Lead PI Assurances Quick Guide: Non-Financial Agreements

Before a non-financial research agreement is submitted to ORPA, the lead PI must review/complete the Compliance Review SmartForm questions and submit the Non-Financial Assurance Ancillary Review in Princeton ERA.

Step 1: Click on the link in the email

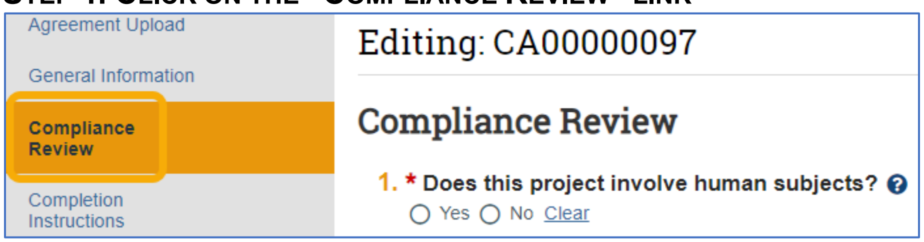
From your laptop or mobile device, click on the link in the email you received from erasupport@princeton.edu. Don't have the email? Sign on to Princeton ERA and the agreement will be in the "My Inbox" tab on your dashboard.

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

Step 4: Click on the "Compliance Review" link



Step 5: Answer all Compliance Review questions

- All questions are required. As you complete the questions, additional required follow-up questions may appear.
- 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.
- If you want to review the full agreement record, click on the Agreement SmartForm links in the left navigation bar.

Step 6: Click "Continue"

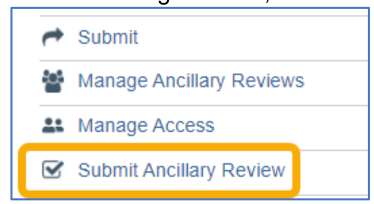
If a question was skipped, the page displays an error message. Click on the "Go to first error" link to answer the skipped question. After completing all compliance questions and pressing "Continue", the "Completion Instructions" page displays.

Step 7: Click "Exit"

Click Exit to exit the agreement forms.

Step 8: Click on the "Submit Ancillary Review" link

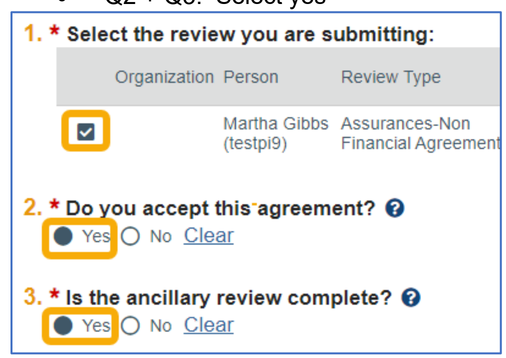
In the left navigation bar, click on the "Submit Ancillary Review" link.



Step 9: Select and accept your review.

A pop-up window opens. To start signing your assurances:

- Q1: Check the box
- Q2 + Q3: Select yes

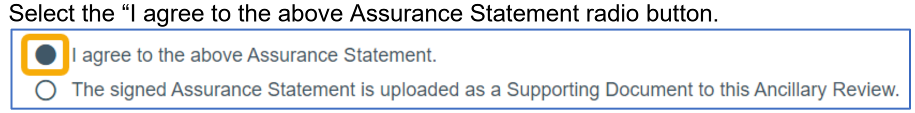


Step 10: Read the Assurance Statement

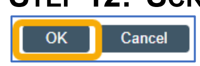
The comments box and supporting documents can be left blank.
Scroll down and read the Assurance Statement.

Step 11: Agree to the Assurance Statement

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



Step 12: Scroll down and Click OK



You've now completed your PI Assurance.