

AWARD SET UP INFORMATION

Just in time JIT

- **JIT specifically** refers to NIH's request for additional information after the peer review process and prior to funding the proposal.
- **JIT is used for all requests for funding from all sponsors federal and non-federal**
- Common requests for JIT from sponsors includes but is not limited to
 - Current and Pending support
 - Protocol congruence review (approval sheets for animal and biosafety protocols)
 - Revised budget requests
 - Revised scope of work
 - Subaward information
 - F& A rate agreements
 - Equipment quotes from vendors for capital equipment
 - Salary verification
 - Travel policies
 - And many more items?

Sponsored Awards Set up by RSP

- All sponsored projects have an award number
 - 133 = Non Federal Sponsored Project
 - 144 = Federal Sponsored Project
- Conflict Of Interest (COI) will be checked by RSP
- Outside Activities Report (OAR) will be requested at award set up
- Export control will be checked by the export control office on campus
- Effort will be matched and set up by RSP during set up

Don't delay your award set up.

- Ensure your protocols are approved
- Check your committed effort
- Ensure you are in compliance with public access policy
- Ensure you have signed off on any approvals from sponsors

Please contact Julie Larson to set up a commons ID

To obtain an NIH Commons account, Letters & Science faculty and staff should contact Kelly Mallon or Sheila Hayden and provide the following information:

- Your UW-Madison NetID. This is also known as your WiseWorld username, or username to the left of @wisc.edu. If you have not activated your NetID, please go to the NetID Activation website.
- Valid preferred email address. Commons communicates with users by email including notification of the temporary password.

- Role in University: Principal Investigator, Departmental Administrator, Assistant to PI, etc.
- **If requesting a PI account**, please allow sufficient time for account verification process. The NIH will match the Commons account to existing records in their systems. Because of this verification, creation of PI accounts may take several days.
- **If you have an existing commons account do not create a new one if you have changed positions. Simply log into commons and edit your existing account**

AWARD CLOSEOUT

RSP assist PI's and departments in ensuring compliance with the terms and conditions of awards.

For General information please see [RSP Award Closeout](#)