JIT Submissions to the NIH

A. Always include the request with the grant number and requestor contact information.
B. Include ALL requested information – incomplete information will not be accepted.

There are two ways we can submit JIT information:

> 1) On-line via the Commons (simple requests)
> 2) Via fax or email (more complex requests)

If you have a request for more than just the Other Support and dates of approval you will be submitting paper documents for us to countersign and submit.

1) On-line via the Commons

- Upload updated Other Support for all key personnel according to this format (we use calendar months): http://grants1.nih.gov/grants/funding/phs398/othersupport.pdf

- Type in approval dates for Animal and Human subjects (if applicable) – see checklist.

- Send an email to JIT@umassmed.edu (with the requesting email from the NIH attached) to alert us to go into the Commons to submit the JIT request for you.

- The PI will receive a confirmation email from the NIH Commons upon submission.

2) Paper documents to be countersigned

- Include Other Support for all key personnel using this format (we use calendar months): http://grants1.nih.gov/grants/funding/phs398/othersupport.pdf

- Include copies of the applicable IRB and/or IACUC approval letters – see checklist.

- Include cover letter signed by PI (if requested) – see checklist.

If the information is complete and the requestor information has been included, we will fax or email the JIT information for you and return a copy of the confirmation and materials to you via Interoffice Mail.

Remember that all documents submitted to the NIH must either bear Research Funding officer signature or be submitted electronically directly from Research Funding to be deemed "Official Correspondence" by the NIH.

CHECKLIST of JIT documents for review and submission

Required for ALL JIT requests:

☐ Copy of email or letter from NIH requestor including grant number and requested items

☐ Other support for <u>all</u> key personnel, addressing any scientific or commitment overlap

*The following **may be required if***:

A. Your application includes **Vertebrate Animals**

☐ Copy of IACUC approval - countersigned by IACUC Manager that the sections of the application related to the care and use of laboratory animals have been reviewed and are in consonance with the approved protocol.

  o Include letter from IACUC Manager if the agency requests the approval be *grant specific* (i.e. if the protocol title does not match the grant title or does not reference the grant number).
  o Include page showing minor amendment adding PI name if not Protocol PI

☐ Copy of Animal Sharing Plan (*if required part of application*)

B. Your application includes the use of **Human Subjects**

☐ Copy of IRB approval or exemption letter – countersigned by IRB Manager that the sections of the application related to the use of human subjects have been reviewed and are in consonance with the approved protocol.

  o Include letter from IRB Manager if the agency requests the approval be *grant specific* (i.e. if the protocol title does not match the grant title or does not reference the grant number).
  o Include page showing minor amendment adding PI name if not Protocol PI

☐ Copy of Human Subjects Education Certification for all key personnel who are responsible for the design and conduct of the study

☐ Copy of current Data Safety and Monitoring Plan (*if required part of application*)

C. Your application anticipated an unobligated balance **in excess of 25%** of the current year's total budget

☐ Current total grant dollar amount available less encumbrances

D. NIH requested a **cover letter**

☐ Cover letter addressed to the requestor at the NIH listing the documents requested
☐ Original signature of the PI, leaving room for countersignature by RFS.