

## OSPA Tip Sheet | Submitting a NIH Just-In-Time (JIT)

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### What is a JIT?

A JIT is additional grant information requested by NIH while a grant is under review, but before a decision is made on funding.

Examples of information requested in a JIT include IRB approval, IACUC approval, or an “Other Support” document.

### Preparation & Submission process:

A JIT request will be emailed to the PI. Prior to a direct request to submit a JIT, the PI may see a JIT link appear in eRA Commons. PIs should wait until a specific request from NIH is made before submitting a JIT.

The JIT is to be submitted in eRA Commons.

Only Principal Investigators with a PI role are able to upload and save the JIT info in eRA Commons, and Signing Officials (OSPA staff) will need to submit.

All JIT attachments should be submitted in flattened PDF format with a maximum size of 6MB.

Each upload area can only accept one file. If you re-upload a file for a given JIT section, it replaces the previous file.

A PI can view the JIT report directly from the JIT screen before submission. PIs click on the View Report button. If the PI wants to view a previously submitted JIT, that can be viewed from a link within the Status Information.

### Other Tips & Resources:

An overview of the JIT submission can be found here: <https://era.nih.gov/about-era/services-for-grant-applicant-grantee/other/overview-jit.htm>

Detailed instructions on navigating eRA Commons, including the JIT action, can be found in this [eRA Commons User Guide](#)

If IACUC documentation is requested, notify OSPA as soon possible.

**Please note, OSPA staff do not automatically know that you are working on a JIT, so please give plenty of notice when a submission is needed.**