

## Just-In-Time (JIT) via eRA Commons

Only After JIT request is received (via email, letter or telephone call) from NIH:

PRINCIPAL INVESTIGATOR (or PI's designee) will:

- Log on to eRA Commons at <https://commons.era.nih.gov/commons/>
- Click on the "Status" 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:
  - Import in PDF the Other Support information
  - Enter IACUC approval date
  - IRB approval date if applicable
  - Enter Human Subjects Education date(s)Note: option to enter dates is only available when animals and/or humans are being used
- Press the SAVE button
- Click "View Just In Time Report" to make sure everything looks as intended
- Department Administrator should review for accuracy
- Department Administrator needs to inform his/her RO Grant Analyst (GA) that the JIT is ready on eRA Commons and also e-mail or fax applicable IACUC and IRB approvals

RO will:

- Print and review JIT Report from eRA Commons and verify information
- If changes are needed RO will contact Department Administrator, so that the PI (or designee) can update and save information on eRA Commons
- Department Administrator needs to contact RO after changes are made
- When no changes are needed, RO will submit.
- RO will receive email confirmation from eRA Commons and forward to the Department Administrator