

# New Just in Time (JIT) Process: Applicant steps



1. The eRA system sends an email notification to the applicant that there is a Just in Time (JIT) request
2. Users with the PI or Signing Official role will be able to view, add files, and save the JIT request through eRA Commons: <https://public.era.nih.gov/commonsplus>
  - a. Login to eRA Commons and search for application via Status
  - b. Users with the PI role – click on List of Applications/Grants option on Status page to view a list of applications/grants
  - c. Click on JIT in Available Actions to access JIT request

Status Result - List of Applications/Awards 46 Grouped View Flat View

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
I01BX005623	01/01/2022 - 12/31/2025 (Project Period)	TRAINING, DEMOPI (PD/PI)	Training Demo Project (Title)	Pending			
I01BX005590	01/01/2022 - 12/31/2025 (Project Period)	TRAINING, DEMOPI (PD/PI)	Training Demo Project (Title)	Pending			
I01BX000136	04/01/2009 - 06/30/2025 (Project Period)	TRAINING, DEMOPI (PD/PI)	Training Demo Project (Title)	Pending			
I01HX003411	07/01/2021 - 06/30/2025 (Project Period)	TRAINING, DEMOPI (PD/PI)	Training Demo Project (Title)	Pending			
I01RX003400	06/01/2021 - 05/31/2025 (Project Period)	TRAINING, DEMOPI (PD/PI)	Training Demo Project (Title)	Pending			
2101BX000136-12A1	GRANT13196512	Training Demo Project	TRAINING, DEMOPI (PI)	Submission Complete	Pending	02/18/2021	JIT

## 3. View JIT request and upload documents for each section

**Application Information**

Award Number: I01BX005320-01A1    Principal Investigator Name: TRAINING, DEMOPI    Proposal Title: Training Demo Project    Total Submissions: 0  
 Primary Research Site: VA TRAINING DEMO ORG

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 awards, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

To provide the Agency Other Support, follow the suggested format available at Other Support and upload the document using the Upload button provided below. Alternatively, you can drag and drop a file into the respective panel. Please note that when you upload a document it is automatically attached to your application.

**Animal Subjects Research Review**

Last Uploaded File Name: [Additional Agency Comments](#)  
 None    [Agency Uploaded Files](#)  
 Agency Decision Attachment: None

Date Created: None

Number of Submissions: 0

Comment:

[History](#) [Delete](#) [Upload](#)

**Associate Chief of Staff for Research (ACOS/R) Assurance**

Last Uploaded File Name: [Additional Agency Comments](#)  
 None    [Agency Uploaded Files](#)  
 Agency Decision Attachment: None

Date Created: None

Number of Submissions: 0

Comment:

[History](#) [Delete](#) [Upload](#)

**Memorandum of Understanding (MOU) Regarding Distribution of Time and Effort**

Last Uploaded File Name: [Additional Agency Comments](#)  
 None    [Agency Uploaded Files](#)  
 Agency Decision Attachment: None

Date Created: None

Number of Submissions: 0

Comment:

[History](#) [Delete](#) [Upload](#)

**Off-site Research**

Last Uploaded File Name: [Agency Uploaded Files](#)  
 None    [Agency Decision Attachment:](#) None

Date Created: None

Number of Submissions: 0

Comment:

[History](#) [Delete](#) [Upload](#)

4. Upload files for the appropriate section using the Upload button
  - a. Only users with the PI role or the SO role can upload files
  - b. Click Save at the bottom of the page to save uploads

The screenshot shows a web interface titled "Additional Sites". It is divided into two main sections: "Institution" and "Documents".

**Institution:**  
IOWA CITY VA MEDICAL CENTER  
Site Principal Investigator  
John Doe

**Documents:**

- Principal Investigator Assurance**  
Last Uploaded File Name: None  
Date Created: None  
Buttons: Delete (red), Upload (blue)
- ACOS Assurance**  
Last Uploaded File Name: None  
Date Created: None  
Buttons: Delete (red), Upload (blue)

The screenshot shows a navigation bar with four buttons: "Back to Search" (with a left arrow), "View Just In Time Report" (with an eye icon), "Save" (highlighted with a red box), and "Submit" (with a right arrow).

5. Only users with the SO role will be able to **submit** the JIT to the agency
6. The eRA system sends a notification to the applicant
7. NOTE: The JIT link on the Status page is removed once an application has been awarded but the consolidated document will continue to be available by clicking on the application or grant number in the Status screen

Further Instruction: Just in Time (JIT) - eRA Commons help:

[https://era.nih.gov/erahelp/Commons/default.htm#Commons/status/jit.htm?TocPath=Status%2520Module%257CJust%2520in%2520Time%2520\(JIT\)%2520Search%2520for%2520SOs%257C\\_\\_\\_\\_\\_1](https://era.nih.gov/erahelp/Commons/default.htm#Commons/status/jit.htm?TocPath=Status%2520Module%257CJust%2520in%2520Time%2520(JIT)%2520Search%2520for%2520SOs%257C_____1)