Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit OGCA website.

NIH Just-in-Time (JIT) Process

OGCA will submit additional grant application information for NIH's Just-in-Time process. NIH is the only agency that uses the JIT concept as currently designed in the eRA Commons. As with use of all eRA Commons-based features, a Commons username and password are needed to log-in.

The JIT feature of the eRA Commons allows a Signing Official (SO) (that is, OGCA) to electronically submit additional grant application information qualifying for JIT submission, when requested by the granting agency, after the completion of the peer review of a grant application and prior to funding. The process is:

1. PI's upload JIT information into the Commons for the Signing Official to submit.
   - To upload JIT files, access the JIT screen through *List of Applications/Grants* in eRA Commons.
   - After saving the information, a confirmation message displays indicating that the information was saved and that a user with the required authority must still submit the information.
   - PI's should route the JIT report to OGCA and send an email letting OGCA know that a JIT is pending submission.

2. Signing Officials (OGCA) can submit to the agency.

The JIT feature is used by NIH for applications meeting established review criteria. In general this feature becomes available for applications that fall within a certain percentile or priority score ranges. However, applicants should not submit any JIT information until specifically requested by the agency. These requests can be eRA-system generated emails or contacts directly from the funding agency via email and/or phone.

JIT:

- Allows for electronic submission of additional documentation when requested by NIH, after completion of peer review of grant application and prior to funding.
- Includes limited system-generated email notifications. Other notifications may be generated by specific Institutes/Centers.
- At this time, the submission is a one-time submission, so the University must be prepared to submit all required information before using this function.

See more information about JIT from NIH.

For additional Information visit the Office of Grants and Contracts Administration