

1. If you receive a JIT request email to provide any post-submission updates to the sponsor, prepare the information the sponsor needs outside of PAM, such as a document containing a revised budget.

2. From your inbox, filter for proposals in the JIT Response Required state, and click the appropriate one.

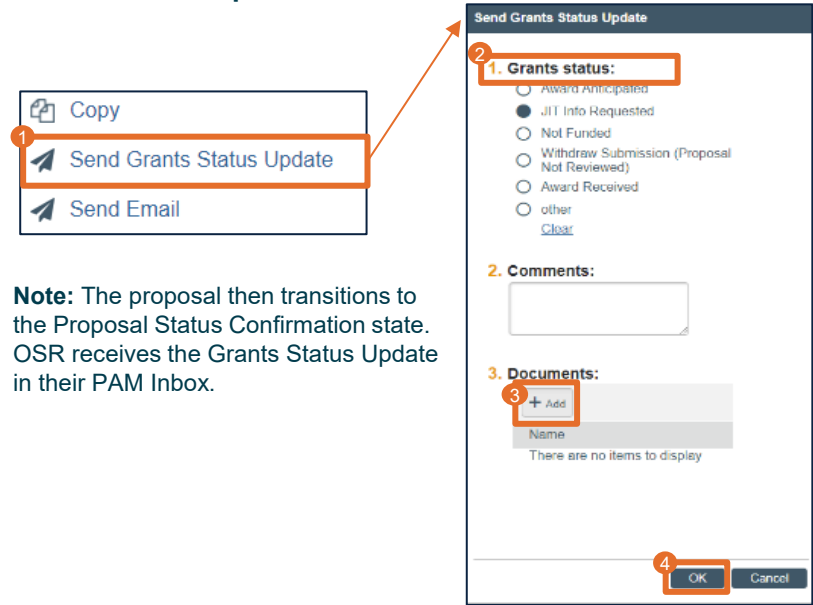
Note: If OSR receives the JIT request directly from the sponsor, skip steps 2 and 3.



The screenshot shows the PAM inbox with a filter set to 'Pending Sponsor Rev'. Two proposals are listed:

ID	Name	SmartForm	State	PI	Primary Sponsor	Submission Type
FP00000250		[Edit]	Pending Sponsor Review		Abbott Laboratories	Funding Submission
FP00000106		[Edit]	Pending Sponsor Review		Google LLC	Funding Submission

3. Click the Send Grants Status Update activity. Select the JIT Info Required as the Grants Status. Click Add to attach the sponsor notification or request and click OK.



The 'Send Grants Status Update' dialog box is shown with the following steps:

- Click 'Send Grants Status Update' in the activity list.
- Select 'JIT Info Requested' under '1. Grants status:'.
- Click '+ Add' under '3. Documents:' to attach a document.
- Click 'OK' at the bottom right.

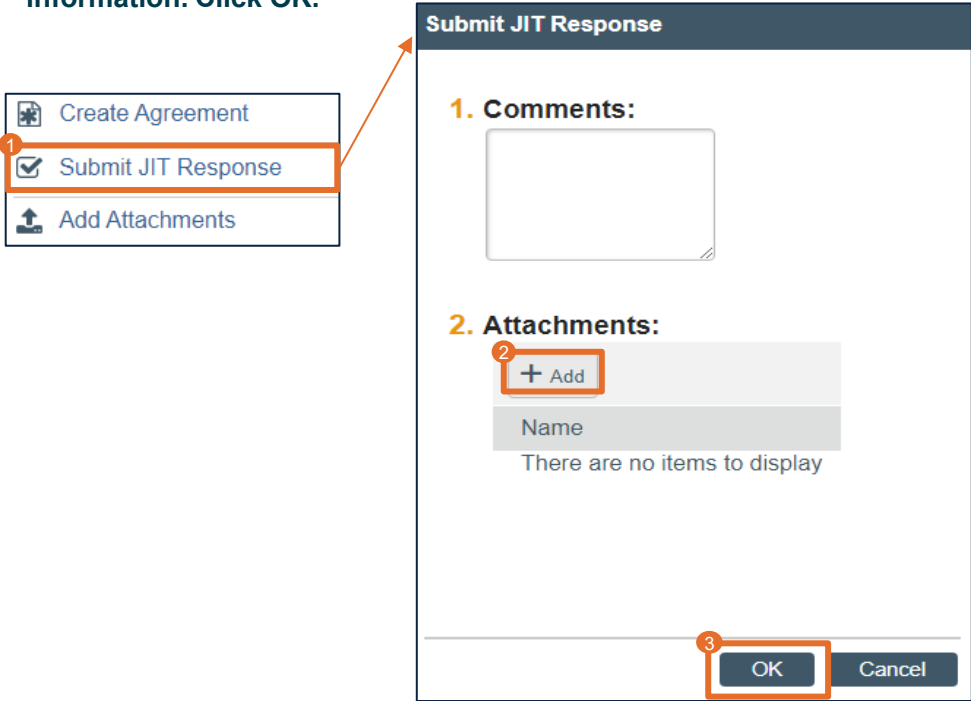
Note: The proposal then transitions to the Proposal Status Confirmation state. OSR receives the Grants Status Update in their PAM Inbox.

4. OSR will initiate the JIT Changes Required activity, which transitions the proposal to JIT Response Required state. The proposal is now editable. Click Edit Funding Proposal and Edit Budget to make the necessary updates.



The 'JIT Response Required' dialog box shows a 'Next Steps' section with a button labeled 'Edit Funding Proposal'.

5. Click Submit JIT Response on the workspace. Add a comment if appropriate and attach the documents containing the required JIT information. Click OK.



The 'Submit JIT Response' dialog box is shown with the following steps:

- Click 'Submit JIT Response' in the activity list.
- Add a comment in the '1. Comments:' section.
- Click '+ Add' under '2. Attachments:' to attach documents.
- Click 'OK' at the bottom right.