This document is intended for the Departments/Central Office.

Status of Award (Department) ........................................... 2
Status of Award (Central Office)-
Award Notification Received ........................................... 3
Funding Anticipated ......................................................... 4
Just in Time (JIT)............................................................... 5
Withdraw Submitted or Not Funded Proposal ..................... 6
Status of Award (from Sponsor to Department)

Once a decision has been made by the Sponsor concerning whether or not a project will be funded, an award notification will be sent to either the Department or the Central Office providing a status update. If sent to the Department:

1. Notify ORSP of Proposal Status (Department)
   - If the Department receives the Award Notification from the Sponsor, notify the Central Office of the status:
     1. From the Pending tab, select the desired project.
     2. Under My Current Actions click Notify ORSP of the Proposal Status.
     3. Select the appropriate notification status.
     4. Add any Comments and supporting attachments (optional).
     5. Click OK.
     6. The State of the project will change from Pending Sponsor Review to ORSP Status Confirmation.

ORSP Status Confirmation (Central Office)

7. Once notification of proposal status is received, confirm the status by selecting from, and executing, the appropriate action.
Status of Award (from Sponsor to Central Office)

If the Central Office/Grant Specialists (GS) receives the Status of Award, either from the Department or directly from the Sponsor, they should confirm the award status.

1. Award Notification Received

If the Sponsor has decided to award the project, the Central Office (GS) would execute the **Award Notification Received** activity and initiate the Award Setup:

1. From the **Pending** tab, select the desired project.
2. Under **My Current Actions** select the **Award Notification Received** activity.
3. Complete the award information.
4. Include any **comments** and attach the **Supporting Awards Document**.
5. Click **OK**.
6. The State of the project will change to **Award Notification Received**.

**Note**: An email will now be sent to the Proposal Team as well as the Award Setup Team.
Funding Anticipated

If the sponsor has notified Rutgers that the department will receive funding or a Notice of Award soon, the central office would update the state of the project:

1. Under My Current Actions click the Funding Anticipated activity.

2. Add comments and attach the required Sponsor Award Documentation.

3. Click OK.

4. The State of the project will change to Award Anticipated.
JIT (Just in Time)

If the Sponsor has requested JIT information, the central office would update the state of the project and notify the department of this request. The department would then provide the central office with the necessary JIT documentation.

Just in Time (JIT)- Central Office

1. Under My Current Actions select the JIT Requested activity.
2. Add comments.
3. Click Ok.
4. The State of the project will change to JIT Response Required.
   
   Note: The central office will notify the department of this request and wait for the department to provide the necessary information.

Just in Time (JIT)- Department

5. Once notification of a JIT is received, provide the necessary information by executing the Submit JIT Response activity.
6. Add comments and include all appropriate supporting documentation.
7. Click Ok.
   
   Note: Executing this activity will send the attached documents to the central office in response to the Just-in-Time (JIT) request from the Sponsor.
8. The State of the project will change to Award Anticipated.
   
   Note: The central office will submit the JIT documentation to the sponsor on the department’s behalf.
Withdraw Submitted or Not Funded Proposal

If the project has been withdrawn by the institution or the Sponsor, or it has been determined that the project will not be funded, the Central office would update the state of the project:

1. Under My Current Actions click the Withdraw Submitted or Not Funded Proposal activity.

2. Select the appropriate option under Reason for Withdraw.

3. Add comments.

4. Click OK.

5a. If withdrawn by the sponsor or institution, the State of the project will change to Not Submitted.

5b. If the project is Not Funded, the State of the project will change to Not Funded.