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

After a proposal has been submitted to a sponsor, PIs will often be notified when the sponsor needs additional information before an award can be issued.

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

Post-Submission: Notification of Requested Documents/Information

After a proposal has been submitted to the sponsor, the FP record in LIRA will be in a “Pending Sponsor Review” state.

Upon receipt of requested information or documents from the sponsor, notify your ORSP representative with the “Send Grants Status Update” action from within the LIRA FP record:
Include a copy of the sponsor request in the documents field of this pop-up.

Provide JIT documentation

Once notified, your ORSP representative will coordinate with study staff on the proposal to provide the required documentation for the JIT request.

JIT documentation often includes Current and Pending Support, compliance information, and budget revisions.

ORSP will submit the JIT information and update the FP record once everything has been submitted to the sponsor.