



### **Sponsor/ UCR Request for Information (JIT)**

What actions should be taken upon receiving a sponsor's request for additional information following the submission of a proposal but prior to the issuance of an award?

Steps to be followed by Principal Investigator (PI) and department:

- Read the email or correspondence in its entirety
- Ensure RED and SRP are copied on the request. Forward when necessary.
- Work with RED for Certifications (IACUC, IBC, Biohazard, etc)
- SRP will coordinate in obtaining the Other Support (OS) for PI and get the OS for all Key Personnel. SRP analyst will provide final signed OS to RED
- PI to provide requested documents to SRP analyst such as Summary Statement, Data Sharing and Management Plan, etc. for review and SRP will send to RED
- Final documents must be officially submitted through RED-SPA to the sponsor