Just In Time Submissions
NIH eRA Commons

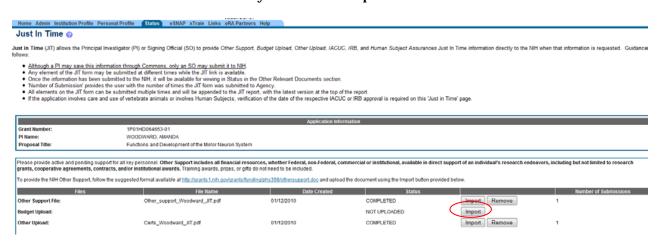Go to eRA Commons at https://commons.era.nih.gov/commons/ and log in.

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).

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

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

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.

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

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