**Just-in-Time Checklist (JIT)**

The following guide and checklist is designed for most Just-in-Time (JIT) requests to National Institute of Health (NIH). The checklist is a resource to help Principal Investigators (PI) and Research Administrators (RA) see at a glance the general elements required for a JIT submission. It can also be used as a resource on where to upload documents in eRA Commons, NIH grant management site. Lastly it will provide a brief overview of the Grants and Contracts JIT process.

**Other Department of Health and Human Services (DHHS) sponsors, for example, Department of Defense (DOD), Health Resources and Services Administration (HRSA), National Science Foundation (NSF) may request additional material. This checklist is not inclusive to those items. As a best practice, Research Operations recommends PIs/RAs follow the specific instructions given when a JIT request is made.**

|  |  |
| --- | --- |
| **Types of Documents Submission** | **Review and Submission of Documents Deadline** |
| **Just-in-Time (JIT)** | **There is no standard deadline for the JIT documents unless an email is sent directly from the sponsor’s Grant Management Specialist providing a deadline.** **NIH recommends Institutions submit JIT 60 to 90 days in advance of the expected start date.** |

|  |  |
| --- | --- |
| **Types of Documents Submission** | **Review and Submission of Documents Deadline** |
| **Document Format** | PDF only; no headers or footers |
| **Font type/size** | * Arial, Helvetica, Palatino Linotype or Georgia typeface
* Black font color 11-points or larger
 |
| **Page Size and Margins** | * Standard paper size (8 ½ x 11)
* One-half inch margins (top, bottom, left, right)
 |
| **Policy/Guidelines** | * [NIH Grants Policy Statement- Part 1, Section 2.5.1: Just-in-Time Procedures](http://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5_completing_the_pre-award_process.htm?Highlight=Just%20in%20time#Just-in-)
 |

|  |  |
| --- | --- |
|  | **Administrative Documents for Just-in-Time** |
|  | **Elements to Complete** | **Notes** |  |
|[ ]  **Other Support**  | No Page Limit |  |
|  | * Required for PD/PI and all senior key personnel listed on the application. Generally postdoctoral and graduate students do not meet the definition of senior/key personnel
* Include research support for active grants, pending grants and an overlap statement
* Reference [NIH Template](https://grants.nih.gov/grants/funding/phs398/competing_othersupport.docx) for Other Support document. Reminder to remove headers and footers in template. Convert final document into a single PDF file, and upload in the “Other Support File” section in eRA Commons
* Include project details such as: Project number, PI on project, role on project, source, project title, major goals, project dates, annual direct cost, and calendar months)
* Ensure effort levels may not exceed 100% or 12 calendar months
* If a Career Development Award Applications (NIH K and/or F mechanisms), the other support is required for the candidate’s sponsor(s), co-sponsor(s), mentor and co-mentor
 |  |
|[ ]  **Biosketch**  | 5 Page Limit |  |
|  | * Required for new key personnel that have been added to the application since the submission.
 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Elements to Complete** | **Notes** |  |
|[ ]  **IACUC Approval** | If applicable. A copy of the IACUC approval letter must be uploaded in the “Other Upload” Section in eRA Commons. Pending or out of date approvals are not acceptable.  |  |
|[ ]  **IRB Approval** | If applicable. Select the drop down for the Assurance number. If you select the Assurance Number, an approval date should be entered. Include a copy of the IRB approval letter in the “Other Upload” Section in eRA Commons. Pending or out of date approvals are not acceptable.  |  |
|  | * IRB Approved, date
 |  |
|[ ]  **Human Subjects Education** | If applicable. A copy of certificates must be uploaded in the “Human Subject Education” section. |  |
|  | * Required that certification for all senior/key personnel involved in human subjects research has completed an education program in the protection of human subjects.
* Boston Medical Center (BMC) and Boston University Medical School (BUMC) PIs and RAs can access CITI certification on the BUMC Human Subjects Protection Training Certification/Recertification website <http://www.bumc.bu.edu/ocr/certification/>
* Reference the NIH Research Involving Human Subjects website for more information. <https://humansubjects.nih.gov/>
 |  |
|[ ]  **Human Embryonic Stem Cells (hESCs)** | If applicable. Identify hESC line from the NIH Human Embryonic Stem Cell Registry if it wasn’t included in the proposed application.  |  |
|[ ]  **Genomic Data Sharing (GDS) Institutional Certification** | If applicable. A copy of the certification form must be completed and uploaded in the “Other Upload” section.  |  |
|  | * Reference the [Genomic Data Sharing Website](http://gds.nih.gov/Institutional_Certifications.html)
 |  |

|  |  |  |
| --- | --- | --- |
|[ ]  **Other Information Requested by the Award Agency** | NIH IC’s may also request additional information on a case-by-case basis (e.g. revised budgets, changes to the human subjects or animal research sections of the application). These should be uploaded in the “Other Upload” Section. |  |
|  | * The items referenced above are usually uploaded via era commons under the “**JIT**” link by the RA or PI [https://commons.era.nih.gov/commons](https://commons.era.nih.gov/commons/)
* There is an option to view the uploaded items by clicking “**VIEW JUST IN TIME REPORT**” to ensure that everything looks the way it should. **Only a Signing Official can submit a JIT**.
* The RA will need to inform the GA by email that the JIT is ready in eRA Commons for review and submission. If possible the infoed record number should be provided as the submitted application will need to be crossed-checked during review of the JIT.

**Note: eRA Commons does not send email notifications that the JIT is ready for review. It needs to be done manually.** |  |

|  |  |  |
| --- | --- | --- |
|  | **Check Documents Prior to Initial Review by Grants and Contracts*** Other Support Pages for all key personnel is missing.
* Active support goes over 12CM should the proposed grant be funded.
* Overlap statement missing and does not address how effort will be adjusted.
* Biosketch uploaded instead of the Other Support page.
 |  |

|  |  |
| --- | --- |
|  | **Research Operation Internal Review Process** |
|[ ]  Grey Folder  | Can be accessed in the Pre-Award Cabinet |  |
|[ ]  eRA Commons | Using the JIT module in eRA Commons, the JIT report will be reviewed and printed.  |  |
|  | 1. Once notified by the Research Administrator (RA) that the JIT documents are ready for a review, the Grant Administrator (GA) reviews all the applicable documents mentioned in this checklist.
2. Prior to the review of the JIT documents, the GA should confirm with the Conflict of Interest office that all financial conflict of interest disclosures are cleared. To do this an email with the project title and list of senior key personnel can be sent to coi@bu.edu.
3. The GA will print out all the items and include it in the grey folder.
4. The GA works with the department offering suggested corrections and if needed can update the required JIT documents. This may be difficult given that the forms are a pdf.
5. Once all corrections are made, the JIT is transmitted to the Associate Director who provides a final review of the report prior to submitting the JIT.
6. If there are no changes needed the Associate Director will submit the JIT and email the confirmations to the RA and GA.
7. The grey folder along with the email confirmation and final submitted JIT will be printed and filed in the pre award cabinet.
 |  |