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

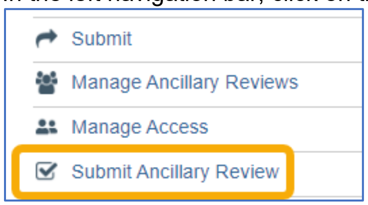
From your laptop or mobile device, click on the link in the email you received from erasupport@princeton.edu. Don't have the email? Sign on to Princeton ERA and the agreement will be in the "My Inbox" tab on your dashboard.

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

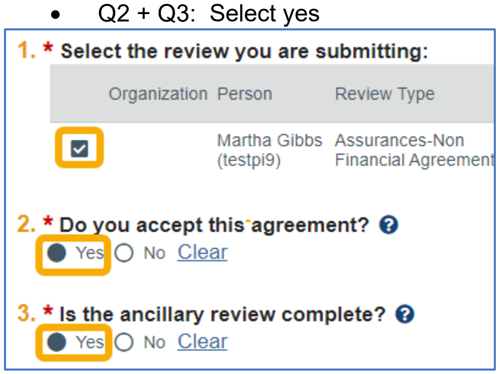
In the left navigation bar, click on the "Submit Ancillary Review" link.



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

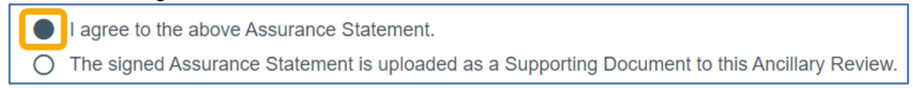


Step 5: Read the Assurance Statement

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.

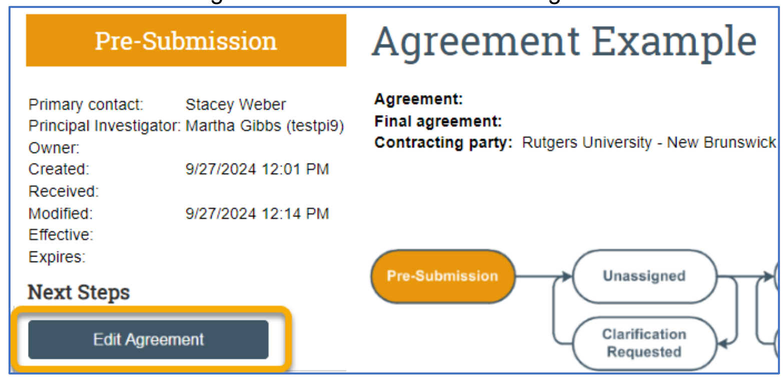


Step 7: Scroll down and Click OK

Clicking OK submits your assurance.

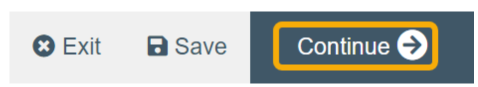
If You Want To View The Full Agreement Record

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

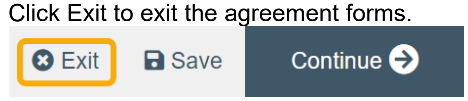


The SmartForm pages then open. Click on a link in the left navigation bar to review a particular SmartForm page.

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



Click Exit to exit the agreement forms.



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Need help? Email erasupport@princeton.edu.