



OFFICE OF SPONSORED PROGRAMS

Charles R. Drew University of Medicine and Science

NIH Just-In-Time (JIT) Process

“JIT” is an acronym for Just-In-Time and refers to the application timeframe requiring applicants to send information to the NIH only if an award is likely. After an application is submitted to National Institutes of Health (NIH), Agency for Healthcare Research and Quality (AHRQ), and Centers for Disease Control and Prevention (CDC) a JIT request will be sent out via email to both, the authorized official (e.g., OSP) and the Principal Investigator. This request calls for additional information (Updated Other Support, IACUC, IRB, and Human Subjects Education documentation) that NIH may need during peer review or prior to the issuance of an award. This process decreases the administrative burden for applications that will not receive funding and provides NIH with the most current information “just-in-time” for award. Receiving a just-in-time request does not guarantee or indicate in any way whether an applicant will get an award.

The JIT hyperlink automatically appears in the NIH Commons for all applications within 24 hours of the impact score release, indicating that your application has completed the peer review process. Applications that have received an impact score of 40 or less will receive the automatic system generated email. *Upon receipt of the system generated email request, the PI should contact his/her Program Official in writing to confirm whether or not the JIT should be submitted.*

Just-In-Time (JIT) information must be submitted through the [eRA Commons STATUS module](#) **unless** - the sponsor specifies otherwise. The PI can directly upload his/her documents into the Commons system and OSP submits the JIT information directly to NIH through the Commons as the Signing Official (SO) on behalf of the PI. As with use of all eRA Commons-based features, a [Commons username and password](#) are needed to log-in.

Applicants should not submit any JIT information until specifically requested by the agency. These requests can be eRA-system generated emails or contacts directly from the funding agency via email and/or phone. The JIT at this time, is a one-time submission, so the University must be prepared to submit all required information before using this function.

[NIH policy](#) requires applicants to submit their information using the JIT feature of the eRA Commons at least 60 days before the application's proposed project start date. The process is as follows:

1. PI's upload JIT information into the Commons for the Signing Official to submit.
 - To upload JIT files, access the JIT screen through *List of Applications/Grants* in eRA Commons.
 - After saving the information, a confirmation message displays indicating that the information was saved and that a user with the required authority must still submit the information.
 - PI's should route the JIT report to OSP and send an email notifying OSP that a JIT is pending submission.
2. Signing Officials (OSP) submit to the agency.

Just-In-Time Checklist

- Upload Current Other Support for key personnel to eRA Commons.
- *(IF APPLICABLE)* Upload IRB and/or IACUC approval letters under the Other Upload selection and enter approval dates.
 - If Human Subjects are involved, provide the assurance type and number (if changed from the initial submission) and the certification date of the IRB Review and Approval.
 - If Vertebrate Animals are involved, provide the assurance number (if changed from the initial submission), verification of IACUC approval with date, and any IACUC imposed charges.
- *(IF APPLICABLE)* Upload combined PDF document of Human Subjects Education.
 - For grants involving Human Subjects, provide certification that each person identified under Key Personnel involved in human subjects research has completed an education program on the protection of human subjects.
 - For additional NIH FAQ's on Human Subjects Research, visit the [NIH FAQ webpage](#).
- Upload any other information requested by NIH.

NOTE: All JIT attachments should be submitted in PDF format with a maximum file size of 6 megabytes (MB). If you have the PI role, you may upload and save JIT information; however, only the SO can submit to NIH.

PI Inform OSP

Send an email informing OSP that JIT documents are ready for review and submission.

Confirmation

The Principal Investigator will receive a confirmation email from NIH eRA Commons upon submission. OSP will forward the confirmation email to the PI Delegate.

Related Links

- **Preparing your JIT Information**
- **Just-in-Time SOP**
- **Just-in-Time questions and answers**
- **<http://grants2.nih.gov/grants/peer/jit.pdf>**