

Grants “Submit Ancillary Review” Quick Guide

(Scroll to next page for Agreements “Submit AR Quick Guide”)

Ancillary reviews are requests for reviews from administrators, experts, or researchers, outside of the standard proposal review process.

Ancillary reviews are manually added by department administrators or ORPA. When you receive an ancillary review request, you are being asked to review and approve the proposal for a particular reason. Please follow the steps below.

Step 1: Click on the link in the email

From your laptop or mobile device, click on the link in the “Ancillary Review Notification” email you received from erasupport@princeton.edu. The email will include the review type, if the review is required, and any comments from the review requestor.

Step 2: Log on to Princeton ERA

A tab opens 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: Review the History tab + Proposal

Click on the History tab and look for “Ancillary Reviews Updated” comments to find the reason why you were asked to review the proposal. The requestor may also have included attachments specific for you along with the comments. Then review the proposal for the reason specified, which may include reviewing the “Attachments” tab or clicking on “View Funding Proposal”. *Note: If you have questions regarding the review, use the “Send Email” activity on the left navigation bar to ask questions or request additional information.*

Step 4: Click on the “Submit Ancillary Review” link

In the left navigation bar, click on the “Submit Ancillary Review” link. This will open the Submit Ancillary Review activity.

Step 5: Accept your Review

To approve the ancillary review, click Yes on boxes 2 and 3. Add any comments and/or relevant supporting documents if needed.

Step 6: Click on OK.

Click OK. The window will close. Your review is complete. Your comments and/or supporting documents appear on the History tab.

Example Proposal (Draft) | FP00002246 | Funding Proposal

Next Steps: View Funding Proposal, Printer Version, Submit Ancillary Review, Manage Tags, Add Attachments, Copy, Send Email, Add Comment, Display Team COI Information, Create-Update Cost Share Commitment, Generate Budget PDF.

Proposal Information: PD/PI: Eli Willis (testpi2), Department: HIS-History, Specialist: Angelina An, Sponsors: NIH - National Institutes of Health, Internal Submission Deadline: 8/25/2023, Certified: Yes, SF424 Link: Yes.

Budget Information: Starting Date: 8/1/2023, Number of Periods: 5, Total Direct: \$331,245, Total Indirect: \$51,723, Total: \$382,968, PeopleSoft Award ID: [blank].

Flowchart: Draft → (Clarification Requested) → Department Review → (Clarification Requested) → Specialist Review → (Changes Required) → Sponsor Review → Complete.

Activity Log:

Activity	Author	Activity Date
Ancillary Reviews Updated	Weber, Stacey A	8/25/2022 11:29 AM

Hi Martha,
Can you please review for (ABC) reason?
Thanks, Stacey
Manage-AR-1.pdf

Example Proposal (Draft) | FP00002246 | Funding Proposal

Next Steps: View Funding Proposal, Printer Version, Submit Ancillary Review (highlighted).

Proposal Information: PD/PI: Eli Willis (testpi2), Department: HIS-History, Specialist: Angelina An, Sponsors: NIH - National Institutes of Health.

Budget Information: Starting Date: 8/1/2023, Number of Periods: 5, Total Direct: \$331,245, Total Indirect: \$51,723.

Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

1. **Select the Review you are submitting:**

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Martha Gibbs (testpi9)	Ad Hoc Review	yes

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

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

4. **Comments:**

5. **Supporting documents:** [+ Add](#)

6 [OK](#) [Cancel](#)

Agreements “Submit Ancillary Review” Quick Guide

Ancillary reviews are requests for reviews from administrators, experts, or researchers, outside of the standard agreement review process. Ancillary reviews are manually added by department administrators or ORPA. When you receive an ancillary review request, you are being asked to review and approve the agreement for a particular reason. Please follow the steps below.

Step 1: Click on the link in the email

From your laptop or mobile device, click on the link in the “assigned for ancillary review” email you received from erasupport@princeton.edu. The email will include the review type, if the review is required, and any comments from the review requestor.

Step 2: Log on to Princeton ERA

A tab opens 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: Review the History tab + Agreement

The Ancillary Review type and comments (the reason why the review was requested) appear on the workspace, under the workflow bubbles. The requestor may also have included comments + attachments specific for your review on the History tab. Review the agreement for the reason specified, which may include reviewing the files on the Documents tab on the workspace, or clicking on the “View Agreement” button. *Note: If you have questions regarding the review, please contact the requestor outside of the system.*

Step 4: Click on the “Submit Ancillary Review” link

In the left navigation bar, click on the “Submit Ancillary Review” link. This will open the Submit Ancillary Review activity.

Step 5: Accept your Review

To approve the ancillary review, check the box in #1 and select Yes in box 2. Add any comments and/or relevant supporting documents if needed.

Step 6: Click on OK.

Click OK. The window will close. Your review is complete. Your comments and/or supporting documents appear on the History tab.

Need Help? Email erasupport@princeton.edu. Updated 8/25/22.

Internal Review OTH0000201
Agreement Example

Primary contact: Stacey Weber
Principal Investigator: Eli Willis (testp2)
Owner: Angelina An
Created: 8/25/2022 11:52 AM
Received: 8/25/2022 11:52 AM
Modified: 8/25/2022 1:26 PM
Effective:
Expires:

Agreement:
Final agreement:
Contracting party: University of Maine

Agreement type: Other
Office: Office of Research and Project Administration
Responsible Department/Division: HIS-History
Institute:
Description: This is the agreement description...

Next Steps

View Agreement
Printer Version
View All Correspondence

Submit Ancillary Review
Copy Agreement
Manage Relationships

Pre-Submission → Unassigned → **In Review** → Signing → Active

Ancillary Reviews

Review Type	Organization	Person	Reqd	Accepted	Comments	Docs
Ad Hoc Review		Rita Hamilton (testp5)	yes		Hi Rita, Can you please review for (XYZ) reason? Thanks, Stacey	

Correspondence 3 History Contacts Snapshots Related Projects Documents

Filter by Activity Enter text to search + Add Filter X Clear All

Managed Ancillary Reviews Weber, Stacey A 8/25/2022 11:54 AM

Hi Rita, Can you please review for (XYZ) reason? Thanks, Stacey

Manage-AR-1.pdf

Internal Review OTH0000201
Agreement Example

Primary contact: Stacey Weber
Principal Investigator: Eli Willis (testp2)
Owner: Angelina An
Created: 8/25/2022 11:52 AM
Received: 8/25/2022 11:52 AM
Modified: 8/25/2022 1:26 PM
Effective:
Expires:

Agreement:
Final agreement:
Contracting party: University of Maine

Agreement type: Other
Office: Office of Research and Project Administration
Responsible Department/Division: HIS-History
Institute:
Description: This is the agreement description...

Next Steps

View Agreement
Printer Version
View All Correspondence

Submit Ancillary Review 4
Copy Agreement
Manage Relationships

Pre-Submission → Unassigned → **In Review** → Signing → Active

Ancillary Reviews

Review Type	Organization	Person	Reqd	Accepted	Comments	Docs
Ad Hoc Review		Rita Hamilton (testp5)	yes		Hi Rita, Can you please review for (XYZ) reason? Thanks, Stacey	

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Zachary Davis	Ad Hoc Review	yes

5

2. * Do you accept the proposed agreements?
 Yes No [Clear](#)

3. Comments:

4. Supporting documents:

+ Add
Name
There are no items to display

6 OK Cancel