JIT/118 Submission Instructions

For studies drafted prior to September 10, 2019 – please see the original process below.

Beginning September 11, 2019:

1. Select **New Study**.
2. Using the Initial Submission Wizard, select the **JIT/118** Initial Submission type:

   The JIT/118 Initial Submission type will pre-populate the screening questions section.

3. In Project Title, place “JIT” before title, the OHRE suggests utilizing the title of the project listed in the grant to facilitate acceptance by federal funder and consistency across UNC systems.

4. In the **Funding Sources** section please insert the IPF# when known, this will assist in documentation with OSR.
5. Complete the remaining sections as appropriate and in the **Attachment** Section, include the “JIT notification”, or supporting documentation from NIH that this project is at the “JIT” stage.
6. Complete any remaining questions, select “Submit” and ensure appropriate PI/Department routing and certification is completed.

7. If you have not received a response from the OHRE within 2 days, or there is a risk of loss of funding, please notify the OHRE at 919-966-3113.
For studies drafted before September 10, 2019:

1. Select “New Study”

2. In Project Title, place “JIT” before title, the OHRE suggests utilizing the title of the project listed in the grant to facilitate acceptance by federal funder and consistency across UNC systems.

3. Complete the remaining sections as appropriate until “Screening Questions” Section, and for Question, #1, select “No” to systematic investigation, as at this time an investigation is not ready to begin as further development needs to occur.
4. Complete the remaining sections as appropriate until “NHSR” Section, and for Question, #1, select “Applications and Proposals Lacking Definite Plans for Involvement of Human Subjects 45 CFR 46.118” and then describe in question #2.

5. Complete the remaining sections as appropriate and in the “Attachment” Section, include the “JIT notification”, or supporting documentation from NIH that this project is at the “JIT” stage.

6. Complete any remaining questions, select “Submit” and ensure appropriate PI/Department routing and certification is completed.

7. If you have not received a response from the OHRE within 2 days, or there is a risk of loss of funding, please notify the OHRE at 919-966-3113.