What is Just-In-Time?

The National Institutes of Health (NIH) Just-In-Time (JIT) process requires applicants to submit certain information to the NIH only if an award is likely. 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. JIT information includes up-to-date Other Support (current and pending time commitments), compliance approvals (IACUC, IRB), and Human Subjects Education Documentation. The NIH originally instituted JIT as a business practice in 2003. Additional detailed information on the history and processes associated with JIT are available at http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-120.html.

What has changed?

In April of 2012, the NIH altered the procedures associated with JIT to (a) require electronic submission of JIT information through the eRA Commons at least 60 days prior to the proposed project start date, and (b) change business practices to request JIT information for all applications receiving an impact score of 40 or better.

When do I respond?

- If you (or OSP) have received an e-mail or other request from NIH requesting JIT information and your application received an impact score of 40 or better.
- Please contact your Research Development Specialist (RDS) as soon as you receive a formal request for JIT information from NIH.
- Please note that a “JIT” link appears in the eRA Commons for all applications that have undergone peer review and received an impact score. The appearance of this link alone is not an indicator of potential funding, nor is it a request to submit JIT information.
- JIT information should be submitted to NIH at least 60 days prior to the proposed project start date, or by the due date specified in the request from NIH, whichever comes first.
- The JIT response should be submitted to OSP a minimum of three (3) full business days prior to the NIH due date.
- If your project will require NIU compliance approvals (IRB, IACUC, and/or IBC) and is not yet approved, an application should be submitted right away to ensure approvals are secured in time to meet JIT deadlines.

What do I do?

PRINCIPAL INVESTIGATOR (or PI’s designee) may complete the following steps and submit the information to your RDS for review no later than 3 business days prior to the NIH due date.
Your RDS is available to assist with these steps.

- Log on to eRA Commons at https://commons.era.nih.gov/commons/
- Click on the “Status” tab at the top and select “Just In Time” on the left
- Search by Grant number, PI name, etc.
- Click on the “JIT” link under the “Action” column
- Import or enter the required information:
  - Upload the Other Support information for all key personnel* as one pdf document
  - Enter IACUC approval date if applicable (only for projects involving vertebrate animals)
  - Enter IRB approval dates if applicable (only for projects involving human subjects)
  - Enter Human Subjects Education date(s) (required for all key personnel who will be working with human subjects*)
  - *For projects involving subrecipients (e.g. subcontractors), confirmation of human subjects education and Other Support for all key personnel at the subrecipient organization, and IACUC and/or IRB approvals, if applicable must also be uploaded.
- Press the SAVE button
- Click “View Just In Time Report” to check the report for completeness and accuracy
- Inform your RDS that the JIT is ready to review in eRA Commons. Send your IACUC and/or IRB approval letter (as applicable) to your RDS if you have not done so previously.

*Note:* eRA Commons does not send emails to OSP informing us that a JIT is awaiting our approval.

Your RDS will:

- Assist you with the process as needed.
- Review the JIT Report in eRA Commons and verify that the information is complete and accurate.
- Work with you to make any necessary changes to the information in eRA Commons.
- When the JIT information is complete and accurate, NIU’s authorized signing official will submit the report.
- Your RDS will retrieve e-mail confirmation sent by eRA Commons and forward it to you.

*Special Note for Faculty Serving as a Collaborator (e.g. subrecipient) on another Organization’s NIH Proposal*

If you are a collaborator on another organization’s NIH proposal and the NIH requests JIT information for this proposal, the collaborating organization will often request JIT materials from you for inclusion with their JIT submission to the NIH.

These materials, including other support, confirmation of Human Subjects Education, and IACUC and/or IRB must be reviewed and institutionally approved before you submit your information to the collaborating institution. Please inform your RDS when you receive a JIT request from your collaborator. Your RDS will assist you with compiling this information and obtaining NIU’s authorized institutional signature.