

## LEAD PI ASSURANCES QUICK GUIDE: SUBAWARD INITIATIONS AND AMENDMENTS

Before a subaward initiation or amendment is submitted to ORPA, the lead PI must review/complete a Subaward 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](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

You may need to scroll down to see it.

**Pre-Submission** Subaward Example

Primary contact: Stacey Weber  
Principal Investigator: Martha Gibbs (testpi9)  
Owner:  
Created: 9/27/2024 3:38 PM  
Received:  
Modified: 9/27/2024 4:12 PM  
Effective:  
Expires:

Agreement:  
Final agreement:  
Contracting party: Rutgers University - New Brunswick

Next Steps  
Edit Agreement  
Printer Version  
View All Correspondence

Correspondence To Do  
Filter by Due Date  
Due Date Owner Type

### 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

1. \* Select the review you are submitting:

Organization	Person	Review Type
<input checked="" type="checkbox"/>	Martha Gibbs (testpi9)	Assurances-Sub Initiation/Modification

2. \* Do you accept this agreement?  Yes  No [Clear](#)

3. \* Is the ancillary review complete?  Yes  No [Clear](#)

Last Updated: 12/16/2024

### 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 certify..." radio button.

I certify that I have read the above statements and that they are accurate and true to the best of my knowledge.  
 The signed subaward assurance form and the signed PI Designee form are uploaded as Supporting Documents to this Ancillary Review

### STEP 7: SCROLL DOWN AND CLICK OK

OK Cancel

You've now completed your PI Assurance.

### TO REVIEW THE AGREEMENT SMARTFORMS:

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

Next Steps  
Edit Agreement  
Printer Version

### CLICK ON THE LINKS IN THE LEFT NAVIGATION BAR TO VIEW EACH SMARTFORM PAGE.

The Subaward Initiation SmartForm is available for editing at initiation (shown below). The Subaward Amendment SmartForm is available for editing at amendment (not shown).

Validate Compare  
You Are Here: Subaward Example  
Editing: REQ00000762  
Agreement Upload  
General Information  
Subaward Initiation  
Completion Instructions  
1. Principal investigator:  
Martha Gibbs (testpi9)

### CLICK "CONTINUE" TO MOVE THROUGH THE FORMS

Exit Save Continue

### CLICK "EXIT" TO EXIT THE AGREEMENT FORMS.

Exit Save Continue

Need help? Email [erasupport@princeton.edu](mailto:erasupport@princeton.edu).