

NIH Just in Time Procedures

To Submit JIT Information:

1. The PI must log in to Commons
2. Select Status in the menu bar at the top of the page.
 - All individual NIH applications will appear for the named PI.
3. Select the JIT hyperlink on the right side of the screen corresponding to the application which information is being submitted for.
4. Upload Other Support
5. If Human or Animal Subjects are being used in the project:
 - Enter the most recent IRB or IACUC approval date in the text box provided.
 - For projects involving human subjects, enter completed training for all key personnel (including subcontractors) involved with the human subjects portion of the project.
6. Click Save at the bottom of the screen and select View Just In Time Report and print for your records.
7. Notify the Office of Sponsored Projects: pmiller@usfca.edu