SAINT LOUIS ✠ UNIVERSITY.

Office of the Vice President for Research
Standard Operating Procedure

Process for Just in Time Requests
#1008
Effective Date: 12/01/2018

I. **Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Just in Time (JIT) requests are processed by Pre-Award Specialists (PAS). A uniform handling of JIT requests by all PAS will ensure requests from sponsors are handled in a timely and consistent manner.

II. **Introduction**

After a grant is submitted and during the review process, it is common for a sponsor to request additional information or clarifications. Sometimes, the sponsor will request a revision or reduction of the budget for/with the JIT request.

III. **Procedure**

A JIT request is typically sent to the Authorized Organization Representative (AOR), who will forward the request to the appropriate PAS. Occasionally, a JIT request will come to the Principal Investigator (PI), who will send the request to the PAS. The PAS will work with the PI in accordance to the JIT request (if a budget revision is requested, the PAS will work with the PI to revise the budget, if an other support form is requested, the PAS will ask the PI for an other support form, etc.). Once the PI and PAS have completed all requested JIT documents, the PAS will upload them into Workday for institutional review and approval. The PAS will monitor this task in Workday and after receiving all approvals, the PAS will send the JIT materials back to the sponsor. If the sponsor requires the AOR to send the materials, the PAS will send the documents to the AOR and ask him/her to submit to the sponsor.

IV.   Version History

Version Date	Approval Date	Summary Changes
[11/27/2018]	[12/01/2018]	Initial Version
[06/15/2021]	[06/17/2021]	Updated SOP number correctly and procedure to reflect to Workday process