

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 Senior Grants Coordinator (<http://www.pitt.edu/~offres/const-gcs.html>) 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:
- The Senior Grants Coordinator will submit the information electronically after proper review.
- Once submitted, the Commons will send an e-mail confirmation to the PI and the Senior Grants Coordinator. The action will be noted in the InfoEd Activity Log..

***Important:** “The Just-in-Time (JIT) feature of the eRA Commons is available for applications that meet established business criteria and fall within a certain percentile or priority scoring range....The additional information is requested after a peer review of a grant application has been completed and prior to funding. Requests may come in the form of eRA-system generated e-mails or contact made directly from the awarding agency via e-mail and/or phone. **Applicants should not submit any JIT information until it is requested by the grantor agency.**”

Source: http://era.nih.gov/services_for_applicants/application_tracking_and_award/just_in_time.cfm

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