

## Lead PI Assurances Quick Guide

Last Updated: 7/28/2022

- Before a proposal is routed to ORPA for submission to an external sponsor, the lead PI must review/complete the Compliance Review page questions and sign the Assurances statement via the Certify activity.
- For a detailed guide on how to review the complete proposal record in Princeton ERA, [click here](#).

### 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 an email? Sign on to [Princeton ERA](#) and the proposal will be in the "My Inbox" tab on your dashboard.

### 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: Click on the "Edit Funding Proposal" button

Draft	
<b>Proposal Example</b>	
<b>Next Steps</b>	
<a href="#">Edit Funding Proposal</a>	
<a href="#">Printer Version</a>	
<b>Proposal Information</b>	
PD/PI:	Gilbert Ramsey (testpi10)
Department:	SPI-Sch Public & Intl Affairs
Specialist:	Maureen Thompson-Siegel

### Step 4: Click on the "Compliance Review" link

Editing: FP00001022

### Compliance Review

1. \* Does this project involve human subjects? [?](#)  
 Yes  No [Clear](#)
2. \* Are live, vertebrate animals used in this project? [?](#)  
 Yes  No [Clear](#)
3. \* Does this project involve the use of biological agents (including recombinant or synthetic nucleic acids)? [?](#)  
 Yes  No [Clear](#)

### Step 5: Answer all Compliance Review questions

- All questions are required. As you complete the questions, additional required follow-up questions may appear.
- If this proposal is being submitted with senior/key personnel such as co-PIs, co-Investigators, or fellows, your grants manager will have collected answers to these questions from all participants and will have completed this page. Please contact the submitting department's grants manager to resolve any questions.
- If the answer to compliance question 5 is "yes", please provide this list to the submitting department's grants manager.

### Step 6: Click "Continue"

If a question was skipped, the page displays an error message. Click on the "Go to first error" link to answer the skipped question. After successfully completing all questions and pressing "Continue", the "Additional Proposal Information" page displays. You do not need to enter any information on this page.

### Step 7: Click "Exit"

Click Exit to exit the proposal forms.

### Step 8: Click on the "Certify" link

In the left navigation bar, click on the "Certify" link.

Edit Funding Proposal	
<b>Proposal Information</b>	
PD/PI:	Gilbert Ramsey (testpi10)
Department:	SPI-Sch Public & Intl Affairs
Specialist:	Angelina An
Sponsors:	NIH - National Institutes of Health
Internal Submission Deadline:	6/26/2023
Certified:	No
SF424 Link:	

### Step 9: Read the Assurance Statement

A new window will open. Read the Assurance Statement. The comments and attachments boxes can be left blank.

### Step 10: Click OK to Agree to the Assurance Statement

Scroll down and click on OK.

You've now completed your PI Assurance.