WUSM RA Forum
April 2008

Grants & Contracts
Effective immediately, all non-financial closeout documents (such as the final progress report and HHS 568 Final Invention Statement and Certification) not submitted through the eRA Commons will be required to be submitted to the following address:

NIH Centralized Processing Center
6705 Rockledge Drive
RM 2207, MSC 7987
Bethesda, MD 20892 (for regular or US Postal Service Express mail)
Bethesda, MD 20817 (for other courier/express deliveries only)
E-mail: DeasCentralized@od.nih.gov
Fax: (301) 480-2304

Note that this does not include submission of the SF269 Financial Status Report which will continue to require electronic, online submission through the eRA Commons. See NIH Guide Notice NOT-OD-07-078 for more information on this requirement.
NIH has clarified the definition of **new investigator** and addressed Frequently Asked Questions about eligibility for consideration as a new investigator. In general, a Program Director/Principal Investigator (PD/PI) is considered a New Investigator if he/she has not previously competed successfully as PD/PI for a significant NIH independent research award. See the [Resources for New Investigators](#) Web page for this information.

*Taken from NIH Extramural Nexus January 2008 Edition*
G&C Update
When forwarding correspondence (e.g., faxes, e-mails, etc.), please utilize the “Subject” line and provide the “essentials”.

Example: Cost Sharing form needed for allocation department

~ Fax/E-mail, should include: 
  ~ Prime/parent department along with prime/parent PI
  ~ Allocation department’s name and Co-investigator

Why? Correspondence in G&C is distributed according to prime department. This expedites getting your request to the appropriate G&C analyst, which expedites the process for everyone.

(See Next Slide for Example):
G&C Recommends Using the Electronic Routing and Submission Process Whenever Possible.

Why?

• Documents can be transported, processed and submitted much faster.

• Provides a complete package within one e-mail...hopefully!

• It is how Research Administration is conducted today!
Just-In-Time (JIT) via eRA Commons

Only after JIT request is received (via email, letter, or telephone call) from NIH:

PRINCIPAL INVESTIGATOR (or PI’s designee) will:

- Log on to eRA Commons at https://commons.era.nih.gov/commons/
- Click on the “Status” at the top and select “Just In Time” on the left
- Search by Grant number, PI name, etc.
- Click on the “JIT” link under the “Action” column
- Import or enter the required information:
  - Import in PDF the Other Support information
  - Enter IACUC approval date
  - Enter IRB approval date if applicable
  - Enter Human Subjects Education date(s)
  - Note: option to enter dates is only available when animals and/or humans are being used
- Press the SAVE button
- Click “View Just In Time Report” to make sure everything looks as intended
- Department Administrator should review for accuracy
- Department Administrator needs to inform his/her G&C Grant Analyst (GA) that the JIT is ready on eRA Commons and also e-mail or fax applicable IACUC and IRB approvals. Note: eRA Commons does not send emails to G&C informing us that a JIT is awaiting our approval.

G&C will:

- Print and review JIT Report from eRA Commons and verify information
- If changes are needed G&C will contact Department Administrator, so that the PI (or designee) can update and save information on eRA Commons
- Department Administrator needs to contact G&C after changes are made
- When no changes are needed, G&C will submit.
- G&C will receive email confirmation from eRA Commons and forward to the Department Administrator

This can be found at www.grantsandcontracts.wustl.edu
Under-> Application Process
FINAL INVENTION STATEMENT (FIS)

This can be found at www.grantsandcontracts.wustl.edu
Under-> Forms and Letters
Final Invention Statement

Department of Health and Human Services

Final Invention Statement and Certification
(For Grant or Award)

A. We hereby certify that, to the best of our knowledge and belief, all inventions are listed below which were conceived and/or first actually reduced to practice during the course of work under the above-referenced DHHS grant or award for the period through date of termination.

B. Inventions (Note: If no inventions have been made under the grant or award, insert the word “NONE” under Title below.)

<table>
<thead>
<tr>
<th>NAME OF INVENTOR</th>
<th>TITLE OF INVENTION</th>
<th>DATE REPORTED TO DHHS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Use continuation sheet if necessary)

C. Signature — This block must be signed by an official authorized to sign on behalf of the institution.

Title

Typed Name

Signature Date

DHHS 568 (Rev. 11/07)
# Final Invention Statement

### Department of Health and Human Services

**Final Invention Statement and Certification**

**For Grant or Award**

A. We hereby certify that, to the best of our knowledge and belief, all inventions are listed below which were conceived and/or first actually reduced to practice during the course of work under the above-referenced DHHS grant or award for the period through date of termination.

<table>
<thead>
<tr>
<th>Original effective date</th>
<th>Date of termination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Inventions (Note: If no inventions have been made under the grant or award, insert the word "NONE" under Title below.)

<table>
<thead>
<tr>
<th>NAME OF INVENTOR</th>
<th>TITLE OF INVENTION</th>
<th>DATE REPORTED TO DHHS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Use continuation sheet if necessary)

C. Signature — This block **must** be signed by an official authorized to sign on behalf of the institution.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name and Mailing Address of Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Principal Investigator (sign on line above) Date**

4/14/08
Reminder

4. DISCLOSURE PERMISSION STATEMENT: If this application does not result in an award, is the Government permitted to disclose the title of your proposed project, and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g., possible collaborations, investment)? □ Yes □ No
G&C Website
Updated Items
Grants and Contracts
Most Recent Organization Chart
Go to http://grantsandcontracts.wustl.edu
Updated FIS, JIT Instructions
Go to http://grantsandcontracts.wustl.edu
Reminder: Go to Grants and Contracts website for copies of forms etc.
Questions