

JUST-IN-TIME (JIT) PROCEDURES FOR UNIVERSITY OF PITTSBURGH PIs

- PI **must** have an NIH eRA Commons account to prepare and submit **JIT** (Just-in-Time) information. To request a Commons account, complete and submit the University of Pittsburgh Commons Registration Request form at <https://www.pitt.edu/offres/ornihform.html>
- The PI logs into the Commons at <https://commons.era.nih.gov/commons/> and clicks on the STATUS tab at the top of the screen to see the listing of his applications and awards. The PI then clicks on the **JIT** hyperlink in the ACTION column.*
- PI uploads JIT information in the format requested by NIH. PI notifies appropriate departmental/research administrator that report is uploaded and needs to be reviewed. After the department administrator reviews the uploaded information, he/she sends an e-mail to the appropriate Grants and Contracts Officer (GCO) in the Office of Research indicating that the JIT information is correct and ready for submission. The email should include the PI's Name, the Project Title, the NIH Grant Number, and the Institution Number (I #). If compliance (IRB, IACUC, Biosafety, etc.) approvals are needed, either electronic or hard copy approvals must be verified before the JIT information can be submitted. Note: There is only one opportunity to submit JIT information on the NIH eRA Commons. In other words, all relevant information must be submitted at the same time.
- The GCO will submit the information electronically after proper review.
- Once submitted, the Commons will send an e-mail confirmation to the PI and the GCO. The GCO will forward this e-mail to the appropriate department administrator.

***Important:** The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 100 and 300 if no percentile is provided. Please await instructions from the NIH on whether to complete this information. Furthermore, there is a system problem with the Commons, which shows the JIT link for NRSA applications (Fellowships and Training applications). Please do not submit the JIT information for these types of applications through the Commons. Please submit JIT information for training grants and fellowships through email or fax. Finally, JIT requires a Signing Official (SO) at your Institution to send the request to the NIH. Thank you for your cooperation. *Source: NIH Commons website on 7-20-06*

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