Thomas Jefferson University: Just in Time/Pre-Award Requests

Jefferson
Thomas Jefferson University
HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

RACE Grants Administrator

- IRB or IACUC?
- IRB → 2. RACE GA will trigger congruency review
- RACE GA will collect updated budget and other support materials
- GA must gather all regulatory approvals
- IACUC
- RACE includes IRB approval in JIT package for final submission
- RACE GA includes approval in JIT package for final submission

ORA

- 1. ORA receives request for JIT materials
- ORA will trigger congruency review
- ORA confirms approval and notifies RACE GA
- ORA reviews and approves materials
- 3. ORA submits materials to the sponsor

PI

- 1. PI receives request for JIT materials
- PI will upload materials to eCommons

Department

- 1. Dept. receives request for JIT materials

Notes

1. Just in Time (or other pre-award requests) may be received by the PI, department or ORA. Once the request for materials is received from the sponsor, the RACE Grants Administrator must be notified immediately.
2. In addition to confirming the IRB/IACUC Congruency eviews are complete, the RACE GA will confirm the appropriate training has been completed.
3. Materials are either uploaded directly to Commons whether it is an electronic submission or paper package. (ORA sends materials to the collaborating institution for consortiums).