

**COLLEGE OF MEDICINE
JUST IN TIME RESPONSIBILITIES**

JUST IN TIME		<i>Principal Investigator</i>	<i>Operations & Finance</i>	<i>Department</i>	<i>Dean's Office</i>	<i>Sponsored Research Serv</i>
1	Prepare Other Support		x			
2	Review and Approve Other Support	x				
3	Convert and Upload Other Support into Commons		x			
4	Upload IACUC and/or IRB Protocol Approval Dates		x			
5	Upload of Citi Training Documents		x			
6	Communicate Budget Change if Required	x				
7	Upload Revised Budget		x			
8	Review and Approve Final JIT Packet	x				
9	Prepare/Submit Compliance Review Form, Proposal Review Sheet, & Award Acceptance Form		x			
10	Submit JIT					x