

LEAD PI ASSURANCES QUICK GUIDE: PROPOSALS

- 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. Don't have the 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

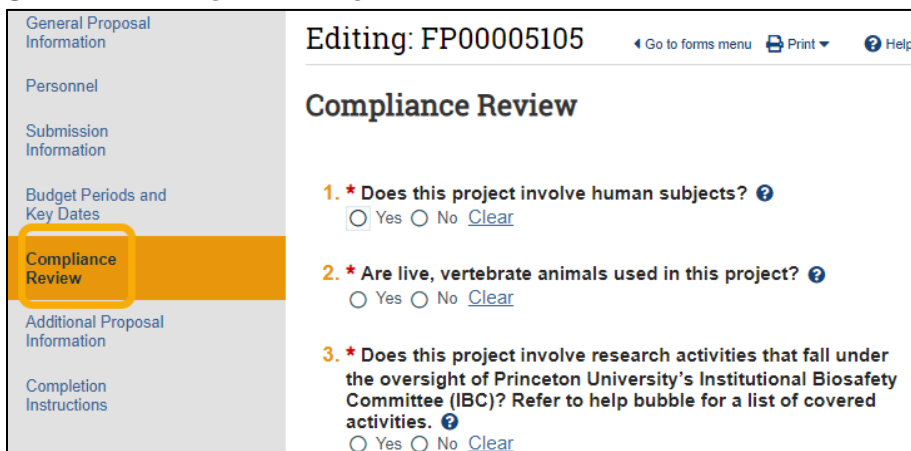
A tab opens your default browser window. If you were not already logged on to other Princeton systems in this browser, enter your Princeton NETID and your Princeton password, press login, and accept the DUO request on your phone.

STEP 3: CLICK ON THE "EDIT FUNDING PROPOSAL" BUTTON



Draft	Proposal Example
Next Steps	Proposal Information
Edit Funding Proposal	PD/PI: Martha Gibbs (testpi9)
Printer Version	Department: PNI-Princeton Neuro Institute
	Specialist: Ivy Mong'are

STEP 4: CLICK ON THE "COMPLIANCE REVIEW" LINK



Editing: FP00005105 [Go to forms menu](#) [Print](#) [Help](#)

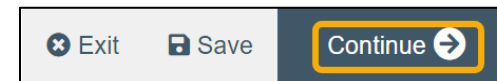
Compliance Review

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 research activities that fall under the oversight of Princeton University's Institutional Biosafety Committee (IBC)? Refer to help bubble for a list of covered activities. [?](#)
 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.
- As the lead PI, the expectation is you are answering the compliance questions on behalf of the full project team. There is a [PDF form](#) that your grants manager can collect from all team members to assist.
- 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.

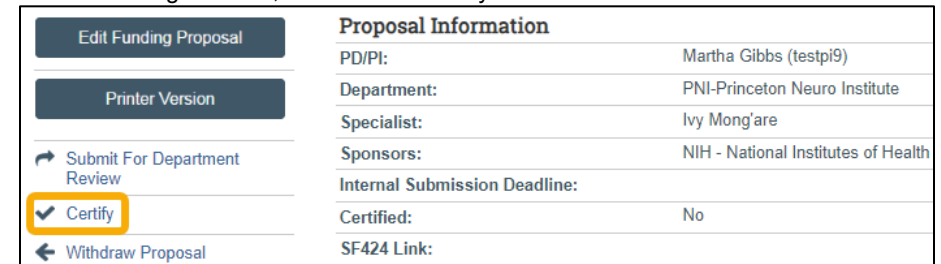
STEP 7: CLICK "EXIT"

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	Proposal Information
Printer Version	PD/PI: Martha Gibbs (testpi9)
Submit For Department Review	Department: PNI-Princeton Neuro Institute
Withdraw Proposal	Specialist: Ivy Mong'are
	Sponsors: NIH - National Institutes of Health
	Internal Submission Deadline:
	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.