

Just-In-Time Checklist

PI and Department Responsibilities

60 to 90 days prior to the expected start date:

- Log-in to [eRA Commons](#)
- Click on “Status” at the top of the page
- Select “Just-in-Time” on the left side of the screen
- Search by grant number or PI name
- Click on the “JIT” link under the “Action” column
- Upload or enter the required information:
 - Other Support PDF
 - IACUC approval date, if applicable*
 - IRB approval date, if applicable*
 - Human subjects education date(s), if applicable*
- Press the “save” button
- Review submitted information by selecting “View Just-in-Time Report”
- Notify department administrator that JIT is available for departmental review
- Inform OSP by email from department to sponsoredprograms@vumc.org that the JIT is ready and complete**
 - Include IACUC and IRB approvals, as applicable

*The option to enter dates is only available when the proposal indicates the presence of animal or human subject work

**eRA Commons does not directly notify OSP that a JIT is awaiting approval

OSP Responsibilities

Upon notification from the department, OSP will conduct the following actions:

- Log the JIT request into PEER

- Review JIT report from eRA Commons and verify information
- Contact department administrator in the event that changes are needed and provide instructions to the PI or designee for updating and saving submission
 - Department will again contact OSP once changes are made
- Submit
- Forward email confirmation from eRA Commons to the department