

JIT Submissions via the Commons

Background:

The JIT Mailer has been revised (as of August). The mailer (e-mailed to PI and business office) now only goes out to those applications up to the 20th percentile. A significant difference is that the mailer now instructs applicants to submit via the Commons (as well as other medium). If applicable IRB and IACUC dates are not yet available, then the grantee can either defer, or submit through other means.

However, the ability to submit JIT via the Commons is intentionally broader. For applications that are reviewed and scored up to 30%tile or up to 300 priority score, applicants may submit JIT via the Commons.

Here is the current JIT mailer (revised 08/2004) that goes out 15 days after score release when %tile is ≤ 20 .

http://odoerdb2.od.nih.gov/gmac/topics/jit_sample_mailer.doc (see attached)

A separate PI Score Mailer (hardcopy) continues to be sent for All Scored Applications.

Reminder:

For applications that are scored either up to the 30th percentile or 300 priority score, Specialists need to check the eRA/IMPAC II Grant Folder and verify whether JIT information has been submitted prior to contacting the applicant.

If JIT information for these applications has not been submitted otherwise, we should encourage submission of JIT via the Commons; IC JIT letters should be adjusted accordingly.

Keep in mind that JIT submission via the Commons is a one-shot deal. Should Grants Management staff need revised or additional information, the grantee will not be able to resubmit JIT via the Commons, but will need to submit via other medium. (This may change in future enhancements)

(Addendum post meeting)

If a PI contacts Grants Management staff in response to a JIT request and states that he has already submitted the information, redirect him to either the applicant Business Office or the eRA HelpDesk, as it is most likely that the Business Office has not yet transmitted the JIT info. (Unfortunately, there currently is no trigger in Commons notifying the SO when the PI has completed his part; this will be addressed in a future but unspecified release).