Just-in-Time (J IT) Request for Documentation

JIT features and submission process at the University of Massachusetts Amherst

University of Massachusetts Amherst
Research and Engagement
Office of Grant & Contract Administration
Venture Way Center

P (413) 545-0698
F (413) 545-1202

Version 2.1
Revised 03.02.2016
In an effort to focus the NIH review on the science and to save the applicant time and effort, NIH defers the submission of several proposal elements for grant submissions until after completion of the peer review process and prior to decision of award.
What exactly is a Just-in-Time or JIT request?

1) JIT refers to the point in the grant submission timeline between the Initial Level of Review (Scientific Review Group - SRG) and the Second Level of Review (Council Review).

2) A JIT is a request of documentation for specific, required elements of the grant submission that are not a necessary component of the SRG Review.

3) A JIT notice is activated via an automated email from NIH to all PD/Pi’s with submissions reviewed for a particular FOA that received an impact score of 40 or less from the SRG, regardless of the assigned Institute’s pay line.

4) Find more information, NIH Policy Notice Number NOT-OD-12-101:

To be crystal clear.....

JIT requests are not.....

- A Notice of Award or even an indicator of possible funding.

JIT requests are....

- another step in the arduous process of obtaining NIH funding.
When to submit JIT information

NIH announces the requirement to submit JIT information on the eRA Commons website accessible by the PI and OGCA and via a broadside email.

Note appearance of “JIT” in the “Action” field.
When to submit JIT information, continued

With “J IT” splashed up on the PI’s Commons site, it is important to note:

- Save the champagne -- funding is not guaranteed at this stage

- At this stage, evaluate whether or not your application has an impact score that merits committing time to the JIT process.
Send JIT information if...

- Your impact scores rank within or near the published paylines or, if they’re not yet established, within or near the previous fiscal year’s final published paylines. Check with your Scientific Review Administrator (SRO) for confirmation if uncertain.

- If you receive a JIT email request directly from your Grants Management Specialist (GMS) separate from NIH’s auto-email notification. You don’t have to confirm with your Program Officer if a direct request for JIT documentation is sent from the GMS.
When to submit JIT information, continued

Don't send JIT information if...

- Your application scores well outside of the institutes published paylines or, if they’re not yet established, well outside of the previous fiscal year’s final published paylines.

- Your Scientific Review Administrator (SRO) or Program Officer informs you that you’re not likely to receive funding.

- If you have any questions about the competitiveness of your proposal, contact your assigned SRO for input on whether to file your JIT documentation.
Procedure for Submitting a JIT

- Log on to eRA Commons
- Click on the “Status” button on the toolbar at the top of the page
- Search by Grant number, PI name etc.
Procedure for Submitting a JIT

- Click on the “JIT” link under the “Action” column, circled in red below.
Procedure for Submitting a JIT

- Import or enter the required information:
  - Upload as a single PDF the Other Support documentation for all Key Personnel
Procedure for Submitting a JIT

- Import or enter the required information:
  - Enter IACUC approval date, if applicable
  - IRB approval date, if applicable
  - Upload human subject education certifications, if applicable
Other Support Information

- Listing of all active AND pending support for all key personnel. Do not provide for “Other Significant Contributors.”
  - Support is defined as all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual’s research endeavors.

- Other Support documentation submitted by non-UMass personnel (subcontractors) must be vetted by the subcontractor’s Office of Sponsored Research for accuracy.

- Format Specifications to the right

<table>
<thead>
<tr>
<th>NAME OF INDIVIDUAL</th>
<th>PROJECT NUMBER</th>
<th>Dates of Approved/Proposed Project</th>
<th>Annual Direct Costs</th>
<th>Person Months (Calendar/Summer)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NHNHLBI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orlando and Sodium Transport in Airway Epithelial Cells</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and close the genes involved in transport.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 R01 HL 00000-07 (Beier)</td>
<td>4/1/1994 – 3/31/2002</td>
<td>$122,717</td>
<td>1.20 calendar</td>
</tr>
<tr>
<td></td>
<td>NHNHLBI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Iron Transport in Lungs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The major goal of this project is to study chloride and sodium transport in normal and diseased lungs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R000 (Anderson)</td>
<td>9/1/1996 – 8/31/2002</td>
<td>$43,123</td>
<td>1.20 calendar</td>
</tr>
<tr>
<td></td>
<td>Cystic Fibrosis Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gene Transfer of CPTP to the Airway Epithelium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The major goals of this project are to identify and isolate airway epithelium progenitor cells and express human CPTP in airway epithelial cells.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PENDING</td>
<td>12/01/2003 – 11/30/2004</td>
<td>$32,163</td>
<td>2.40 calendar</td>
</tr>
<tr>
<td></td>
<td>D085002 (Anderson)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Science Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Liposomes Membrane Composition and Function</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other Support

- **All Key Personnel** - Information on active and pending Other Support is required for. For individuals with no active or pending support, indicate “None.” Neither the application under consideration or current PHS award for this project should be listed.

