



# SPO Process: NIH Just-in-Time (JIT) For ARRA and non-ARRA Proposals

Sponsored Projects Office  
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

Revised: August 11, 2009

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## Types of NIH Just-in-Time Requests

Both the ARRA and non-ARRA JIT requirements and processes are outlined side by side for your reference. Please select from the links below:

1. [Other Support, IACUC, IRB](#)
2. [Modified Aims](#)
3. [Revised Budget](#)
4. [Revised F&A \(Indirect\) costs](#)

**Differences are Highlighted in Red.**



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<u>Basic Just-in-Time Request (Other Support, IACUC, IRB)</u>	
ARRA	Non-ARRA
Proposal reviewed by the Study Group and forwarded to Council for Review – JIT button activated in eRA Commons – no action taken at this time	Proposal reviewed by the Study Group and forwarded to Council for Review – JIT button activated in eRA Commons – no action taken at this time
NIH communicates to SPO and/or PI specifically requesting JIT information including a due date ( <b>might have very quick turn-around time</b> ) – we respond to this request	NIH communicates to SPO and/or PI specifically requesting JIT information including a due date ( <b>usually about 2 weeks</b> ) – we respond to this request
If <b>IACUC and/or IRB review</b> and approval is required, PI sends Request for Certification request to HARC with copy of proposal and protocol for side-by-side comparison (IACUC and IRB approvals are not included in the due date for JIT; but must be in place before an award will be made by NIH)	If <b>IACUC and/or IRB review</b> and approval is required, PI sends Request for Certification request to HARC with copy of proposal and protocol for side-by-side comparison (IACUC and IRB approvals are not included in the due date for JIT; but must be in place before an award will be made by NIH)
If <b>Human Subjects</b> are involved, PI provides confirmation to SPO that all personnel involved with human subjects has taken the appropriate human subjects training courses. SPO uploads this information into eRA Commons	If <b>Human Subjects</b> are involved, PI provides confirmation to SPO that all personnel involved with human subjects has taken the appropriate human subjects training courses. SPO uploads this information into eRA Commons
<b>Other Support</b> is prepared by the PI and all key personnel and submitted to SPO as a single package. Other Support should include Active Awards and a “pending” section that includes all proposals that have been submitted and not yet rejected.	<b>Other Support</b> is prepared by the PI and all key personnel and submitted to SPO as a single package. Other Support should include Active Awards and a “pending” section that includes all proposals that have been submitted and not yet rejected.
SPO submits Other Support as an upload into eRA Commons	SPO submits Other Support as an upload into eRA Commons
SPO submit the IACUC and/or IRB approval dates in eRA Commons when they become available.	SPO submit the IACUC and/or IRB approval dates in eRA Commons when they become available.
SPO submits proposal to BSO for review and approval of the proposal.	SPO submits proposal to BSO for review and approval of the proposal.
<b>SPO submits request to the BSO for OMB approval to accept ARRA Funding</b>	
<b>Also see:</b> <a href="http://grants.nih.gov/grants/peer/jit.pdf">http://grants.nih.gov/grants/peer/jit.pdf</a> <b>Some of the information is now changed with updates to the NIH eRA Commons.</b>	<b>Also see:</b> <a href="http://grants.nih.gov/grants/peer/jit.pdf">http://grants.nih.gov/grants/peer/jit.pdf</a> <b>Some of the information is now changed with updates to the NIH eRA Commons.</b>



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<u><a href="#">Just-in-Time Request for Modified Aims</a></u>	
Modified Aims could be requested on any proposal; but are very likely to be requested on a non-ARRA proposal that NIH decides to award with ARRA funds.	
ARRA	Non-ARRA
<b>Request comes from NIH for modified Aims (and possibly also revised budget) to satisfy ARRA requirements including a due date (often a quick turnaround).</b>	<b>Request comes from NIH for modified Aims including a due date; or, PI determines Aims need to be modified based on budget cut from NIH. If PI determines the Aims need to be modified, PI needs to immediately inform SPO who will communicate this to NIH.</b>
PI prepares modified aims following instructions provided in <a href="#">NOT-OD-09-088</a> and must include: Grant Title (if the title has changed)  Revised Abstract Section Revised Specific Aims Section Revised Public Health Relevance Section	PI prepares modified aims following instructions provided in <a href="#">NOT-OD-09-088</a> and must include: Grant Title (if the title has changed)  Revised Abstract Section Revised Specific Aims Section Revised Public Health Relevance Section
PI submits modified aims package to SPO as a single document	PI submits modified aims package to SPO as a single document
SPO uploads Modified Aims in eRA Commons and copies personnel specified in the request from NIH, if applicable.	SPO uploads Modified Aims in eRA Commons and copies personnel specified in the request from NIH, if applicable.
SPO submits Modified Aims along with original proposal to BSO for Review and Approval, if necessary.	SPO submits Modified Aims along with original proposal to BSO for Review and Approval, if necessary.
<b>SPO submits revised request to the BSO for OMB approval if there is a change in the scope of work.</b>	



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<u>Just-in-Time Request for Revised Budget</u>	
ARRA	Non-ARRA
<b>ARRA proposals require a detailed budget tied to the award. Therefore, modular budgets will need to be re-submitted as detailed budgets for ARRA awards. Revised budgets to match a reduced funding amount might also be required.</b>	<b>Most NIH Institutes will only request a revised budget if there is a substantial (25% or more) reduction of the budget from what was proposed.</b>
	<b>PI might choose to submit a revised budget along with modified aims when the award is less than the proposal. If PI determines the Budget needs to be modified, PI needs to immediately inform SPO who will communicate this to NIH.</b>
PI and Division staff prepares revised budget (and justification) including the detailed F&A costs using the most current indirect costs rates and submits to SPO	PI and Division staff prepares revised budget (and justification) including the detailed F&A costs using the most current indirect costs rates and submits to SPO
SPO uploads Revised Budget in eRA Commons and copies personnel specified in the request from NIH, if applicable.	SPO uploads Revised Budget in eRA Commons and copies personnel specified in the request from NIH, if applicable. <b>SPO copies NIH GMS on budget revisions initiated by the PI.</b>
<b>SPO submits revised request to the BSO for OMB approval if there is an increase from the original request.</b>	



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## Just-in-Time Updated F&A

Because of the complex and changing nature of the Indirect Costs at LBNL, it is the policy to submit to NIH updated F&A information using the most current Indirect Costs Rates to NIH at time of award, **even if there are not changes to the direct costs being funded.**

ARRA	Non-ARRA
If a Revised Budget was submitted, the updated F&A would be included with that budget.	If a Revised Budget was submitted, the updated F&A would be included with that budget.
SPO is in contact with GMS at NIH near award time to make sure the correct F&A rates are used in the award.	SPO is in contact with GMS at NIH near award time to make sure the correct F&A rates are used in the award.
NIH GMS sends to LBNL SPO the direct costs for each year and the award periods. If the direct costs are category specific, the GMS will indicate those costs and/or send a copy of the NIH spreadsheet used for the award calculations.	NIH GMS sends to LBNL SPO the direct costs for each year and the award periods. If the direct costs are category specific, the GMS will indicate those costs and/or send a copy of the NIH spreadsheet used for the award calculations.
Division staff, with input from PI if necessary, prepares updated F&A costs using the most current indirect costs rates and submits to SPO.	Division staff, with input from PI if necessary, prepares updated F&A costs using the most current indirect costs rates and submits to SPO.
SPO uploads updated F&A costs in eRA Commons and copies NIH GMS.	SPO uploads updated F&A costs in eRA Commons and copies NIH GMS.