

Guidance on Just in Time (JIT) Submissions

Just in Time (JIT) submissions refer to information that the National Institute of Health (NIH) requests after an application has been peer reviewed and is within range of possible funding. JIT's can be submitted to OHRS as new protocols or as amendments to existing protocols for which new NIH funding is potentially being awarded. Below, please find guidance on the overall review process including whom to contact, what documentation is required and how to submit.

Who to Contact

Prior to submitting the JIT submission, please contact the following individuals prior to your submission to OHRS, so we can anticipate and process the submission in a timely manner:

New Protocols

Shannon Peabody, HRC III (617) 632-3031
Elizabeth Bowie, Associate Director (617) 632-5457

Shannon_Peabody@dfci.harvard.edu
Elizabeth_Bowie@dfci.harvard.edu

Amendments

Responsible HRC (found in OnCore or p360)
Elizabeth Bowie, Associate Director (617) 632-5457

Elizabeth_Bowie@dfci.harvard.edu

Systems Access Required for JIT Submission

Prior to submission, please ensure that you have all the appropriate systems access permissions. This includes access to the Oncology Protocol System (OncPro) and OHRS Submit. In addition, you will be required to have an OnCore staff profile if you are indicated as the Overall Principal Investigator or sub-investigator for a JIT new protocol submission. Please navigate to the [Systems Access page of the OHRS website](#) for details and instructions on how to obtain access.

For questions regarding systems access, please contact OHRS Operations Manager Elizabeth Mutti:

Email: Elizabeth_Mutti@dfci.harvard.edu
Phone: (617) 582-7506

Submission Process

All JIT requests must be submitted and processed through OHRS submit. Detailed instructions on submitting documents through OHRS submit can be found on the access request form which must be filled out prior to gaining access to OHRS submit. Below is **abbreviated** guidance as well as information on the specific documentation required by OHRS to process the JIT submission:

- All required fields are denoted with a red asterisk
- If the JIT request is for a new protocol, select the “**New Protocol Applications**” check box
- When adding multiple documents, click the “**Add New Row**” button above the “**Sub Document**” table

Required Documentation

All necessary forms and templates can be found on the OHRS website.

New Protocols

- New Project Application
 - Please note, there is no “**JIT**” specific application. Please select the new project application from the OHRS website that best suits the research (i.e., Clinical, Non-Clinical, NHSR Determination, etc.)
 - In OHRS submit, select “**NP – Just in Time Request**” in the “**Sub Document**” table
- Copy of the Grant
- Protocol document (if applicable)
- Consent Form using the DF/HCC Consent Form template found on the OHRS website (if applicable)
- [Research Funding Form](#)

Amendments

- [General Amendment Form](#)
 - In OHRS submit, Select “Amendment” under “Select Document Type” and select “Amendment – Just in Time Request” in the “Sub Document” table
- [Research Funding Form](#)
- Copy of the Grant
- Updated Protocol (if applicable)
- Updated Consent Form (if applicable)