

## ADDING ANCILLARY REVIEWS QUICK GUIDE: PROPOSALS

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

Draft

### Ancillary Review Example

**Next Steps**

Edit Funding Proposal

Printer Version

[Submit For Department Review](#)

[Withdraw Proposal](#)

[Manage Ancillary Reviews](#)

**Proposal Information**

PD/PI:	Martha Gibbs (testpi9)
Department:	PNI-Princeton Neuro Institute
Specialist:	Ivy Mong'are
Sponsors:	NIH - National Institutes of Health
Internal Submission Deadline:	
Certified:	No
SF424 Link:	

The Manage Ancillary Reviews window opens. Follow these steps:

**1. Identify each organization or person**

1 + Add Press Add.

Review Type    Org    Person

There are no items to display

**2. Comments:**

Ad Hoc Review - Please review for (ABC)

8 Include the review type and comments for the ancillary reviewer here. These comments appear on the History tab.

**3. Supporting documents:**

9 Drag + drop any attachments for the reviewer here. These attachments appear on the History tab and Attachments tab.

**Add Ancillary Review**

**1. \* Select either an organization or a person as reviewer:**

Organization:  2 Select an Organization or specify a person. See the chart on the next page for guidance.

Person: Kyle Burkhardt 3 Select a review type.

**2. \* Review type:**

Ad Hoc Review 4 Select Yes, unless this review is an FYI.

**3. \* Response required?**

Yes  No [Clear](#)

**4. Comments:**

Please review for (ABC) reason. Thanks, Stacey 5 These comments only appear in the email to the Ancillary Reviewer--sign your name so the reviewer knows who is requesting the review. These comments do not appear in the History tab.

**5. Supporting documents:**

6 Do not upload attachments here. These attachments are not included in the email to the reviewer and do not appear on the history tab. They do appear on the Attachment tab, but it's better to include them in step #9.

**7** Click OK. 10 Click OK. This adds the review + triggers the email notification.

Please see the table 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. (Each person associated with the “organization” receives their own individual email, but only one person in that “organization” needs to respond to the review). 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.

Budgets	SF424 Summary	History	Reviewers	Attachments	...
<b>Ancillary Review</b>					
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)

Review Type	Review Details + Requirements
Ad Hoc	Varies
Advance Spending Request	<b>INFO:</b> Only used on proposals in Pending Sponsor Review or Pending Sponsor Review Award Anticipated states <b>PERSON OR ORGANIZATION:</b> Select the Lead PI and the department approver when requesting an advance spending account to be set up in PS before the award has arrived.
Assurances	<b>PERSON OR ORGANIZATION:</b> Name of person who needs to assure. If using the "PDF based" method, select your name. <b>AR COMMENTS:</b> <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 the proposal manual.</li> <li>Senior/Key Personnel electronic method: State that the senior/key person should complete their assurance in the "Add AR Comment" box.</li> <li>Lead PI or Senior/Key Personnel "PDF based" method: include name of PI and senior/key personnel in the "Manage AR Comment" box comment.</li> </ul> <b>AR ATTACHMENTS:</b> Do not upload any attachments for the electronic or PDF based methods. Even if you already have the signed PDF assurance statement, do not upload the signed assurance here. The signed assurance statement will be uploaded during the "Submit Ancillary Review" activity. <b>If multiple assurances are needed for Senior/Key Personnel, add a separate assurance ancillary review for each person by clicking "OK and Add Another" in Step 7.</b>
Biosafety Level 3 or 4 (BSL3 or BSL4) Review	<b>INFO:</b> Send if project requires BSL3 or BSL4 handling. <b>PERSON OR ORGANIZATION:</b> Select Organization "URB-ORPA" and "PRV-Ofc of the Provost".
Change Request	<b>INFO:</b> Only used on awarded proposals to request changes to the award (formerly known as the OPAR) <b>PERSON OR ORGANIZATION:</b> Select the Lead PI and the department approver for all requests except additional projects which do not require PI and department approval.
Compliance or Congruency Review (RIA)	<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. <b>PERSON OR ORGANIZATION:</b> <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	<b>PERSON OR ORGANIZATION:</b> <ul style="list-style-type: none"> <li><b>All voluntary cost share:</b> ORPA Director</li> <li><b>Mandatory or voluntary cost share committed by the proposal submitting dept:</b> No department AR. When the department approver approves the proposal, their proposal approval includes approving the cost share commitment made by the submitting department.</li> <li><b>Mandatory or voluntary cost share that is committed by a different dept than the proposal submitting dept:</b> Send the cost sharing AR to the manager of the department committing cost share (who may have delegated approval or may request chair approval), or the following Organizations as appropriate: "SEA-Sch of Eng &amp; Appl Sci", "PRV-Ofc of the Provost", "DFR-Ofc Dean for Research". No AR is required for cost shared tuition.</li> </ul> <b>AR COMMENTS:</b> Include if the cost sharing is mandatory or voluntary.
Export Controls/ITAR	<b>PERSON OR ORGANIZATION:</b> Select Organization "ORPA-Export Controls".
Indirect Cost Waiver	<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. <b>PERSON OR ORGANIZATION:</b> The ORPA Director <b>AR COMMENTS:</b> Please make sure that the information below is included in the comment as part of the AR: <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> <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.
Lab or Facility Space Change	<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. <b>PERSON OR ORGANIZATION:</b> <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> <b>AR COMMENTS:</b> Please include a description of the proposed changes in the comments. <b>AR ATTACHMENTS:</b> Upload the existing floor plan and the proposed floor plan (or an outline of the proposed floorplan) as attachments.
PI Eligibility (select "Ad Hoc")	<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. <b>PERSON OR ORGANIZATION:</b> Select Organization "DFR-Ofc Dean for Research"
University Research Board	<b>PERSON OR ORGANIZATION:</b> Select Organization "ORPA-URB"