
Post-Submission Process

JIT and Responding to Sponsor Requests Prior to an Award in LIRA

These instructions are for how to update a LIRA FP record **after** a proposal has been submitted to a sponsor or lead organization. After submission of a proposal, PIs and/or ORSP may be notified if the sponsor or lead organization requests changes.

For NIH, this process is called Just-in-Time (JIT). In LIRA, there are actions modeled after the JIT process that ORSP will use for all changes or updates requested by the sponsor or lead organization in between proposal submission and award setup.

Follow the steps below to ensure every LIRA funding proposal record is updated correctly during a sponsor request for additional information.

1) When Lehigh receives a request for information directly from a sponsor (Lehigh is Not a Sub):

- Step 1: Review the request from the sponsor to determine what is needed
- Step 2: If budget updates are needed, the CGS will select the “JIT Changes Required”

 [JIT Changes Required](#)

This will open the budget smartforms for editing and send the proposal back to the PI/Department.

- Step 3: CGS will work with PI and department support as needed to make any requested updates to the FP record and budget. If any updates to documents are needed, they will be uploaded to the record using the “Add Attachments” activity on the workspace

 [Add Attachments](#)

- Step 4: Once all requested changes have been made to the record, the PI will submit the record back using the “Submit JIT Response” activity

 [Submit JIT Response](#)

This will put the FP record back into “Pending Sponsor Review: Award Anticipated”



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- Step 5: The CGS will then facilitate the submission of the JIT request to the sponsor - either via email, sponsor portal, etc.
 - Step 6: The CGS will upload proof of submission of JIT documents to the sponsor via “add attachments” and the record will remain in the Pending Sponsor Review: Award Anticipated state until an official response is received from the sponsor

2) When Lehigh receives a request for information directly from a Lead Org (Lehigh is a Sub):

*These steps are for after Lehigh submits the proposal to the lead but **before** the lead submits to the sponsor:*

- Step 1: Review the request from the lead for updates needed
- Step 2: Work with PI and department as needed to make any requested updates. This includes budget updates and/or document updates
- Step 3: Upload all the requested information via the LIRA “Add Attachments” activity. This includes budget updates. **Do not utilize the Submit JIT Response for this scenario**



Add Attachments

- Step 4: Enter a “Comment” to the record indicating information was requested from the lead and that the updated documents have been uploaded.

Add Comment

Note: Since all requested information is being uploaded, including budget changes, but the FP record is not being edited, the purpose of the comment is to identify the changes and acknowledge there may be a discrepancy in data which will resolve prior to award and/or during award setup

- Step 5: CGS will submit the requested documents directly to the lead via email and upload proof of submission via “Add Attachments”
- **Note:** If a CGS learns that a proposal submitted to a lead organization does not get submitted to the sponsor, the CGS will withdraw the LIRA record. This is done using the “Withdraw Submitted or Not Funded Proposal” activity.

Withdraw Submitted or Not Funded Proposal

*These steps are for **after** the proposal has been submitted by the lead to the sponsor:*

- Step 1: Review the request from the lead for updates to the sponsor



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- Step 2: If budget updates are needed, the CGS will select the “JIT Changes Required”

 [JIT Changes Required](#)

This will open the budget smartforms for editing and send the proposal back to the PI/Department.

- Step 3: CGS will work with PI and department support as needed to make any requested updates to the FP record and budget. If any updates to documents are needed, they will be uploaded to the record using the “Add Attachments” activity on the workspace

 [Add Attachments](#)

- Step 4: Once all updates have been made, the PI will submit the record back using the “Submit JIT Response” activity

 [Submit JIT Response](#)

This will put the FP record back into “Pending Sponsor Review: Award Anticipated”

- Step 5: The CGS will then facilitate the submission of the JIT request to the lead via email
- Step 6: The CGS will upload proof of submission of updated documents into the attachments and the record will remain in the Pending Sponsor Review: Award Anticipated state until an official notice is received from the lead