

## JIT for NIH RESOURCE PAGE

*When do you need to submit a JIT for NIH?* NIH generates two different emails related to JIT that indicate what actions may be needed for processing a NIH JIT. The items below discuss the differences between the two emails and if/what steps should be taken at that time.

### Automated JIT (email from address era-notify@mail.nih.gov):

*Explanation of JIT automated email:* NIH sends an automated JIT email when the JIT link is added to all grants receiving an impact score of 40 or less shortly after the review scores are posted. It does not reflect an institute's payline, so the automated JIT email should not be considered an official JIT request.

- ◆ If you receive the automated email, it does not necessarily indicate any action should be taken. If you received a score above the institute's payline or a PO has indicated that the project is not likely to be funded, no action is needed.

*However, if your score falls within an institute's published paylines or PO indicates the likelihood of funding, then:*

- ◆ The automated email should serve as a prompt to begin submitting any protocols required for the proposed research (especially IACUC, IRB) to the respective committee.
- ◆ If there is a current, active protocol that will be used for the JIT project, the grant will need to be added as a funding source to the protocol in order to be considered "approved" for the JIT.
- ◆ Human Subjects Education certification is usually required on projects with IRBs. If personnel working with Human Subjects have expired certifications, they can start working on re-certification at CITI (if expired) or complete the training, if new.
- ◆ The aim, at this time of this email, is to start the process of getting protocols approved and certifications completed by the time an official JIT request is made, as delays could jeopardize the potential funding of the grant.

### JIT request from NIH employee (email from assigned GMS):

*Explanation of official JIT request:* A JIT should be submitted in eRA Commons when it is requested by the institute/agency that may be issuing the award. The official email JIT request comes from the Grants Management Specialist (GMS) assigned the selected grant.

- ◆ The PMI grants team will work with the PI to upload the required documents into eRA Commons.
- ◆ Ideally any protocols that were needed for the proposed research have been approved by the committee by this time, and any certifications completed.
- ◆ The NIH deadline is usually limited to 3-5 business days to complete the request.

*Typically requested items (but other items may be requested as well):*

- ◆ Other support for PI and key people
- ◆ IACUC approval date (if applicable) **PI Responsibility**
- ◆ IRB (if applicable) **PI Responsibility**
- ◆ Human Subject Education Certification (if applicable) **PI Responsibility**
- ◆ Current EIN# and ICD/Fringe rates

### PMI Policy:

PMI administration begins the JIT submission process upon request by the funding institute's GMS. Once the email is received, PMI grants management aims to submit a JIT with all the requested documents, including any protocol approvals and certifications, by the NIH given deadline. In the event that protocols are not approved by the deadline, an initial JIT is submitted with all of the available documentation. As the outstanding protocols/certifications become finalized, additional JITs are submitted as the approvals are completed.

### NIH JIT Information Quick Links:

eRA Commons: [Overview of NIH JIT](#)  
NIAID's post: [Understanding the Two Just-in-Time Requests](#)  
NIH Notice: [NOT-OD-12-101](#)

### PMI Grant Contacts:

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