

## Transcript – JIT

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Welcome to the 8th of a series of tutorial videos that review the features and functionalities of the eRA Commons Status Screen.

This 8th video focuses on how to access Just in Time (JIT) requests and submit JIT information.

JIT is a feature of the eRA Commons.

It allows the electronic submission of additional grant application information after the completion of the peer review, and prior to funding.

The PD/PI and the Signing Official (SO) work together to complete and submit Other Support, Budget, IACUC, IRB, and/or Human Subject Assurances information directly to the NIH when that information is requested.

Now let us look at how to access a JIT request. To access the JIT, you must first log into eRA Commons.

Click the Status menu option.

Then click the List of Applications/Grants link, or search by a specific Grants.gov Tracking Number.

When the system returns the list of results, look to the far right for the Action column.

In the Action column you will see the JIT hyperlink. Click on this link.

This will open up the JIT upload window.

JIT upload window provides the following options:

a. Other Support File: Other Support is always available.

If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB approval is required on this Just-in-Time screen.

b. Budget Upload

c. Other Upload

From the Upload screen you will use the Import button to begin the process of completing the JIT request.

This will open the Upload file screen. Click on the Browse button to navigate to the desired PDF document.

Click open. With the desired file now identified, click Upload File.

The uploaded file displays under the File Name column with a status of Completed.

Some things to remember concerning JIT requests:

One, the JIT link will appear before a request is actually made.

Do not submit any documentation until you have received a specific email asking for it.

Two, while both Principle Investigators and Signing Officials can upload the requested information, only the Signing Official can submit a response to a JIT request.

Three, all documentation uploaded to the system must be in PDF format.

If you have the Signing Official role, you have the ability to submit the JIT report.

To submit JIT: Access the Just In Time screen for the appropriate application.

If it has not already been uploaded, upload the appropriate JIT information by the same process as already described.

Browse to the appropriate file and upload it.

Select the View Just In Time Report button if you wish to review the report before submitting it.

To submit the JIT request, click the SUBMIT button, and then follow the online prompts to confirm the submission.

Remember, only the Signing Official has the authority to submit JIT requests.

Once submitted, the report is available for viewing from within Status Information.

Status Information is accessed by selecting the application ID (displayed as a link) from any of the Status results screen.

You can resubmit JIT information as many times as necessary.

Each section of the JIT information can be submitted separately and more than once, as long as at least one field element has been completed.

This concludes Tutorial Number 8, Accessing Just in Time.

Thank you for watching.