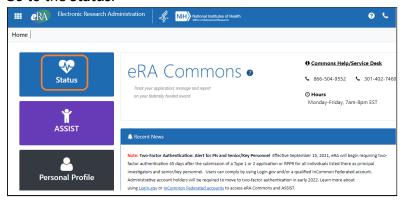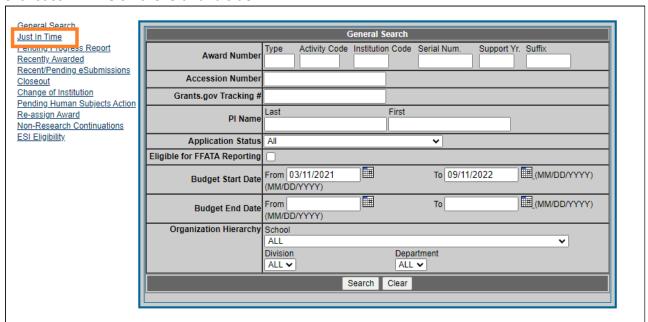# NIH eRA Commons - Just In Time Submissions

Go to eRA Commons at https://commons.era.nih.gov/commons/ and log in.

Go to the **Status**.

Click **Just In Time** on the left hand side.

A search window will open. Click Search (you do not need to enter information in the search fields). Look at the results. Click on the **JIT** hyperlink (Just in time) in the ACTION column on the right. (draw a block around the Action column)

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Budget Start Date	FFATA	Show All Prior Errors	Action
award number	grants######	Title	NAME	Council review completed	DATE	Yes	Show All Prior Errors	JIT	Transmittal Sheet

(updated: 3/11/2022)

Once you are on the JIT module, please confirm you accessed the correct application (Award Number, PI name, Proposal Title). Click the **Upload** button to upload the necessary file.

Note: The file should be a pdf with no special characters in the file name.

Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research awards, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

To provide the Agency Other Support, follow the suggested format available at Other Support and upload the document using the Upload button provided below. Alternatively, you can drag and drop a file unto the respective panel. Please note that when you upload a document it is automatically attached to your application.

Other Support File	Budget File	Other File
Last Uploaded File Name: None	**Last Uploaded File Name:** None	**Last Uploaded File Name:** None
Date Created: None	**Date Created:** None	**Date Created:** None
Number of Submissions: 0	**Number of Submissions:** 0	**Number of Submissions:** 0
🗑 Delete ⬆ Upload	🗑 Delete ⬆ Upload	🗑 Delete ⬆ Upload

When you scroll down, you will be able to click the **Save** button to save your files. After you click on Save, click on **View Just In Time Report** to see what you are going to submit.

↩ Back to Search   👁 View Just In Time Report   Save

Log out and notify your Contract Administrator/Contract Manager that you are ready for them to submit.

(updated: 3/11/2022)