

Funding Proposal (FP) Complete JIT Request Quick Guide



The process called just-in-time (JIT), is when important time-sensitive information not included with the original submission is being requested by the sponsor. Instead, it is prepared separately and submitted prior to the issuance of an award but is not a guarantee of an award. Should a request be received, your RSP Grants Specialist will initiate the request for additional information.

Step 1: Click the link in the notification

Click the link in the RAPSS email notification that you received. It provides additional guidance regarding the actions available in this state.

If you are currently logged into the system, you will be taken directly to the record for review. Otherwise, you will be prompted to login.

Note: Upon the specialist's review of the project, they may require additional departmental review as part of the change request if they deem it appropriate.

Alternate method to open the FP

Login into RAPSS (<https://rapss.rutgers.edu>) using your Rutgers NetID.

1a: Click on the **My Dashboard** tab to go to your Dashboard.

1b: Click on the tile labelled **FP: Determination Required**

1c: In the window that opens, select the record you need to complete the request for. It will be in either a state of **JIT Requested**.

[FP00033653](#)

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Just-In-Time (JIT) materials have been requested for the above project.

The following actions are available to you.

Manage Attachments: Upload the requested documents into the system.

Complete JIT Request: Notify your specialist the action is complete

Please review any additional comments provided by your specialist

Comments:

JIT Requested

If you have any questions, please contact [Tom Doe \(specialist 2\)](#)

The screenshot shows the 'My Dashboard' interface. At the top, there are tabs for 'My Dashboard', 'Home', and 'Grants'. Below the tabs, the dashboard content includes a 'My Dashboard' section with a message about items requiring action. A '1a' callout points to the 'My Dashboard' tab. Below this is an 'Items Requiring Action' section with several tiles: 'FP: Pending Completion' (5), 'FP: Determination Required' (5), 'AWD: Pending Response' (2), 'AWD MOD: Pending Response' (1), 'AMR: Pending Completion' (3), and 'DR: Pending Completion' (0). A '1b' callout points to the 'FP: Determination Required' tile. Below the tiles is a search bar and a table of search results. A '1c' callout points to the first row of the table, which is highlighted in pink. The table has columns for ID, Name, PD/PI First Name, PD/PI Last Name, Primary Sponsor, Submitting Department, School/Unit, Internal Submission Deadline, Sponsor Deadline Date, and Project State.

ID	Name	PD/PI First Name	PD/PI Last Name	Primary Sponsor	Submitting Department	School/Unit	Internal Submission Deadline	Sponsor Deadline Date	Project State
P00033666	RAPSS Update Session (JIT Requested)	Sandy	Doe (PI)	National Institutes of Health	Chemistry and Chemical Biology	RU-SAS	5/29/2023	6/5/2023	JIT Request

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Step 2: Review the request

Depending upon what the requested changes are, you may be asked among other things to:

- Provide additional documentation (see also: [RAPSS-General-Manage Attachments Quick Guide.pdf](#))

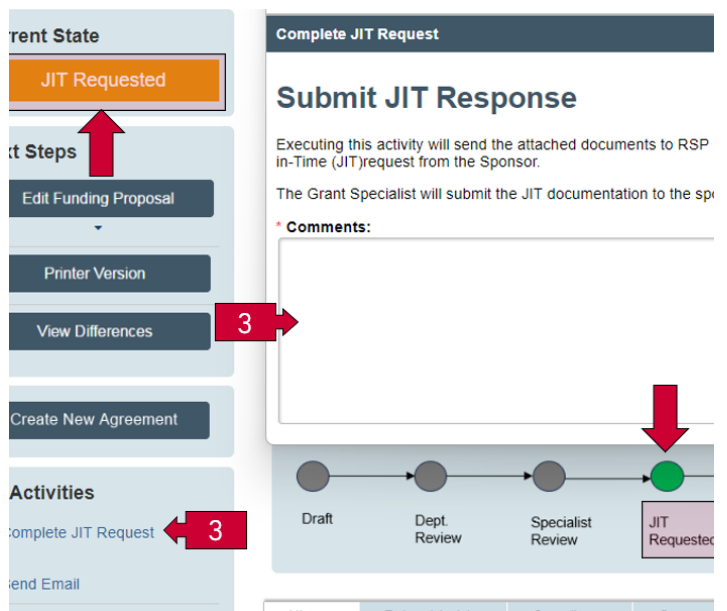
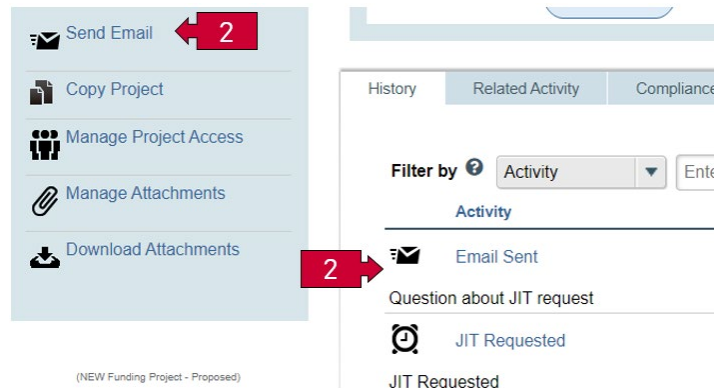
If you have any questions regarding the nature of the request, consult your grants specialist. It is preferable to use the **Send Email** activity in RAPSS to initiate communication from the system. This way everyone involved with the project can see the exchange in the project **History** tab and is aware of the actions taken.

Step 3 Complete the Request

Once the request has been satisfied, you must complete the request using the **Complete JIT Request** to notify your specialist that they can provide the information to the sponsor.

The window will open and upon completion of the request, the FP will return to a state of **Sponsor Review**.

Your specialist will be notified via the system. Once your Grant Specialist has provided the information to the sponsor, they will update you.



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Related Quick Guides

Funding Proposal

- [RAPSS-Funding Proposal \(FP\) Prepare a Proposal Quick Guide](#)
- [RAPSS-Funding Proposal \(FP\) Proposal Workflow and States Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Workspace Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Checklist.pdf](#)
- [RAPSS-Funding Proposal \(FP\) SF424 Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Complete Dept Change Request & Specialist Change Request Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Update Project Status Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Complete JIT Request Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Advanced Account Request and Approval Quick Guide.pdf](#)

Department Reviewer

- [RAPSS-Funding Proposal \(FP\) Department Reviewer Quick Guide.pdf](#)
- [RAPSS-Funding Proposal \(FP\) Advanced Account Request and Approval Quick Guide.pdf](#)

Additional Quick Guides

- [RAPSS-General-Manage Attachments Quick Guide.pdf](#)
- [RAPSS-General-Terminology Quick Guide.pdf](#)
- [RAPSS-General-Dashboard Quick Guide.pdf](#)