

JIT (Just-In-Time) REQUESTS:
FINAL

TYPICAL INFORMATION REQUIRED FOR A JIT SUBMISSION: (other information may be requested as well)

- **Current other support pages for all key personnel** (see sample at <http://grants1.nih.gov/grants/funding/2590/2590othersupport.doc>)
 - Any overlap or potential overlap due to pending applications must be noted at the bottom of the page, as well as how effort will be reduced if pending projects are awarded. Effort cannot exceed 12 person months at any time.
 - Be sure to delete all projects that have expired. If a project is in extension and the PI is still receiving salary, effort must be counted. If the PI is no longer receiving salary, explain this under the project information.
- **Human subjects protocol verification** (if applicable).
- **Human subjects training verification** for all key personnel involved in the project (if applicable). Information should include the name of the individual, date training was completed, title of training, and a short description of the training content.
- **Animal welfare protocol verification** (if applicable).

STEPS FOR COMPLETING AND SUBMITTING JIT REQUESTS TO OSP FOR REVIEW AND FINAL SUBMISSION TO SPONSOR:

Electronic submission (Commons):

1. Submit required documentation to HSD (Human Subjects Division) and/or IACUC (Animal Welfare Office). **This should be done as soon as possible to allow adequate time for review.**
2. If applicable, inform any key personnel who have not yet completed the HS training to do so as soon as possible.
3. Update key personnel other support pages, being sure to follow the format in the link above.
4. Complete required information fields on the JIT Commons link (this is where you will list all key personnel, their HS training completion dates, and a basic HS training course description).
5. Upload other support pages and HS/IACUC approval verification. *NOTE: only one document can be uploaded into Commons for JIT requests. If HS/IACUC approvals are required, all documents will need to be scanned as one PDF file and then uploaded. If HS/IACUC approval is not available and JIT is due to the sponsor, include a letter signed by the PI and/or HSD/IACUC on the status and estimated date verification will be sent to sponsor.*
6. When JIT information is filled out and all necessary documents uploaded, contact your **Grant and Contract Coordinator** at OSP to notify him/her that the JIT is ready for review and submission in Commons.

Paper submission:

1. Follow procedures 1-3 under electronic submission.
2. Write a cover letter in standard business format addressed to the sponsor, signed by the PI. The cover letter should include the following:
 - a. RE line stating "JIT information for *grant number, PI, project title*"
 - b. Brief description of attached documents (other support pages, HS protocol verification, animal protocol verification, etc.).
 - c. If applicable, names of all key personnel, the dates he/she completed the HS training, title of training, and a short description of the training content.
 - d. If HS/IACUC approval is not available and JIT is due to the sponsor, include in the cover letter information on the status and estimated date verification will be sent to sponsor.
3. When all JIT information is together, include cover page and forward to OSP for review and submission. Please state if you would like to be called for pick-up once approved, or if you would prefer for OSP to send the documents directly to the sponsor. Documents can be sent via fax, scanned e-mail attachment, or regular mail.

FOR QUESTIONS REGARDING JIT SUBMISSION, CONTACT THE OSP GRANT AND CONTRACT COORDINATOR ASSIGNED TO YOUR DEPARTMENT.