

LEAD PI ASSURANCES QUICK GUIDE: DATA USE AGREEMENTS

Before a Data Use Agreement (DUA) is submitted to ORPA, the lead PI must review/complete the DUA Agreement Information and Compliance Review questions and submit the Non-Financial Assurance Ancillary Review in Princeton ERA.

STEP 1: CLICK ON THE LINK IN THE EMAIL

From your laptop or mobile device, click on the link in the email you received from erasupport@princeton.edu. Don't have the email? Sign on to [Princeton ERA](#) and the DUA will be in the "My Inbox" tab on your dashboard.

STEP 2: LOG ON TO PRINCETON ERA

A tab opens in your default browser window. If you were not already logged on to other Princeton systems in this browser, enter your Princeton NETID and your Princeton password, press login, and accept the DUO request on your phone.

STEP 3: CLICK ON THE "EDIT AGREEMENT" BUTTON

Pre-Submission Agreement Example

Primary contact: Stacey Weber
Principal Investigator: Martha Gibbs (testpi9)
Owner:
Created: 9/27/2024 12:01 PM
Received:
Modified: 12/18/2024 2:17 PM
Effective:
Expires:

Agreement:
Final agreement:
Contracting party: Google, Inc.

Next Steps

Edit Agreement

STEP 4: CLICK ON THE "DUA AGREEMENT INFORMATION" LINK + ANSWER THE QUESTIONS

- As questions are completed, additional follow-up questions may appear.

Editing: DUA00000045

DUA Agreement Information

1. * For this agreement, Princeton is:

STEP 5: CLICK "CONTINUE"

Exit Save Continue

If a question was skipped, the page displays an error message. Click on the "Go to first error" link to answer the skipped question. After answering all required questions and pressing "Continue", the "Compliance Review" page displays.

STEP 6: ANSWER THE COMPLIANCE REVIEW QUESTIONS

- As the lead PI, the expectation is you are answering the compliance questions on behalf of the full project team. There is a [PDF form](#) that your grants manager can collect from all team members to assist.
- Click Save (or click Continue) to save the answers.

Editing: DUA00000045

Compliance Review

1. * Does this project involve human subjects?

Yes No [Clear](#)

2. * Are live, vertebrate animals used in this project?

Yes No [Clear](#)

STEP 7: REVIEW THE FULL AGREEMENT RECORD

If you want to review the full agreement record, click on the "Agreement Upload" and "General Information" links in the left navigation bar.

STEP 8: CLICK "EXIT"

Click Exit to exit the agreement forms.

Exit Save Continue

STEP 9: CLICK ON THE "SUBMIT ANCILLARY REVIEW" LINK

In the left navigation bar, click on the "Submit Ancillary Review" link.

Submit Ancillary Review

STEP 10: SELECT AND ACCEPT YOUR REVIEW.

A pop-up window opens. Check the box in Q1. Select yes in Q2 + Q3.

1. * Select the review you are submitting:

Organization	Person	Review Type
<input checked="" type="checkbox"/>	Martha Gibbs (testpi9)	Assurances-Non Financial Agreement

2. * Do you accept this agreement?

Yes No [Clear](#)

3. * Is the ancillary review complete?

Yes No [Clear](#)

STEP 11: READ THE ASSURANCE STATEMENT

- The comments box and supporting documents in Q4 and Q5 can be left blank.
- Scroll down and read the Assurance Statement in Q6.

STEP 12: AGREE TO THE ASSURANCE STATEMENT

Select the "I agree to the above Assurance Statement" radio button.

I agree to the above Assurance Statement.

The signed Assurance Statement is uploaded as a Supporting Document to this Ancillary Review.

STEP 13: SCROLL DOWN & CLICK OK TO COMPLETE YOUR ASSURANCE.

OK Cancel