



*Section 300: Proposal Preparation and Submission*

## OSR Policy 300.10 – Pro.1 — Completing JIT Requirements for NIH Proposals

*Corresponding with:*

[OSR Policy 300.10](#) [Just-in-Time Submission Requirements](#)

### Procedure Statement

The Office of Sponsored Research (OSR) approves Just-in-Time (JIT) Requirements for National Institutes of Health (NIH) Awards through eRA Commons, the NIH's electronic data management system.\* The Principal Investigator (PI) first supplies the information in eRA Commons and in RAMSeS, then notifies OSR. OSR then reviews and approves the information prior to submitting the approval to NIH and updates University records.

### Forms/Instructions

 [Research Administration Glossary at Carolina](#)

#### 1. PIs

- a. In response to the NIH email request for JIT information, connect to the [eRA Commons](#) website, click the “Status” tab to locate the proposal in question.
- b. Select the JIT link and provide the required information and select “Save.”
- c. To notify OSR that the information is ready for approval, connect to [RAMSeS](#) website, select locate the proposal from the list of “Submitted” proposals and select the “Approved” link, a pop-up box will appear, from the box, select “Just in Time Received.”
- d. The request is electronically sent to OSR for final approval; once OSR has approved the documentation, RAMSeS is updated to indicate “Just in Time Approved.”

#### 2. OSR/SPO

- a. Reviews JIT information in the eRA Commons and either approves or refuses the request in eRA Commons.
- b. Updates the status in RAMSeS to be “Just in Time Approved.”

\*The [Sponsored Programs Office \(SPO\)](#) approves JIT requirements for proposal and award management administered by the School of Medicine (SOM).



---

## Revision History

---

**Prior Revisions:** The policies in the *Office of Sponsored Research Policies & Procedures Manual* supersede any OSR policies, procedures and appendices previously included in the *University Business Manual*, a publication of UNC Chapel Hill's [Division of Finance](#).

---

