



NIH Requests JIT Info – Are you prepared?

You received an email from NIH requesting Just-in-Time (JIT) information; time to crack open the champagne to celebrate being funded? Not just yet. Although this is a very good sign, it is not an indication of Notice of Award. When you get a request for JIT information you will be asked to respond quickly (within 3-to-7 days is not unusual). There are some documents that are consistently required so preparation ahead of the request can help you get this information gathered quickly.

Standard information that will be requested includes:

- Other support (both active and pending) for senior/key personnel
- SBIR or STTR Funding Agreement Certification, and
- Financial questionnaire

Other items that may be applicable to your application include:

- Certification of IRB approval
- Verification of IACUC approval, and
- Evidence of compliance with the education in the protection of human research participants requirement.

Additional documents that could be requested are:

- Your leasing agreement
- Current Profit & Loss statement and
- Balance Sheet for the company.

Your Grant Management Specialist may ask for additional items so read the email carefully.

Shortly after your grant has been scored you may notice that a JIT link shows up for your grant in the eRA Commons. Your Signing Official will use this link to submit the requested documents, however, you need to wait and not submit until you are requested for this information, usually by email from your Grants Management Specialist. Our advice: Stay ahead of the game and get prepared early.