

applicants who will not receive an award. In addition, the information that is exchanged "just-in-time" for award will be current, rather than several months old as was previously the case (which often necessitates a request for updated information, e.g., for other support).

The PI may submit the information via NIH Commons or by mailing a paper copy. If a PI chooses to use the Commons to submit Just-In-Time Information, he or she must have all of the requested information (Other Support and IRB or IACUC approval date, if appropriate) on hand at the time of the electronic submission. All Just-In-Time information must be submitted at the same time if a PI is submitting via the Commons. If, for example, the PI is planning to submit the requested "Other Support" information now and submit the IRB approval date at a later time, he or she may not use the Commons. In that case, the PI must submit all Just-In-Time information by paper copy.

Please click here (<http://www.ospa.iastate.edu/ProposalProcess/docs/Just-In-Time-tutorial.pdf>) for a JIT Tutorial guide.

To see a sample JIT request, please click here (<http://grants.nih.gov/grants/peer/jit.pdf>) .

Please follow the steps outlined below to submit JIT **electronically** via NIH Commons:

- (1) Login to Commons at <http://commons.era.nih.gov>.
- (2) Click on the Status tab.
- (3) Enter information in one or more fields on the General Search Screen.
- (4) Click the "Search" button.
- (5) When search results are returned, select the "JIT" link for the appropriate application. The "JIT" link can be found on the right under the heading "Actions."
- (6) Upload your "Other Support" information as either a .DOC file or .PDF file. "Other Support" information must be in the format outlined in the PHS 398 application instructions. (<http://grants.nih.gov/grants/funding/phs398/phs398.html>)
- (7) Enter the IRB and/or IACUC approval date, if applicable.
- (8) Enter information regarding Human Subject Education in the text box provided, if applicable.
- (9) PIs may prepare and save Just-In-Time information; however, only a Signing Official (SO) may submit the information.

PIs **must** contact an OSPA Proposal Team Member by phone or e-mail to coordinate the submission of the Just-In-Time information. The Commons system does **not**

automatically notify OSPA when a PI has finished preparing the Just-In-Time information.

To submit a **paper copy** of Just-In-Time information to OSPA for review, please follow the steps outlined below:

1. Principal Investigator (PI) receives a request for Just-In-Time information and compiles the requested information, as applicable:
 - Updated Other Support documentation for all key personnel
NOTE: Individuals cannot commit more than 100% effort at any given time, including effort devoted to research, teaching and administrative duties.
 - Human Subject Protocol Approval Certification
 - Human Subject Education Training Verification
 - Vertebrate Animal Protocol Approval Certification
2. PI drafts a cover letter to NIH, per instructions in the JIT request, and includes a signature line for the OSPA Authorized Official.
3. PI submits the cover letter and JIT documents to OSPA (Proposals Team, ospa-proposals@iastate.edu).
4. Please allow two (2) working days for the review so we can give your submission the attention it requires.
5. OSPA will review and indicate any recommendations/corrections. Revisions or corrections should be made before institutional signature is obtained.
6. OSPA will contact the PI when the materials are ready to be picked-up.
7. Final submission to the sponsor is the PI's responsibility.

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Additional Certifications and Representations

Occasionally, a sponsor will request additional certification and/or representations to be filled out and signed by the institution before an award will be made. If you have been asked to provide additional information that needs institutional approval, please submit an electronic copy to the Proposals Team at ospa-proposals@iastate.edu and reference the corresponding GoldSheet number. The Proposal Team will be sure to update any institutional information and sign the document. You will then be notified once the documents have been signed and are available for pick up.

Please be sure that you are using the most recent forms. Agencies will often include a link to current versions of the forms to be filled out in their communication. In addition, you can find many of the more common federal certification on our Forms page at <http://www.ospa.iastate.edu/Forms/#Federal>.

If you have any questions concerning Certification and Representations, please contact the Proposals Team at ospa-proposals@iastate.edu or 294-5225.

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