



*Section 300: Proposal Preparation and Submission*

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## OSR Policy 300.10 — Just-in-Time (JIT) Submission Requirements

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<b>Responsible Officer:</b>	Director
<b>Responsible Unit:</b>	Award Management-OSR
<b>Effective date:</b>	July 1, 2008
<b>Last revised on:</b>	May 29, 2009

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### Policy Statement

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Reporting Just-In-Time ([JIT](#)) information requested by the funding agency is a twofold process: 1) the Principal Investigator (PI) provides the JIT information and 2) the Office of Sponsored Research (OSR) officially approves the accuracy of the information prior to submitting it to the sponsoring agency. In particular, the National Institutes of Health (NIH) requires submission and approval of JIT documentation electronically through its monitoring system, eRA Commons.

The PI is responsible for notifying OSR when JIT information has been uploaded and is ready for final review and approval.

For other funding organizations that require JIT information, the PI must provide hard copies of the following to OSR for approval and routing to the sponsoring agency:

- A cover letter to the agency signed by the PI.
  - JIT documentation to OSR for signature and approval.
  - A copy of the notification from the agency requesting the JIT information.
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### Reason for Policy

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This policy presents the roles of Principal Investigators and the Office of Sponsored Research in reporting Just-in-Time information to reinforce the role of Office of Sponsored Research in serving as the designated signatory authority regarding the University's commitments related to sponsored research so as to prevent scientific, budgetary, or commitment overlaps regarding funded research.



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## Exclusions/Exceptions

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Unlike the NIH, the University does not allow for approvals after submission of JIT documentation. All approvals must be completed and entered into NIH eRA Commons prior to submission by OSR to the sponsoring agency.

The [Sponsored Programs Office \(SPO\)](#) is responsible for JIT submissions emanating from the School of Medicine.

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## Procedures and Related Policies

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- [Policy 300.10-Pro.1](#) [Completing JIT Requirements for NIH Proposals](#)

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## OSR Research Tool Kits

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None.

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## Contacts

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Questions and concerns can be submitted online at [Ask OSR](#) or by using the [OSR staff directory](#). Within [RAMSeS](#), the “*Speak to Someone*” option assists in locating the staff member best suited to address project-specific issues.

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## References

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 [Research Administration Glossary at Carolina](#)

1. [eRA Commons](#) website.

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## Revision History

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**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](#).

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