

## Certify vs Ancillary Reviews for FP Assurances: Who uses what when?

### How can I check that certification and assurance ARs are completed?

### Are there any quick guides I can send to the PI and senior/key personnel?

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#### Certify

- As of our summer 2022 Princeton ERA upgrade, the Lead PI uses the Certify activity instead of an assurance AR to assure their FP.
- The Lead PI is the person displayed on the FP workspace as "PD/PI" and listed in General Proposal Information Q4.\*
- The Certify activity is only available to the Lead PI.
- After certifying, the Certify link will no longer appear for the PI. "Certified: Yes" then displays on the FP workspace.\*\*
- Click on the History tab to see when the Lead PI completed the Certify activity.
- The Certify activity will not appear on the Reviewers tab because it's not an AR.
- The quick guide to send to Lead PIs is [here](#) (it directs them to the Compliance Review SmartForm questions and shows them how to use the Certify activity).

#### Assurance Ancillary Review (AR)

- Any person who needs to assure the FP, except for the lead PI, should complete an assurance AR.
- Do not add an assurance AR to the lead PI; they will use the Certify activity. If you already added an AR to the lead PI, you can delete it through the Manage AR activity.
- Check the Reviewers tab or the Manage AR link to confirm the ARs have been completed.
- If the Lead PI won't log on to Princeton ERA, create an AR to yourself as the dept admin, then attach the Lead PI's signed PDF assurance in the Submit AR activity.\*\*\*
- The quick guide to send to other senior key personnel is [here](#) (it shows them how to complete the assurance AR).

\*For s2s fellowship proposals, the fellow is listed as the PD/PI in General Proposal Information Q4 so that the fellow maps as the PD/PI on the Senior/Key Person form; in that case the mentor (faculty member) is listed in Personnel Q1a.

\*\*At the time of the upgrade, Huron marked all existing FPs that were in the Department Review or later state as "Certified: Yes" on the FP workspace regardless of if there was an AR for assurances or not. Check the History tab to see if the Lead PI used the Certify activity after the upgrade or the Reviewers tab to see if the Lead PI had completed an AR prior to the upgrade. If the Lead PI hasn't done either, then they need to use the Certify activity.

\*\*\* When the FP is submitted for Department Review, the PI and admin contact will receive email that the proposal needs to be certified. When the FP is in the "Specialist Review" state, the GCA will execute the Certify activity which will change the FP workspace to display "Certified: Yes".