

UCSF Office of Sponsored Research

NIH Commons: Just In Time Submission Procedures

Just in Time (JIT) information may now be submitted through the NIH Commons using the Status module. **JIT information should only be submitted when formally requested by NIH.**

Since the PI can directly upload his/her documents in to the system and C&G submits the JIT information directly to NIH through the Commons, hard copy submission of such documents is no longer required to be routed to C&G for administrative signature.

The PI/Department is responsible for the initiation of the JIT submission by uploading the documents and notifying C&G that the documents are ready for submission.

To Submit JIT Information:

- 1) The PI must log in to Commons (if you do not have a eRA Commons account please contact cgawardteam@ucsf.edu).
- 2) Select **Status** in the menu bar at the top of the page.
 - All individual NIH applications will appear for the named PI.
- 3) Select the TJITT hyperlink on the right side of the screen corresponding to the application which information is being submitted for.
- 4) Upload **Other Support**
- 5) If Human or Animal Subjects are being used in the project:
 - Enter the most **recent** IRB or IACUC approval date in the text box provided. **NOTE: In order for OSR to validate this date, the IRB/IACUC approval number must be provided in the email notification In Step 7.**
 - For projects involving human subjects, enter completed training for all key personnel (including subcontractors) involved with the human subject's portion of the project. Use the UCSF Human Subjects Training Letter at: <http://www.research.ucsf.edu/cg/forms/cgUCSFform.asp>. **NOTE: This letter can be copied and pasted in to the text box.**
- 6) Click Save at the bottom of the screen and select View Just In Time Report and print for your records.
- 7) Send email to cgproposalteam@ucsf.edu with the following heading and body:
 - **E-Mail Heading:** JIT Documents for (complete NIH application number).
 - **E-Mail Body:** This is to notify you that the JIT documents for (complete NIH application number) are ready to be submitted in the NIH Commons.
 - Human Subjects (IRB) Approval Number: (if applicable)
 - IACUC Approval Number: (if applicable)

What C&G Will Do:

- 1) C&G will select **View Just In Time Report** in the Commons and print copy for review, approval and for our records.
- 2) C&G will download a copy of the CHR/IACUC approval from *Research Online* using the provided CHR/IACUC Approval Number and will verify approval dates.
- 3) The SO will electronically submit the JIT information on to the Commons. C&G will forward to the PI and Department contact the automatic email confirmation from the Commons indicating the JIT response has been submitted.