

JIT/118 Submission Instructions

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

IRBIS Office of Human Research Ethics

HOME | COMMITTEE REVIEWS | ADMIN | REPORTING | GENERAL MANAGEMENT | HELP | DEVELOPER | LOGOUT

Dashboard

Create New Submission

- New Study
- Modification
- Renewal
- New Safety Information
- Closure

Submissions In Progress

- In Draft (26)
- Being Routed (1)
- Dept Waiting PI Response (1)
- Submitted to IRB (2)
- IRB Waiting PI Response (1)

All My Studies

- My Studies
- Studies in My Dept

Create a New Study

Use the choices below to begin the process of creating your New Study. Several time saving options have been provided to help streamline the creation of your New Study.

JIT/118	NHSR	Exempt	Full Form	Multi-Site	Rely On
Just In Time / 118	My study does not constitute research involving human subjects.	My study should be evaluated for a possible exemption.	My study is not NHSR, Exempt, Multi-Site, or RelyOn.	With Full Form: My study has personnel, organizations, or locations in addition to UNC-Chapel Hill.	My study will have reliance on an external IRB.
Choose	Choose	Choose	Choose	Choose	Choose

3. On the first screen, you will confirm statements regarding submission of a full application and JIT request from the federal funder.

IRB Number: PI: Submission Type: Initial (JIT/118) Analyst: Analyst not yet assigned

Study Title: Untitled

Item List click on section name to expand

- JIT/118
- JIT/118
- General Information
- Attachments
- Approving Depts
- Cover Memo

>> JIT/118 Reference ID: 321162 [Online Submission F](#)

Current Application: [Quick View \(HTV\)](#)

By selecting the boxes below, you are confirming that you understand the following:

1. Before any human subjects are enrolled I will submit a new application and receive IRB approval or determination. *
2. This study is federally funded, and JIT notification has been received. *

I confirm that before any human subjects are enrolled I will submit a new application and receive IRB approval or determination.

I confirm that this study is federally funded, and JIT notification has been received.

* Required.

To navigate the Application, press continue or any link in the Item List to your left.

[Save and Stay](#) [Save and Continue](#)

4. In Project Title, place "JIT" before the study title. The OHRE suggests utilizing the title of the project listed in the grant to facilitate acceptance by the federal funder and consistency across UNC Systems.

IRB Number: PI: Submission Type: Initial (JIT/118) Analyst: Analyst not yet assigned

Study Title: Untitled

Item List click on section name to expand

- JIT/118
- General Information
- 1. General Information
- 2. Project Personnel
- 3. Funding Sources

Attachments

- Approving Depts
- Cover Memo

Home

Application Status

Proceed to Submit

>> 1. General Information Reference ID: 321167 Online Subm

Current Application: Quick V

1. Project Title *

JIT: Creating a JIT/118 Submission

2. Brief Summary. Provide a brief non-technical description of the study, which will be used in IRB documentation as a description of the study. Typical summaries are 50-item below, retaining the subheading labels already in place, so that reviewers can readily identify the content. PLEASE NOTE: THIS SECTION MAY BE EDITED BY THE

Purpose:

Participants:

Procedures (methods):

Tips and Techniques on using the HTML Editor

5. In the Funding Sources section, enter your Ramses number or use the magnifying glass to search by PI name. Please note if the funder type is not federal, it will not be accepted since this application type is for federally funded projects only.

3. Funding Sources

Attachments

Approving Depts

Cover Memo

The Application can be submitted at this time.

Home

Application Status

Proceed to Submit

Is UNC-CH the direct recipient of any Federal funding for this study? You should answer 'yes' only if you are the grantee. You should answer 'no' if you are the the grant. *

Yes No

Funding Source(s) and/or Sponsor(s): Please list all entities that are providing monetary support or supplies (e.g., study drug, gifts, devices at no cost, or other

1. Funding Source(s) and/or Sponsor(s): Please list all entities that are providing monetary support or supplies (e.g., study drug, gifts, devices at no cost, or others that provide in-kind services).

Please search for and select your RAMSES proposal number. If you do not have a proposal number or cannot locate it, click the 'Currently Not Available' link and then proceed to select the sponsor of your project below.

UNC Ramses Number

Currently Not Available Clear

Sponsor Name *

Clear Sponsor

Sponsor Type *

Prime Sponsor Name

Prime Sponsor Type

Sponsor/Grant Number

Save Cancel

Investigator Initiated Master Protocol

Other Study Protocol

5. Is this a Clinical Study?

Check YES if this study involves research using human volunteers that is intended to add to medical knowledge. There are two main types of clinical studies

6. In the Attachment section, include the "JIT notification" or notification from your federal funder that this project is at the "JIT" stage.

The screenshot displays a web application interface for submitting materials. On the left sidebar, there are navigation links: "Attachments" (checked), "Approving Depts", and "Cover Memo". A yellow banner states, "The Application can be submitted at this time." Below this are buttons for "Home", "Application Status", and "Proceed to Submit". The main content area is titled "granted. To attach required materials, follow the steps below." It contains two sections: "1. REVIEW REQUIRED ATTACHMENTS:" with links for "JIT Notification" and "Grant Application" (both marked with a red X), and "2. UPLOAD ATTACHMENTS:". The upload section includes instructions and a red warning: "Do not use this section to replace documents already listed below under 'Revise/Replace Previously Uploaded Attachments.'" A red box highlights the "Document Type" dropdown and the "Attachment" field, which has a "Choose File" button and "No file chosen" text. Below the field is an "Upload Attachment" button. A "Special File Types:" section provides additional instructions for file uploads.

7. Complete remaining questions, select "Submit" and ensure appropriate PI/Department routing and certification is completed.

8. 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 irb_questions@unc.edu and copy [OHRE leadership](#). Please include "JIT/URGENT" in the subject line.