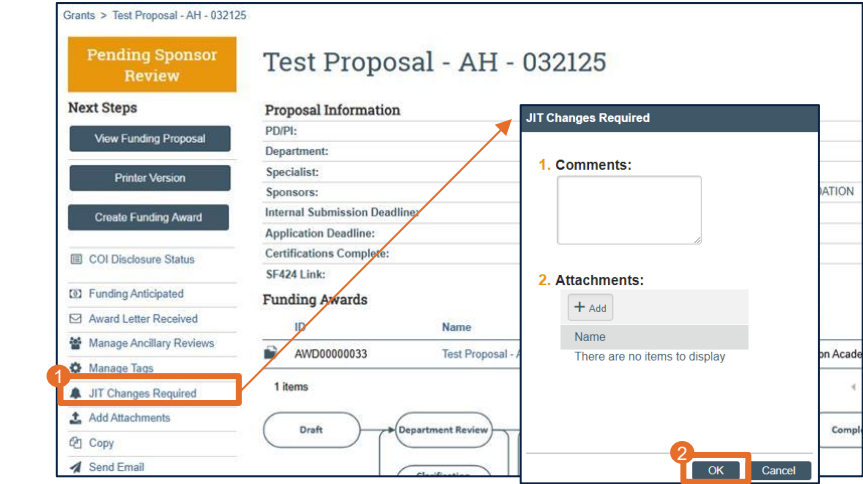


1. From the Grants module, navigate to Funding Proposals in the Sponsor Review state. Open the desired proposal.

2. Review JIT Changes. If you require additional changes, return to step 1 to repeat the process.

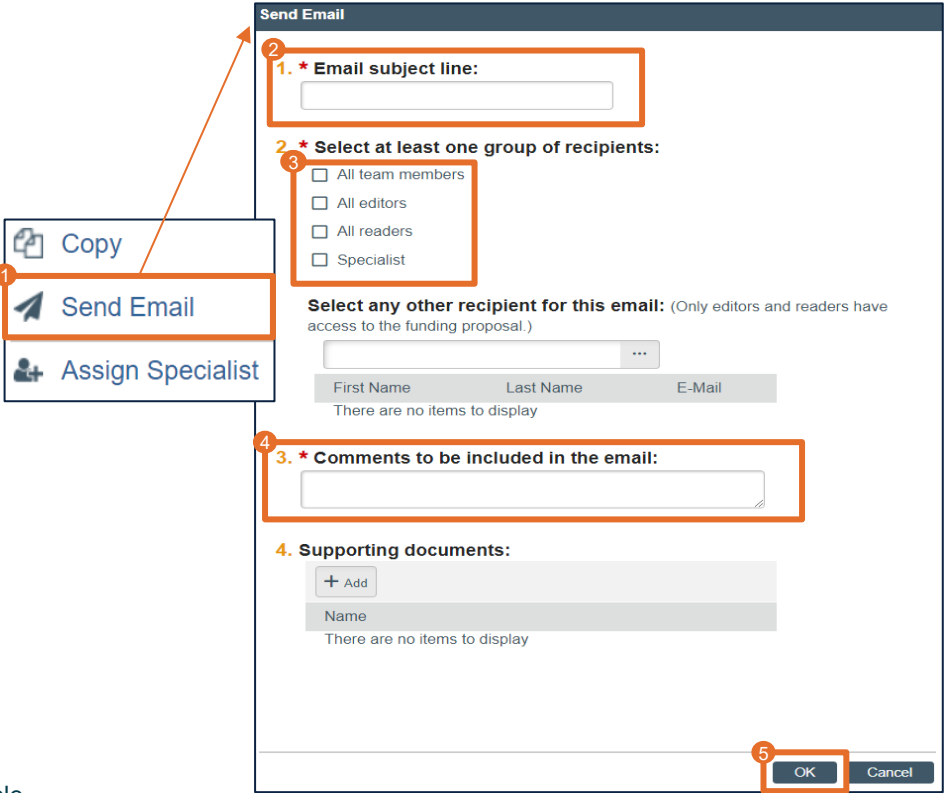
3. When no additional changes are required, click the Send Email activity to notify the Grant Manager that documents can be uploaded through the sponsor's JIT process. You will submit the updated proposal to the sponsor.

2. From the Proposal Workspace, click JIT Changes Required. Add relevant attachments and comments. Click OK.



The screenshot shows the 'Test Proposal - AH - 032125' workspace. On the left, the 'Next Steps' sidebar has 'JIT Changes Required' highlighted with a red box and a red arrow pointing to the dialog box. The dialog box has two sections: '1. Comments:' with a text area and '2. Attachments:' with an '+ Add' button and a list area. At the bottom right of the dialog are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box and a red arrow.

Note: The proposal transitions to the JIT Response Required state and becomes editable. The Grant Manager will complete the necessary edits and will send the proposal back to OSR in the Pending Sponsor Review Award Anticipated state for review and approval.



The screenshot shows the 'Send Email' dialog box. It has five numbered steps: 1. 'Email subject line:' with a text area. 2. 'Select at least one group of recipients:' with checkboxes for 'All team members', 'All editors', 'All readers', and 'Specialist'. 3. 'Comments to be included in the email:' with a text area. 4. 'Supporting documents:' with an '+ Add' button and a list area. 5. 'OK' and 'Cancel' buttons at the bottom right, with the 'OK' button highlighted by a red box and a red arrow. A red arrow also points from the 'Send Email' button in the Proposal Workspace to this dialog box.