- **Overlap** - Provide details on how any budgetary, scientific or effort overlap will be resolved if proposal is funded. Commitment of an individual’s effort greater than 100 percent (i.e., 12 person months), is strictly prohibited.

- **Consortium/Subcontract** - If the support is provided under a consortium/subcontract arrangement or is part of a multiproject award, indicate the project number, principal investigator, and source for the overall project, and provide all other information for the subproject only.

- **Verify that Person Months (effort) is current and correct**
Other Support
Instructions for Selected Items

- **Project Number**: If applicable, include a code or identifier for the project.

- **Source**: Identify the agency, institute, foundation, or other organization that is providing the support.

- **Major Goals**: Provide a brief statement of the overall objectives of the project, subproject, or subcontract.

- **Dates of Approved/Proposed Project**: Indicate the inclusive dates of the project as approved/proposed. For example, in the case of NIH support, provide the dates of the approved/proposed competitive segment.
Other Support
Instructions for Selected Items

- **Annual Direct Costs:** In the case of an active project, provide the current year's direct cost budget. For a pending project, provide the proposed direct cost budget for the initial budget period.

- **Percent Effort/Person Months:** For an active project, provide the level of actual effort in person months (paid effort or formally cost-shared) for the current budget period. Person months should be classified as calendar (for calendar year appointments) or academic and summer (for academic appointments). For a pending project, indicate the level of effort in person months as proposed for the initial budget period. In cases where an individual's appointment is divided into academic and summer segments, indicate the proportion of each devoted to the project.

- **Overlap:** After listing all support, summarize for each individual any potential overlap with the active or pending projects and this application in terms of the science, budget, or an individual’s committed effort.
**Required Certifications**

- **Institutional Review Board (IRB) approval date**
  - If the proposed project involves human subjects research, the certification date of IRB review and approval must be submitted. Pending or out-of-date approvals are not acceptable – submit approval at the earliest date they become available.

- **IACUC protocol number and approval date**
  - If the proposed project involves research using live vertebrate animals, the verification date of IACUC approval along with any IACUC-imposed changes must be submitted. Pending or out-of-date approvals are not acceptable - submit approval at the earliest date they become available.

- **Human Subjects Research Training**
  - If the proposed project involves human subjects research, certification that any person identified as senior/key personnel involved in human subjects research has completed an education program in the protection of human subjects must be submitted.

- **Human Embryonic Stem Cell (hESCs)**
  - If the proposed project involves hESCs and the applicant did not identify an hESC line from the NIH Human Embryonic Stem Cell Registry in the application, the line(s) may be submitted as an “Other Upload” file.
Assembling JIT Information – IACUC Certification

- If Vertebrate Animals are involved, provide the IACUC approval date. If IACUC approval is pending, upload a memo explaining this and provide the IACUC review date if known. Upload to “Other Upload” within the JIT module.

- IACUC/Animal subjects: 413.577.0668
Assembling JIT Information - IRB Certification

- If Human Subjects are involved, provide the IRB approval date. If IRB approval is pending, upload a memo explaining this and provide the IRB review date if known. Upload to “Other Upload” within the JIT Module.

- Human Research Protection Office: 413.545.3428
Assembling JIT information – Human Subjects Education

- For grants involving Human Subjects, each of the listed key personnel involved in human subjects research must complete an educational program in the protection of human subjects.

- OGCA must verify this training has occurred. Proof of training are kept on file at the Human Research Protection Office. The certifications should be concatenated into one PDF. Upload to “Human Subject Education” within the JIT module.

- CITI certifications: Human Subjects Compliance: 413.545.3428
Submitting JIT Information – last step

- Upload all JIT information onto the eRA Commons, unless instructed by NIH Grants Specialist to send via email. In the latter case, forward all documentation to OGCA for review.

- OGCA reviews the information for compliance and works with the PI to revise the documentation as needed.

- When JIT documentation is fully compliant, an Authorized Organization Representative (AOR) within OGCA will submit JIT to NIH for review.