JIT Checklist - SOM

eSPAR Checklist

- ☐ Provide the sponsor's due date, if applicable
- ☐ Include the sponsor's request/email in the "Justification for Just In Time" field
- ☐ Include all documents and requirements per sponsor's request
  - Provide a cover letter explaining any information not included in the submission (e.g. delayed IRB/IACUC approvals, etc) or confirmation of institutional information (e.g. EIN, tuition rates/applicability, etc) not provided as a separate document
- ☐ Attach current IRB approval, if applicable
- ☐ Attach current IACUC approval, if applicable
- ☐ Ensure that COI disclosures/training and patent agreement for all Senior/Key Personnel are up to date
  - Be sure to check all S/K Personnel, not just the PI(s) named in the eSPAR. The original ePRF will include all S/K Personnel and their updated COI/Patent information

GENERAL TIPS – OTHER SUPPORT

- ☐ Include separate sections for Active, Pending, and Overlap, indicating "None" where applicable
- ☐ Ensure that Active Support + the grant for which we're submitting the JIT does not total more than 12CM
  - If Active effort will exceed 12CM, a _specific_ overlap statement must explain how effort will be adjusted to ensure that there is no overcommitment. A general statement such as "The PI will ensure that effort is adjusted not to exceed 12CM" is not sufficient.
- ☐ Ensure that all award dates are accurate
  - Projects in no-cost extension should show the actual end date including the extension period
- ☐ Ensure consistency across all forms (i.e. if the grant in question is listed in the Pending section for one investigator, it should be listed for all)

GENERAL TIPS

- ☐ Please include IRB reliance agreements as applicable for any single or central IRB approvals
- ☐ If Human Subject involvement has changed since application (i.e. HSR has been determined to be Exempt) please include this information in a cover letter
- ☐ Please include a Verification of Approval certificate from the IACUC that links the grant title with the IACUC protocol