



JUST-IN-TIME (JIT) Core Usage Funding Program

PROGRAM PURPOSE

The intent of the Just-In-Time (JIT) Core Usage Funding Program is to provide quick access to funding to use any of the [ICTS-Affiliated Cores](#) for research advancing medical knowledge that can improve human health. This program is designed to support investigators in obtaining final data 1) for developing a clinical/translational proposal to be submitted for extramural funding, and/or 2) leading to a concrete improvement in patient care (QA/QI) at Barnes-Jewish Hospital or St. Louis Children’s Hospital. Details are required in the application.

PROGRAM PROCESS OVERVIEW

A confirmation from the Director of the Core is an essential part of the application and must corroborate the service(s) to be provided, and the interaction the applicant has had with the Core in determining the relevant services. We recommend consulting with the core(s) several days before the monthly deadline in order to discuss needed services and determine the budget details for this project.

Application Deadline:	10th Day of Any Month by 5pm CT*
Award Decision:	10 th Day of the Following Month* <i>Note: QA/QI-focused proposals may take longer due to an additional review/approval step.</i>
Award Start Date:	Immediately Upon Notification; applicant must submit approved IRB/IACUC, if applicable

* or first working day thereafter, if 10th falls on a holiday or weekend

Step 1: Investigator reviews [JIT Program Overview](#) and [JIT Applicant User Guide](#) documents, on the ICTS website.

Clinical Translational Imaging Unit (CTIU) applications require an additional step at the beginning of the process: The PI should first submit their application to the WU Mallinckrodt Institute of Radiology (MIR) and allow additional time for review/approval by the WU MIR Funding Committee. Contact ccir@mir.wustl.edu for instruction. Once the WU MIR Funding Committee approves the application, the PI may then create their online JIT application.

Step 2: Investigator submits their application via the online submission system to the core(s) from which they are requesting services **prior** to the monthly deadline. The following information should be submitted:

1. Detailed project specifics (A-E), in Arial 11 point font, single spaced, ½ inch margins (3 page maximum)
2. An updated Biosketch in the current NIH format for Principal Investigator
3. Quote from the Core(s) for the requested services, if available
4. Total number of pages in upload should not exceed 10

Step 2: Core directors complete their portion of the application and submit to ICTS. Applications received before the monthly deadline will be reviewed and responded to as stated in the above Award Decision section. Those received after the deadline will be held for review the following month.

Step 3: Proposals are administratively reviewed for completeness and will not be forwarded to the Program Committee until all information is collected. Once deemed complete, the proposal is submitted to the Committee which includes the ICTS Funding Program Director, Co-Directors, and invited ICTS faculty as subject area experts.

Step 4: Investigators are notified of the Committee’s funding decision, via email. Refer to Award Decision section above and Award Process/Terms below.

AVAILABLE PROGRAM FUNDING

Applicants may request up to **\$5,000** from the ICTS for up to one (1) year for use of core services.

- If requesting services from the Clinical Translational Imaging Unit (CTIU), the maximum allowable request is \$10,000 due to the availability of matching funds from the WU Mallinckrodt Institute of Radiology (MIR).
- If requesting matching funds from Hope Center, the maximum allowable request is \$10,000; Hope Center membership is required. View additional details [here](#).

Funds may be requested for services from up to **two (2) Cores, maximum**, per JIT application.

APPLICATION REQUIREMENTS

- Applicant must be a registered member of the ICTS. Member eligibility and registration is available at www.icts.wustl.edu. For registration assistance, email icts@wustl.edu, or call 314-362-9829.
- Applicants from WU or its ICTS partner academic institutions must hold a **faculty** level appointment.
 - For research fellows or trainees, the mentor (faculty member) must submit the application as PI.
 - Describe within the application the trainee-mentor circumstance.
 - Employees of BJH, Goldfarb School of Nursing or SLCH (MD, PhD, nurse, or allied healthcare professional) may apply with the permission of their department director. Include letter of support from director in application.
- The ICTS does not recognize a “multi-PI” model for this program.
- In developing applications for this RFA, investigators must show there is a DIRECT or CLEAR LINK to human health or disease for proposals that deal with animal models or in vitro culture systems. (Item D)

AWARD PROCESS/TERMS

A PI receiving approval for an award will be notified of the specifics via email. All applicable regulatory approvals (IRB and/or IACUC) must be submitted, prior to issuing of award. **Funds will not be allocated to an individual PI. Instead, the PI will essentially receive a voucher for the core services requested/approved in the application.**

- The PI must use the support only for the protocol associated with the submitted and approved JIT application.
- Upon completion of a service, each core will issue an invoice to the ICTS (department 003061), and in turn the core will receive direct payment.
 - Invoices must contain PI's name, JIT# (found on NOA), date(s) of service and service(s) performed.
- **JIT funding may only be used for services completed within the project period stated on the NOA and cannot be used for services received prior to the award start date.**
- Awarded funds will be available to the PI for up to one (1) year and may not exceed available program funding. The ICTS will track awarded funds and statements will be sent periodically.
- Per ICTS standard policy, “no cost extensions” are not permitted under the ICTS JIT Funding Program.
- Investigators will be asked to complete a **brief survey**, annually for 3 years after the JIT award expires, in order to assist in capturing the Return on Investment (ROI) (e.g. proposal submissions, award, publications, other outcomes, etc.) for this funding program.

Questions? Email JIT@wustl.edu

The ICTS JIT Core Usage Funding application site: <http://ictsapply.dom.wustl.edu>