



NIH e-Commons Just-In-Time (JIT)

Preparation of Just-In-Time Information: When using the Commons to submit Just-In-Time Information, you must have **all** of the requested information (Other Support and IRB or IACUC approval date, if appropriate) on hand at the time of the electronic submission. All Just-In-Time information must be submitted **at the same time** if a PI is submitting via the Commons. If, for example, the PI is planning to submit the requested "Other Support" information now and submit the IRB approval date at a later time, he or she **may not** use the Commons. In that case, the PI must submit all Just-In-Time information by paper copy.

- (1) Login to Commons at <https://commons.era.nih.gov/commons/>
- (2) Click on the Status tab.
- (3) Enter information in one or more fields on the General Search Screen.
- (4) Click the "Search" button.
- (5) When search results are returned, select the "JIT" link for the appropriate application. The "JIT" link can be found on the right under the heading "Actions."
- (6) Upload your "Other Support" information as either a .DOC file or .PDF file. "Other Support" information must be in the format outlined in the PHS 398 application instructions.
- (7) Enter the IRB and/or IACUC approval date, if applicable.
- (8) Enter information regarding Human Subject Education in the text box provided, if applicable.
- (9) PIs may prepare and save Just-In-Time information in the Commons; *however, only a Signing Official (SO) may submit the information to NIH.*

PIs or their administrators must contact the Grants Administrative Pre-Award Office ([Click here to link to the Staff Directory](#)) assigned to their department/division by phone or e-mail to coordinate the submission of the Just-In-Time information. The Commons system does not automatically notify Grants Administration when a PI has finished preparing the Just-In-Time information.