

Just In Time Submissions

NIH eRA Commons

Go to eRA Commons at <https://commons.era.nih.gov/commons/> and log in.

Go to the **STATUS** tab. Click Just In Time link on the left hand side. A search window will open. Click Search (you do not need to enter information in the search fields).

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Just In Time

Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
PI Name	Last		First			
Application Status	Pending					
Organization Hierarchy	School					
	ALL					
	Division		Department			
	ALL		ALL			
<input type="button" value="Search"/> <input type="button" value="Clear"/>						

Look at the results. Click on the **JIT** hyperlink (Just in time) in the ACTION column on the right.

Status Result - Just In Time

Important: The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 100 and 300 if no percentile is provided. Please await instructions from the NIH on whether to complete this information. Furthermore, there is a system problem with the Commons, which shows the JIT link for NRSA applications (Fellowships and Training Applications). Please do not submit the JIT information for these types of applications through the Commons. Please submit JIT information for training grants and fellowships through email or fax. Finally, JIT requires a Signing Official (SO) at your institution to send the request to the NIH. Thank you for your cooperation.

Application ID	Proposal Title	PI Name	Application Status	Status Date	Action
1P01HD064553-01	Functions and Development of the Mirror Neuron System	WOODWARD, AMANDA	Pending	06/21/2010	JIT Times Revised (1)

Click on **IMPORT** next to the item you want to import.

Just In Time

Just in Time (JIT) allows the Principal Investigator (PI) or Signing Official (SO) to provide Other Support, Budget Upload, Other Upload, IACUC, IRB, and Human Subject Assurances Just in Time information directly to the NIH when that information is requested. Guidance follows:

- Although a PI may save this information through Commons, only an SO may submit it to NIH
- Any element of the JIT form may be submitted at different times while the JIT link is available.
- Once the information has been submitted to the NIH, it will be available for viewing in Status in the Other Relevant Documents section.
- Number of Submission provides the user with the number of times the JIT form was submitted to Agency.
- All elements on the JIT form can be submitted multiple times and will be appended to the JIT report, with the latest version at the top of the report.
- If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB approval is required on this 'Just in Time' page.

Application Information

Grant Number:	1P01HD064553-01		
PI Name:	WOODWARD, AMANDA		
Proposal Title:	Functions and Development of the Mirror Neuron System		

Please provide active and pending support for all key personnel. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/fund/nihsupport/2008/other-support.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status	Number of Submissions	
Other Support File:	Other_support_Woodward_JIT.pdf	01/12/2010	COMPLETED	<input type="button" value="Import"/> <input type="button" value="Remove"/>	1
Budget Upload:			NOT UPLOADED	<input type="button" value="Import"/>	
Other Upload:	Certs_Woodward_JIT.pdf	01/12/2010	COMPLETED	<input type="button" value="Import"/> <input type="button" value="Remove"/>	1

At the screen below, click on the browse button, locate the file and then click on the UPLOAD file button. Note: The file should be a pdf and there should be no special characters in the file name.

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Version 2.47.01

Just in Time

Grant Number: 1P01HD064653-01
 PI Name: WOODWARD, AMANDA
 Proposal Title: Functions and Development of the Mirror Neuron System

Budget Upload

Select File

File Name: **Browse...**

Upload File

When you return to the previous screen, click on SAVE. Then click on VIEW the REPORT to see what you have submitted.

Files	File Name	Date Created	Status	Number of Submissions	
Other Support File:	Other_support_Woodward_JIT.pdf	01/12/2010	COMPLETED	<input type="button" value="Import"/> <input type="button" value="Remove"/>	1
Budget Upload:			NOT LOADED	<input type="button" value="Import"/>	
Other Upload:	Certs_Woodward_JIT.pdf	01/12/2010	COMPLETED	<input type="button" value="Import"/> <input type="button" value="Remove"/>	1

IACUC Date in MMDD/YYYY format (MMDD/YYYY) **Number of Submissions** 1

The institution must verify approval by the Institutional Animal Care and Use Committee (IACUC) of those components of the application related to the care and use of animals. By specifying a date and saving this form you confirm that IACUC approval of this application was granted that date. If the IACUC required any modifications in the care or use of animals as described in the Research Plan, those changes must be submitted to the appropriate NIH Grants Management office. The OLAW Assurance Number listed for your Institution is .

IRB Date in MMDD/YYYY format (MMDD/YYYY) **Number of Submissions** 1

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your Institution: Please select one number ▾

Human Subject Education. This document is required for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. Please upload a PDF file that includes the following: the names of the key personnel who are responsible for the design and conduct of the study, the title of the education program completed by each named person plus a brief description of the program. Note: If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Files	File Name	Date Created	Status	Number of Submissions	
Human Subject Education:	IRB_approvals_Woodward_JIT.pdf	01/12/2010	COMPLETED	<input type="button" value="Import"/> <input type="button" value="Remove"/>	1

View Just In Time Report

Log out and notify your Contract Administrator/Contract Manager that you are ready for them to submit.