RUSH
Office of Sponsored Programs

NIH Just-in Time (JIT) Review Checklist

The following checklist should be completed by the SPA Grant and Contract Specialist assigned to the review of a JIT before submitting any JIT documentation to NIH. The completed checklist can be shared with the PI's Department for any feedback that requires their action.

Contact PI Name:		**Grant #:**	
ORA #:		**JIT Due Date:**	
Name of Person Completing Checklist:			

CONFLICT OF INTEREST REQUREMENTS

Answer the questions below for all <u>Rush</u> senior/key personnel on the project under JIT, including the PD/PIs. COI will be handled for subaward senior/key personnel at time of subaward setup. Include the name of senior/key person(s) missing info in the "Name of Key Personnel" column and what info is incorrect/missing in the "Notes" column.

Item	Yes	No	Name of Key Personnel	Notes
Are all Rush senior/key personnel on the application included as senior/key personnel in the Master Project in the Rush Research Portal (RRP)?	☐	☐		
Is PSCOI disclosure complete under the ORA# above in the RRP for all Rush senior/key personnel?	☐	☐		
Is FCOI training complete and active for all Rush senior/key personnel on the project?	☐	☐		

OTHER SUPPORT

Answer the questions below for ALL senior/key personnel, including any PD/PIs on the project and subaward site senior/key personnel. Check each Other Support for the following and include the name of the senior/key person(s) missing info in the "Name of Key Personnel" column and what info is incorrect/missing in the "Notes" column.

Item	Yes	No	N/A	Name of Key Personnel	Notes
Is Other Support uploaded for ALL Senior/Key Personnel?	☐	☐	☐		
Are all Other Support files returned as one master, combined PDF?	☐	☐	☐		
If yes, is the combined Other Support file a static PDF?	☐	☐	☐		
Is the Other Support formatted in the latest NIH format?	☐	☐	☐		
Does Other Support include all the subheadings: Active, Pending, In-Kind, and Overlap with info included under each section?	☐	☐	☐		
If yes, is the word "None" included for any subheadings that no information is available for?	☐	☐	☐		
Are all active projects within the 12-person month limit per year?	☐	☐	☐		
Is the project under JIT listed under "Pending"?	☐	☐	☐		

Item	Yes	No	N/A	Name of Key Personnel	Notes
If yes, is the proposed effort and project number included?	☐	☐	☐		
Is an Overlap Statement included for any budgetary or scientific overlap?	☐	☐	☐		
If yes, does the Overlap Statement include a plan for which active projects will be adjusted to what effort if pending projects are funded, keeping within the 12-person month limit per year?	☐	☐	☐		
If Consulting activities are disclosed, is the total amount of the consulting fee provided and zero effort listed? Consulting activities do not count toward effort commitments.	☐	☐	☐		
If a foreign appointment(s) are disclosed, is the appropriate supporting documentation attached?	☐	☐	☐		
Do all Active projects have a project period end date in the future? Completed projects should not be included.	☐	☐	☐		
Do all Pending projects have a grant number listed?	☐	☐	☐		
Are all Subawards disclosed properly? The total subaward amount, prime grant #, name of PD/PI on Prime grant, and prime sponsor should be included.	☐	☐	☐		
Are all applicable In-Kind contributions listed correctly?. **The effort and dollar value cannot both be zero.**	☐	☐	☐		
Is the Other Support signed with a digital certificate-based signature by the researcher in question in an approved NIH format?	☐	☐	☐		
HUMAN SUBJECT (HS) EDUCATION CERTIFICATION AND CLINICAL TRIAL INFO					
Item	**Yes**	**No**	**N/A**	**Name of Key Personnel**	**Notes**
Has HS Education Certification been returned for **ALL** Senior/Key Personnel involved in HS research on the project?	☐	☐	☐		
Are all HS certificates active?	☐	☐	☐		
Does this project fall under the NIH definition of a Clinical Trial? (Check the PHS Human Subjects and Clinical Trial Questionnaire completion in the application).	☐	☐	☐		
If yes, have ALL Personnel returned Good Clinical Practice (GCP) Training Certification?	☐	☐	☐		

INDIRECT COST (F&A) RATE AGREEMENTS				
Item	**Yes**	**No**	**N/A**	**Notes**
Has the most current F&A Rate Agreement for Rush and any subaward sites on this project been provided?	☐	☐	☐	
Have all F&A Rate Agreements been provided in one, combined PDF file with the Rush F&A Rate Agreement included first?	☐	☐	☐	
IRB AND IACUC DOCUMENTATION				
Note that IRB and IACUC approval apply to both the prime award site and any subaward sites				
Item	**Yes**	**No**	**N/A**	*Notes*
Does this project involve Human Subjects?	☐	☐	☐	
If yes, was the IRB approval letter or date provided?	☐	☐	☐	
If IRB approval is pending, was a date of the expected IRB meeting provided?	☐	☐	☐	
Does this project involve Animals?	☐	☐	☐	
If yes, was the IACUC approval letter or date provided?	☐	☐	☐	
HUMAN EMBRYONIC STEM CELLS (hESCs)				
Item	**Yes**	**No**	**N/A**	**Notes**
Does application involve hESCs? If "Yes", identify the NIH Human Embryonic Stem Cell Registry, with this JIT.	☐	☐	☐	
GENOMIC DATA SHARING INSTITUTIONAL CERTIFICATION				
Item	**Yes**	**No**	**N/A**	**Notes**
Does this project involve a Genomic Data Sharing Plan?	☐	☐	☐	
If yes, has the PI completed and sent SPA the appropriate institutional certification form below? https://sharing.nih.gov/genomic-data-sharing-policy/institutional-certifications/completing-an-institutional-certification-form	☐	☐	☐	
OTHER INFORMATION REQUESTED BY NIH PO OR GMS				
Item	**Yes**	**No**	**N/A**	**Notes**
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

Summary of Feedback: