

## Adding Proposal Ancillary Reviews Quick Guide

Click on the "Manage Ancillary Reviews" link in the left navigation bar.

The Manage Ancillary Reviews window opens. Follow these steps:

Please see the chart on the second page of this quick guide for specific reviewers, comments, and attachments that should be included in the ancillary review request depending on the scenario.

After clicking OK in #10, an email is sent to the person specified in #1 or the people associated with the "organization" in #1. The email will come from [erasupport@princeton.edu](mailto:erasupport@princeton.edu) (not from your email address)

- Only the comments in #5 are included in the email.
- No attachments are included in the email.
- By including the comments in #8 and attachments in #9, it makes it easy for the ancillary reviewer to see, directly in Princeton ERA, why they are reviewing the proposal and any attachments they need to review, because those comments and attachments are included on the History tab.
- The attachments in #9 are included on both the History and Attachments tabs. Note that files attached here cannot be deleted from the Attachments tab.

### How do you know when the ancillary reviewer has completed their proposal ancillary review?

You won't receive email when an ancillary review AR is complete, but all ancillary reviews are listed at the bottom of the Reviewers tab with their Completed and Accepted status.

Ancillary Review					
Review Type	Person	Organization	Required	Completed	Accepted
Ad Hoc Review	Kyle Burkhardt		yes	yes	yes
Assurances	Eli Willis (testpi2)		yes	no	

### Are ancillary reviewers automatically reminded to complete their proposal ancillary review?

The system does not send reminders, but you can use the "Send Email" activity in the left navigation bar to send an email to remind the reviewer. The reviewer will receive the email in their Princeton email client (e.g. Outlook) and the content of the email is recorded on the History tab.

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

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Review Type	Review Details + Requirements
Ad Hoc	Varies
Assurances	<p><b>PERSON OR ORGANIZATION:</b> Name of person who needs to assure. If using the “paper based” method, select your name.</p> <p><b>AR COMMENTS:</b></p> <ul style="list-style-type: none"> <li>• Lead PI electronic method: As of the August 2022 upgrade, lead PIs who use Princeton ERA will assure via the Certify activity, not via Ancillary Review. Please see the Certify section of this manual.</li> <li>• Senior/Key Personnel electronic method: State that the senior/key person should complete their assurance.</li> <li>• Lead PI or Senior/Key Personnel “paper based” method: include name of PI and senior/key personnel in comment.</li> </ul> <p><b>AR ATTACHMENTS:</b> Do not upload any attachments for the electronic or paper based methods. Even if you already have the signed paper based assurance statement, do not upload the signed assurance here. The signed assurance statement will be uploaded during the “Submit Ancillary Review” activity.</p>
Biosafety Level 3 (BSL3) Review	<p><b>INFO:</b> Send if project requires BSL3 handling.</p> <p><b>PERSON OR ORGANIZATION:</b> Select Organization “URB-ORPA” and “PRV-Ofc of the Provost”.</p>
Compliance or Congruency Review (RIA)	<p><b>INFO:</b> Select type “Compliance Review”. This AR should NOT be sent during proposal development; it will be sent when the award is likely to be funded or is funded and only if required by the sponsor. Refer to the Congruency Review section of the Funding Proposal manual for more details.</p> <p><b>PERSON OR ORGANIZATION:</b></p> <ul style="list-style-type: none"> <li>• Select Organization “RIA-IACUC” for IACUC congruency review only if required by sponsor.</li> <li>• Select Organization “RIA-IRB”, “RIA-IBC”, or “RIA-FCOI” for other compliance questions</li> </ul>
Cost Sharing	<p><b>PERSON OR ORGANIZATION:</b> Send the cost sharing commitment approval request to the manager of the department committing cost share, or the following Organizations as appropriate:</p> <ul style="list-style-type: none"> <li>○ “SEA-Sch of Eng &amp; Appl Sci”</li> <li>○ “PRV-Ofc of the Provost”</li> <li>○ “DFR-Ofc Dean for Research”</li> </ul> <p><b>AR COMMENTS:</b> Include if the cost sharing is mandatory or voluntary.</p>
Export Controls/ITAR	<p><b>PERSON OR ORGANIZATION:</b> Select Organization “ORPA-Export Controls”.</p>
Indirect Cost Waiver	<p><b>INFO:</b> Please note that in cases in which a sponsor does not have a publicly-available policy on overhead costs, ORPA/the Dean for Research will consider requests for indirect cost waivers in very limited circumstances. When in doubt, it can be useful to write a sponsor directly to inquire on their policy or approach to indirect costs. Please note that considerations of equity are taken into account in waiver requests in which the projects of other PIs with that same sponsor carry overhead.</p> <p><b>PERSON OR ORGANIZATION:</b> The ORPA Director</p> <p><b>AR COMMENTS:</b> Please make sure that the below information is included in the comment as part of the Ancillary Review:</p> <ul style="list-style-type: none"> <li>• The justification for the request</li> <li>• The dollar amount of the IDC waiver. This is the difference between the overhead that the sponsor will pay and the standard OH rate. For example, if you are requesting that the indirect costs are waived from the standard rate to 0% OH, the value of the waiver is the standard OH rate of all MTDC budget items.</li> </ul> <p><b>Note:</b> When IDC is reduced because the sponsor’s RFP states the allowable IDC rate, the department administrator must upload the document in the Submission Information SmartForm, General Submission Documents section, clearly labeled as the reduced IDC rate. An Ancillary Review does not need to be sent to the ORPA Director nor the GCA.</p>
Lab or Facility Space Change	<p><b>INFO:</b> Send if a lab or facility space change would result from the proposal. The Compliance Review question 7 should also be marked as yes.</p> <p><b>PERSON OR ORGANIZATION:</b></p> <ul style="list-style-type: none"> <li>• If submitting through an engineering dept, select Organization “SEA- Sch of Eng &amp; Appl Sci”.</li> <li>• If submitting through any other department, select Organization “PRV-Ofc of the Provost”.</li> </ul> <p><b>AR COMMENTS:</b> Please include a description of the proposed changes in the comments.</p> <p><b>AR ATTACHMENTS:</b> Upload the existing floor plan and the proposed floor plan (or an outline of the proposed floorplan) as attachments.</p>
PI Eligibility (select “Ad Hoc”)	<p><b>INFO:</b> Select type “Ad Hoc Review” when PI status is needed for a researcher. Refer to the “PI Status Requests” tile on <a href="#">the URB website</a> for guidance.</p> <p><b>PERSON OR ORGANIZATION:</b> Select Organization “DFR-Ofc Dean for Research”</p>
University Research Board	<p><b>PERSON OR ORGANIZATION:</b> Select Organization “ORPA-URB”</p>