

Just in Time Requests

What is a Just in Time (JIT) Request?

A JIT request is when an awarding agency requests further information for a proposal after it has passed peer review, but before it is granted funding. While the documentation needed will vary with each request, an updated and current Other Support will be the one form that is always required. Other requested items may include (depending on their relevance to your proposal):

- A detailed budget
- Human subject education verification
- Genome data sharing certification
- Human Subjects, Animal Care, or Biosafety Committee approvals

The JIT request is typically sent via email to the project PI and the institution's financial contact. As soon as the request is received, the PI should alert their grant administrator and submit their applications to the relevant safety committees. While the PI is working on getting approvals from the relevant committees, the grant administrator can contact the administrators at any subaward sites for updates on key personnel other support, and assist in procuring any other required documentation.

Uploading JIT Documents

- 1) Log into the [eRA Commons website](#) and click on the JIT link on the Status result screen's action column.
- 2) For each document type required by your JIT request, click Upload and then select the appropriate files from your computer.

Other Support File	Budget File	Other File
Last Uploaded File Name: None	Last Uploaded File Name: None	Last Uploaded File Name: None
Date Created: None	Date Created: None	Date Created: None
Number of Submissions: 0	Number of Submissions: 0	Number of Submissions: 0
Upload Delete View	Upload Delete View	Upload Delete View

- 3) If your project includes human subject research, enter the IRB approval date and select HHRI's Human Subjects Assurance Number from the drop-down menu. (Only include a date if you have already received approval from the IRB.)

Human Subjects Information

Please Note: If you have not received an IRB Date from the Internal Review Board, you are not required to enter the IRB Date or OHRP Human Subjects Assurance Number prior to submitting JIT Documents

IRB Date:  Number of Submissions: 0

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your Institution:

Then, upload a Human Subjects Education document outlining the program completed by each member of the project's key personnel. Note, if your project has NOT gone through IRB or received approval, please leave this date blank. You can still submit the JIT without an IRB approval date.

- 4) If your project includes Animal Subjects, enter the IACUC date. If not yet approved, leave blank. You can still submit the JIT.
- 5) If your project involves research generating large-scale human genomic data, upload the Institutional Certification you have received.
- 6) Once all the necessary documents have been uploaded, click Save. (JITs can be resubmitted multiple times so don't worry if not everything is ready right away.)
- 7) Your grant administrator will officially submit the files for you.
Reminder: Both PIs and grant administrators can upload documents on the eRA Commons website, but only your grant administrator (as the institution's signing official for the proposal) can submit them to NIH.

It is important to note that, according to the [NIH Grants Policy Statement](#), “[a JIT request notification] is not a Notice of Award nor should it be construed to be an indicator of possible funding”, because the NIH sends an automated email request for just-in-time information to every applicant whose project has an overall score of 40 or less. You can check your own scores and peer review notes in the [eRA Commons](#). The lower the number the better, with a 10 being the perfect score. As long as your proposal addresses the aims of the funding opportunity, a low scoring application is very likely to be funded.

If you have questions about JITs or any other part of the award process, feel free to email the Grants & Contracts Office at researchinquiry@hhrinstitute.org.