JIT/118 Submission Instructions

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

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

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

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.