Just-In-Time Procedure

Just in time is a standard notice and request for information from all principal investigators with grant applications receiving an impact score of 40 or less (regardless of the IC’s pay line) NIH Institutes and Centers (ICs) have varying pay lines and funding strategies that determine which grants will be funded.

If a decision is made to fund an application, the assigned IC will need the following information prior to making an award.

- **Current Other Support:** For individuals designated in an application as senior/key personnel
- **Certifications:** Human Subject Education

### IACUC Approval Date

- If the proposed project involves research using live vertebrate animals, the verification date of IACUC approval along with any IACUC-imposed changes must be submitted. Pending or out-of-date approvals are not acceptable.

### IRB Approval Date

- If the proposed project involves human subjects’ research, the certification date of IRB review and approval must be submitted. Pending or out-of-date approvals are not acceptable

### Human Subjects Education

- If the proposed project involves human subjects’ research, certification that any person identified as senior/key personnel involved in human subject’s research has completed an education program in the protection of human subjects must be submitted.

### Other Information Requested by the Awarding IC

- NIH IC’s may also request NIH additional just-in-time information on a case-by-case basis, such as revised budgets or changes to the human subjects or vertebrate animal sections of the application.
- All the information must be submitted electronically using the Just-In-Time feature of eRA commons found in the Commons status section within two weeks of the notice.
- Notices of Just-In-Time are automatically sent within 24 hours of the release of the application impact score and are not a reflection of any funding decision.
- For additional information on the Notice of Requirement for Electronic Submission of Just-in-Time Information and Related Business Process Changes

- Grant Administrators will organize the submission of all just-in-Time materials and submit through ERA Commons, and then will inform our Office of Research Administration, who will then submit additional grant application information for NIH's Just-in-Time process. NIH is the only agency that uses the Just-in-Time concept as currently designed in the Commons.