

## SENIOR/KEY PERSONNEL ASSURANCES QUICK GUIDE:

### NON-FINANCIAL AGREEMENTS

- Before a non-financial research agreement is submitted to ORPA, all senior/key personnel must submit the Non-Financial Assurance Ancillary Review in Princeton ERA.
- In the event of a project with multiple PIs and/or senior/key personnel, it may be necessary to collect compliance questions from all team members. In that case, the submitting department's grants manager can collect the answers via this [PDF form](#) to assist in compiling a coordinated response.

#### STEP 1: CLICK ON THE LINK IN THE EMAIL

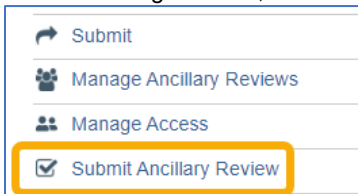
From your laptop or mobile device, click on the link in the email you received from [erasupport@princeton.edu](mailto:erasupport@princeton.edu). Don't have the email? Sign on to [Princeton ERA](#) and the agreement will be in the "My Inbox" tab on your dashboard.

#### 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 "SUBMIT ANCILLARY REVIEW" LINK

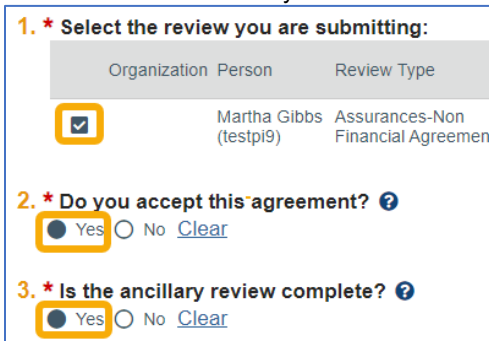
In the left navigation bar, click on the "Submit Ancillary Review" link.



#### STEP 4: SELECT AND ACCEPT YOUR REVIEW.

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

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



A screenshot of the assurance selection and acceptance steps. It shows three questions:

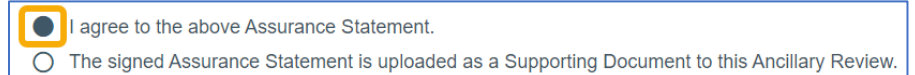
- 1. \* Select the review you are submitting:** A table with columns 'Organization', 'Person', and 'Review Type'. The first row is selected with a checkmark: Organization: Martha Gibbs (testpi9), Review Type: Assurances-Non Financial Agreement.
- 2. \* Do you accept this agreement?** Radio buttons for 'Yes' (selected) and 'No', with a 'Clear' link.
- 3. \* Is the ancillary review complete?** Radio buttons for 'Yes' (selected) and 'No', with a 'Clear' link.

#### STEP 5: READ THE ASSURANCE STATEMENT

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

#### STEP 6: AGREE TO THE ASSURANCE STATEMENT

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



A screenshot of the agreement statement radio buttons. The first option, "I agree to the above Assurance Statement.", is selected with a radio button. The second option, "The signed Assurance Statement is uploaded as a Supporting Document to this Ancillary Review.", is unselected.

#### STEP 7: SCROLL DOWN AND CLICK OK

Clicking OK submits your assurance.



A screenshot of the OK and Cancel buttons. The OK button is highlighted with a yellow box.

#### IF YOU WANT TO VIEW THE FULL AGREEMENT RECORD

Click on the "Edit Agreement" button in the left navigation bar.



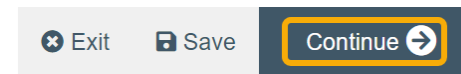
A screenshot of the Agreement Example page. It shows a 'Pre-Submission' status and a flowchart with steps: Pre-Submission, Unassigned, and Clarification Requested. The 'Edit Agreement' button is highlighted with a yellow box.

The SmartForm pages then open. Click on a link in the left navigation bar to review a particular SmartForm page.



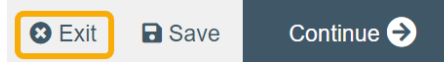
A screenshot of the Agreement Upload page. It shows a 'General Information' tab selected, and the 'Principal investigator' field is populated with 'Martha Gibbs (testpi9)'. The 'Editing: CA00000097' is displayed at the top.

You can also start with the first page, scroll through the form, and then click Continue to navigate to the next page.



A screenshot of the Exit, Save, and Continue buttons. The Continue button is highlighted with a yellow box.

Click Exit to exit the agreement forms.



A screenshot of the Exit, Save, and Continue buttons. The Exit button is highlighted with a yellow box.