

Just-In-Time (JIT) Review Checklist

Just-In-Time (JIT) is a standard notice and request for information from Applicant Organizations and Principal Investigators. Certain Federal programs and grant mechanisms use Just-in-Time (JIT) procedures to enable specific elements of a grant application to be submitted later in the application process.

PI Name:		PI Email:	
Admin Name:		Admin Email:	
Department:		ORA#:	
NIH IC:		Grant #	
JIT Due Date	Click here to enter a date.	Type of Award	Choose an item.

Path of Submission: Choose an item.

NIH will specify path of submission (Email or eRA Commons) at the time of JIT request.

RUSH KEY PERSONNEL REQUIREMENTS		
Item		Notes
RUSH Key Personnel (other than PI) included on the project?	Choose an item.	
If yes, how many Key Personnel?	Choose an item.	
Other Support Uploaded for ALL Key Personnel? If not, please provide an explanation in notes field	Choose an item.	
Enter FCOI Training Completion Date for ALL Key Personnel	Enter date	
Project Specific Disclosure (COI) submitted in portal for ALL Key Personnel	Choose an item.	

Subawards		
Item		Notes
Enter The Name of Subaward Institution	Choose an item.	
If yes, how many Key Personnel?	Choose an item.	
Other Support Uploaded for ALL Key Personnel? If not, please provide an explanation in notes field	Choose an item.	
Obtain a signed Rush Subrecipient Form is on file for ALL Subaward Institutions. Signed forms are active for 1 year after signature date	Enter date of signed form	

***JIT submissions for the following: Career Development (K), Fellowship (F), Training (T)** – Please contact Stephanie Guzik at Stephanie_Guzik@rush.edu or Marky Keller at Mary_G_Keller@rush.edu within the Rush Office of Research Compliance for Required Responsible Conduct of Research. See [NIH Requirement for Instruction in the Responsible Conduct of Research Notice](#)

Responsible Conduct of Research			
Item	Yes	No	Notes
Responsible Conduct of Research Training Complete	<input type="checkbox"/>	<input type="checkbox"/>	

IRB AND IACUC DOCUMENTATION			
Item	Yes	No	Notes
Does this project involve Human Subjects?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please attach/upload approval letter and enter IRB approval date.	Enter date		
Does this project involve Animals?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please attach approval letter and enter IACUC approval date	Enter date		

HUMAN SUBJECT EDUCATION			
Item	Yes	No	Notes
Has Human Subject Education Certification been uploaded for ALL Key Personnel? If “No”, please explain in notes section	<input type="checkbox"/>	<input type="checkbox"/>	

CLINICAL TRIAL			
Item	Yes	No	Notes
Application submitted after Jan 25, 2018?	<input type="checkbox"/>	<input type="checkbox"/>	
Does this project fall under the current NIH definition of a Clinical Trial?	<input type="checkbox"/>	<input type="checkbox"/>	
If above answers are “Yes” ALL Key Personnel MUST completed Good Clinical Practice (GCP) Training. Please explain any exceptions in the Notes Section	<input type="checkbox"/>	<input type="checkbox"/>	

HUMAN EMBRYONIC STEM CELLS (hESCs)			
Item	Yes	No	Notes
Does application involve hESCs? If “Yes”,	<input type="checkbox"/>	<input type="checkbox"/>	

Comments: