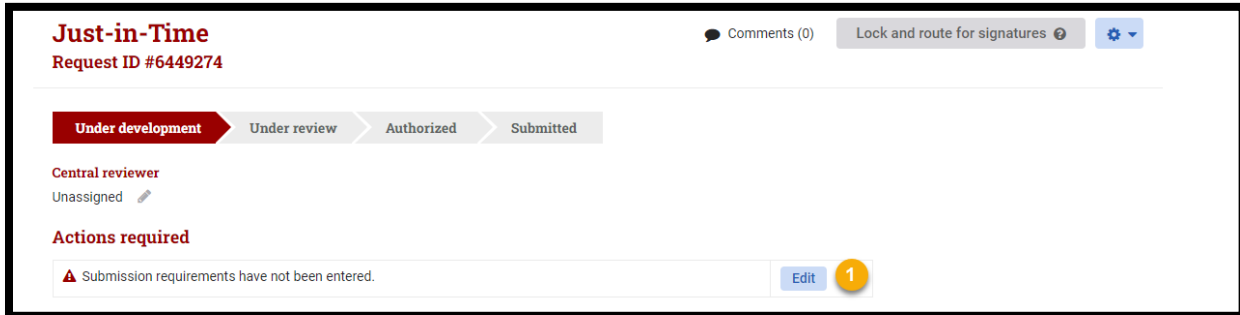
- Just-in-Time
- Continuation
- Supplement
- Competing renewal
- Cost sharing
- International collaboration and activities
- Research team
- Changes to existing segment
- Internal requests

Cancel Create request

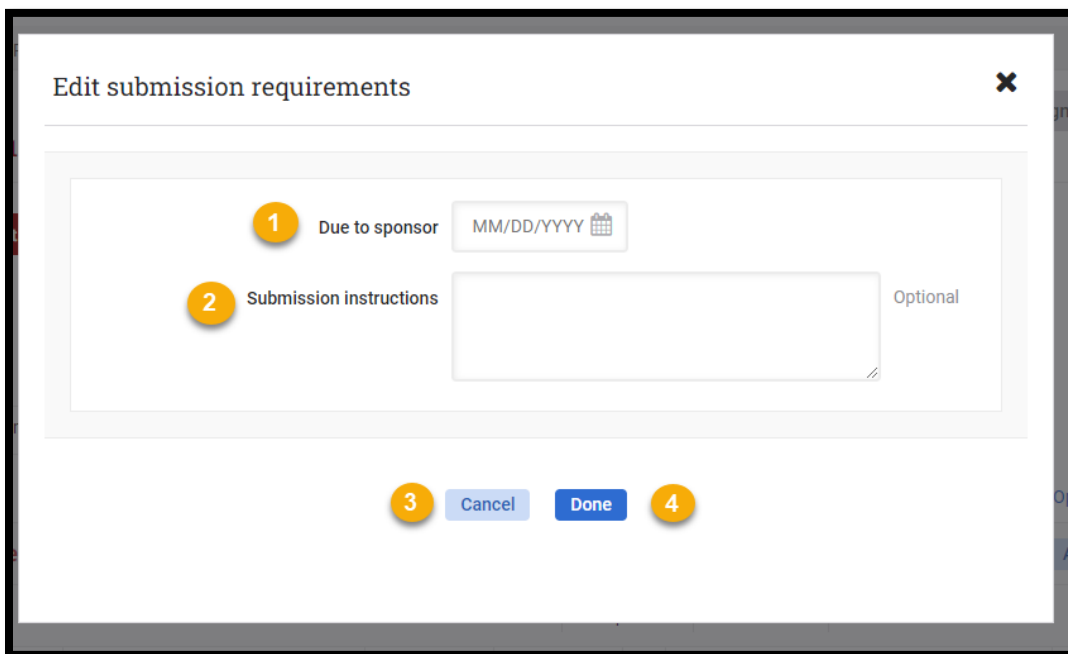
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Required actions

Upon selecting the Just-in-Time request type, the request homepage is displayed, and the “Actions required” will appear at the top of the screen. The required action must be completed before the request can be locked and routed for signatures.



1. Submission requirements have not been entered. Select “Edit” and a window will open that will allow the submission deadline and other submission information to be entered.

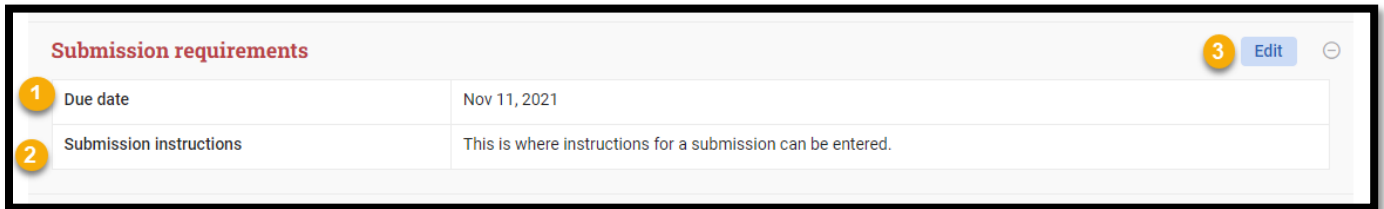


1. Indicate what date the sponsor requires the request to be submitted.
2. Optional field where instructions for the submission can be added. (Note: This field has a 2,000-character limit).
3. Select “Cancel” to close and delete any changes made.
4. Select “Done” to close and save any changes made.

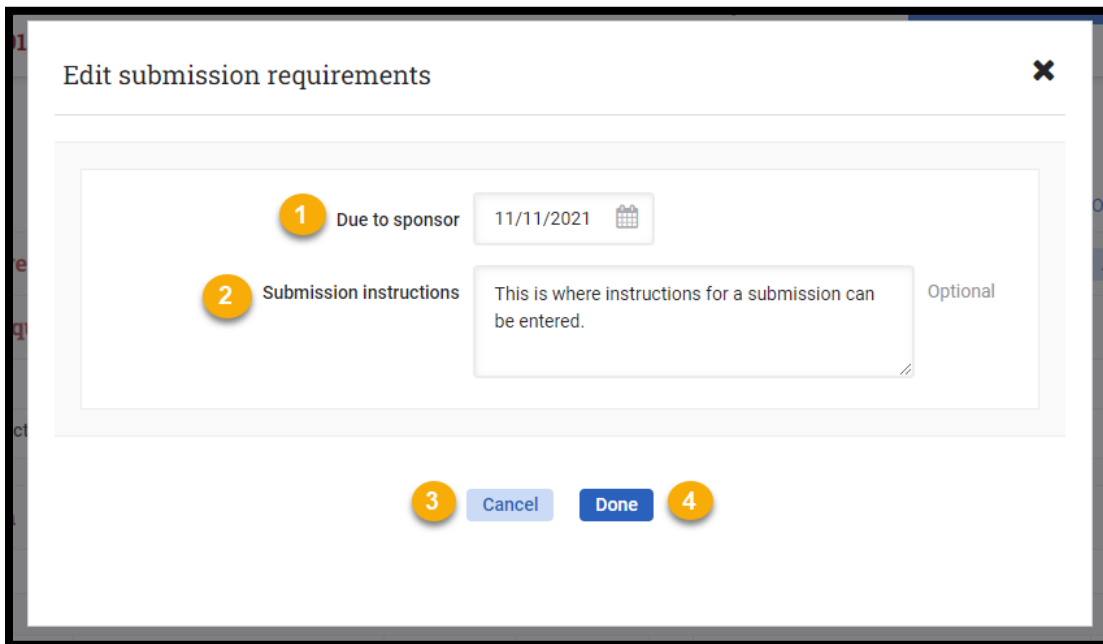
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Submission requirement panel

Once the submission requirements have been added, the Just-in-Time request will now display the “Submission requirements” panel.



1. Displays the date that the sponsor requires the request to be submitted.
2. Displays the submission instructions.
3. Selecting the Edit button will open the “Edit submission requirements” window, to allow editing of the submission requirements.
 - Central roles can edit this information after the request has been locked and routed.



1. Edit what date the sponsor requires the request to be submitted by.
2. Edit the submission instructions. (Note: This field has a 2,000 character limit.)
3. Select “Cancel” to close and delete any changes.
4. Select “Done” to close and save any changes.

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Research team panel

The research team is not usually edited in the Just-in-Time request. If there are changes needed to the research team as part of the Just-in-Time, please reference the "Research team panel" section of the [Edit research team request job aid](#).

Any changes made to the research team in this request will be reflected at the segment level and will pull into the [Confirm research team request](#) upon receipt of a sponsor notice of award.



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Just-in-Time document repository

For detailed instructions, access the [Document repositories job aid](#).

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Lock and route for signature

Once the request has been locked and routed, the central office representative will roll the request back for changes, if needed, or submit the request to the sponsor to approve the changes.

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Signatures on Just-in-Time request

- When the request is locked and routed, the Just-in-Time request status will switch to "Under Review".
- Once all signatures have been obtained on the request, the request status will update to "Authorized".
- Please note:
 - Before signing ensure that all request components and uploaded documents are accurate. Signing indicates approval of the data that has been entered and/or that relevant documents are ready for submission to the sponsor.
 - If a Just-in-Time request is retracted in order to make edits, any signatures captured will be erased without notification. All required signatures will need to be re-recorded once corrected.

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Submitting the Just-in-Time request to sponsor

After the request has been locked and routed for signatures and all required signatures have been collected, the Just-in-Time request status will be “Authorized”. Once the proposal has been submitted to the sponsor the Just-in-Time request can be moved over to the “Submitted to sponsor” status.

This request type does not get awarded/activated like other requests in GMAS. The “Submitted to sponsor” status is the final state for this request type.

The screenshot displays the 'Just-in-Time' request interface for Request ID #6449184. At the top, there is a progress bar with four stages: 'Under development', 'Under review', 'Authorized' (highlighted in red), and 'Submitted'. Below the progress bar, it states 'Locked and routed today on Nov 22, 2021 by [User Name]'. The 'Central reviewer' is listed as 'Unassigned'. On the right side, there is an 'Actions' menu with three options: 'Submit to sponsor' (highlighted with a mouse cursor), 'Retract this proposal', and 'Apply COVID-19 label'. Below the actions menu, there are buttons for 'Open all' and 'Close all'. The 'Central reviewer comments' section shows '0 comments' and an 'Add comment' button. The 'Submission requirements' section includes a table with two rows: 'Due date' (Nov 11, 2021) and 'Submission instructions' (This is where instructions for a submission can be entered.).

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