Before Accepting An Award

Before issuing a sponsored research agreement or award letter, sponsors may request that PIs submit Just-In-Time (JIT) information.

Sponsors will provide specific instructions and procedures to submit JIT information. Contact your Research Services Coordinator (RSC) for guidance and assistance with the submission process. Additional information on JIT is available below.

In some circumstances, PIs may incur pre-award spending costs, requiring an Award Advance request to be submitted. If you have start-up costs and plan to initiate a fund advance request, ensure that you have submitted all required JIT information and anticipate an award letter.

Sections below:

- Just In Time
- Award Advance

Just In Time (JIT)

As a PI, you may receive written or email notification from the sponsor indicating that JIT information must be submitted prior to funding of the award.

JIT information can include:

- A copy of the Institutional Review Board (formerly known as Committee on Human Research or CHR) or Institutional Animal Care and Use Committee (IACUC) approval
- Revised budget
- Other supporting documentation

Federal/NIH

The federal government provides online applications for the submission of JIT documents. Contact your RSC, who will help facilitate submission of these materials through the appropriate electronic system.
Protocols

The IRB and IACUC applications ask you to list the Award Number or Proposal Number for the funding source(s) supporting your protocol. You will need to either a) submit a new study to IRB or IACUC or b) add the new funding source to an approved IRB or IACUC study, if the activities described in the award are consistent with that protocol. Additionally, if as a result of an award, there are any additions to the study staff that will be conducting human/animal work, they must be added as users of the protocol. Contact the IRB or IACUC with questions.

Conflict of Interest (COI)

Make sure all disclosures are updated and your training is complete in COI-SMART, which is available via MyAccess. Visit the Conflict of Interest site for more information.

Non-Profit

Non-profit sponsor notifications generally provide the procedures for submission and may include IRB or IACUC approvals. Contact your RSC, who will help with gathering the appropriate documentation and with the submission.

Pre-Award Spending / Award Advance

An Award Advance (also known as At-Risk Fund or Advance Fund) is a request for the advancement of funds prior to the receipt of funding from the extramural funding source. Your RSC can help you complete and submit the Award Advance Request form. The RSC will verify all compliance requirements in accordance with the applicable regulations and will create an Award Advance CACTAS record that is submitted to CGA.

An Award Advance requires the PI and Department Chair (MSO signature accepted on form) to certify that the department will pay any expended funds from the departmental discretionary account or other department-designated account in compliance with UCSF policy if the award is not received by the University.

Dean’s signature is required if the award advance request is greater than $500k total costs. Go here to determine who to contact to obtain signature.

For a period advance of an existing award, if there are future years in RAS, advances for the next activity periods are automatic.

If the award does not have future years in RAS, then the department needs to submit a ServiceNow ticket to CGA (CGASVCDesk@ucsf.edu). Please include in the email:
• Commitment to fund from contracting officer at sponsoring institution for the subsequent budget period
• Confirmation of active certifications in place or in progress

CGA will authorize the award advance:
• No past-due receivables older than 90 days
• Not a clinical trial
• Record the intent to fund letter in CACTAS; a new agreement will be created if needed.

**PHS-Funded Awards**

Due to the new federal COI rules, if you are submitting an advance for PHS-funded awards, you must complete your required COI disclosure before the funds can be released. Go to COI-SMART, which is available via MyAccess.

**NIH Rules**

NIH permits up to 90 days pre-award spending. See the NIH Grants Policy page for more information.

Note: *Special rules on funds for State and City and County of San Francisco require additional signatures.*