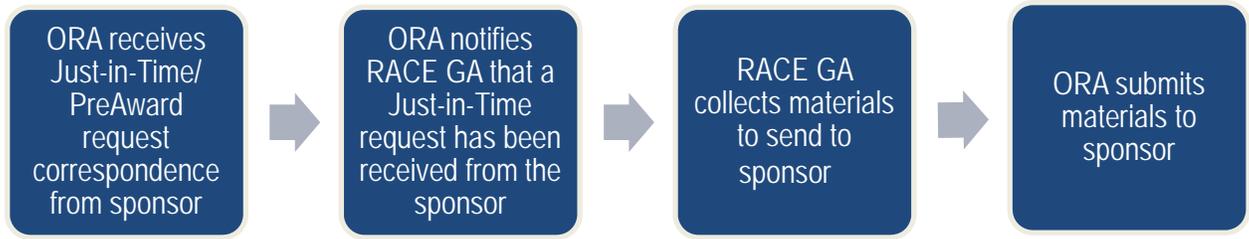


I. PI Road Map



II. Description and Purpose

The purpose of the procedure is to provide guidelines by which Just-in-Time Materials and other pre-award requests are prepared and submitted to the Sponsor. Just-in-time refers to information that the sponsor requests after an application has been peer reviewed and is within a range of possible funding. Receiving a Just-in-Time request does not guarantee or indicate in any way whether an applicant will get an award, and at this stage, the proposal is still in a pending status. The purpose of this procedure is to ensure all materials are submitted accurately and in a timely manner.

III. Definitions – See Full Research Administration Glossary

IV. Roles and Responsibilities

Personnel	Responsibility
PI	a. May receive request for JIT b. Verifies revised budget materials, if applicable c. Verifies final materials for submission d. In the case of electronic JIT submissions, submits the final, approved JIT package in eRA Commons
RACE Grants Administrator	a. Collects updated budget and other support documentation b. Collects all regulatory approvals c. Triggers congruency review for IRB approvals d. Uploads electronic submissions to eRA Commons.
Department	a. May receive request for JIT
ORA	a. May receive request for JIT b. Triggers congruency review for IACUC approvals c. Submits final, approved materials to sponsor (for paper and non-eRA Commons requests)

V. Procedure

- A. The process begins when the request for the Just in Time is received. The request may be received by:
1. The PI
 2. The department



Thomas Jefferson University
Research Administration Center of Excellence
Standard Operating Procedure

Title of SOP: Just-in-Time Materials	Effective Date:
	Version Number: 2
Approved By:	Last Updated: September 2019

3. ORA

- B. Each party should notify the responsible RACE GA who will collect the updated budget and other support information from the PI. It is important to note that the budget and other support must be uploaded to eRA Commons through the PI's account. The PI will need to upload these documents.
- C. The RACE GA will also gather all regulatory approvals:
 - 1. If IRB approvals are necessary, RACE will trigger the congruency review and send confirmation to ORA.
 - a. The congruency review begins when the RACE Grants Administrator forwards scope of work, protocol number, and specific aims to the IRB office via e-mail.
 - b. The IRB performs congruency review and forwards the approval letter to the RACE Grants Administrator via e-mail.
 - a. IRB congruency review form is filled out and submitted along with the grant application's specific aims to receive IRB approval.
 - i. This is only in the event that the IRB approval letter's title does not match the grant application title.
 - ii. If the IRB approval letter's title and grant application match, further congruency review is not necessary.
 - c. When verifying active protocols, RACE will also verify appropriate CITI certificates for human subjects training as well.
 - 2. If IACUC approvals are necessary, ORA will trigger congruency review.
 - a. The RACE Grants Administrator contacts ORA with the protocol number via e-mail. The protocol number should be identified by the PI (if it was marked as "Pending" in the proposal, the RACE Grants Administrator should confirm with the PI via e-mail which protocol they intend to use).
 - b. ORA forwards the protocol number and proposal to the IACUC office via e-mail.
 - c. IACUC performs congruency review.
 - d. IACUC then sends approval to ORA, who will then forward it to RACE via e-mail.
- D. Once the final JIT submission (including the documents described above) is ready, the RACE GA will notify ORA that the JIT package is ready for review in eRA Commons (or send the package via e-mail). Once ORA has reviewed and approved, they will submit the JIT through eRA Commons.
- E. ORA will review and approve the JIT submission.
- F. ORA will notify the PI and GA that the package is approved for submission and submit the package to the sponsor.

VI. Enabling Tools/ Technology

- A. eRA Commons

VII. References

- A. Just-in-Time definitions and instructions:
https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5.1_just-in-time_procedures.htm