

SENIOR/KEY PERSONNEL ASSURANCES QUICK GUIDE: PROPOSALS

- Before a proposal is submitted to an external sponsor, all Senior/Key Personnel must sign the Assurance statement in Princeton ERA. This includes the PI, co-PI, co-Investigator, Senior/Key Personnel, mentor, and fellow.
- In the event of a project with multiple PIs and/or senior/key personnel, it may be necessary to collect compliance questions from all team members. In that case, the submitting department's grants manager can collect the answers via this [PDF form](#) to assist in compiling a coordinated response.
- 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 "Notification of Ancillary Review" email you received from erasupport@princeton.edu. The Review Type is "Assurances". 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 "SUBMIT ANCILLARY REVIEW" LINK

In the left navigation bar, click on the "Submit Ancillary Review" link.

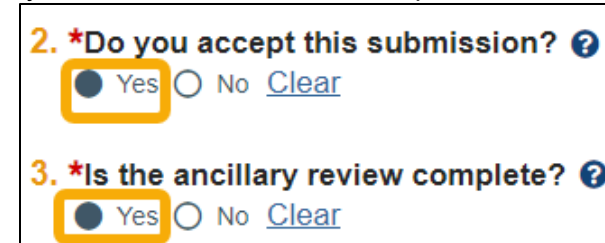


The screenshot shows a web interface for a proposal. At the top left, there is a "Draft" label. Below it, under "Next Steps", there are buttons for "View Funding Proposal", "Printer Version", and "Submit Ancillary Review" (which is highlighted with a yellow box). There are also links for "Manage Tags" and "Add Attachments". To the right, the "Proposal Example" title is followed by "Proposal Information" details:

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:	

STEP 4: ACCEPT YOUR REVIEW

A new window will open. To start signing your assurances, select the "yes" radio buttons underneath questions 2 and 3.



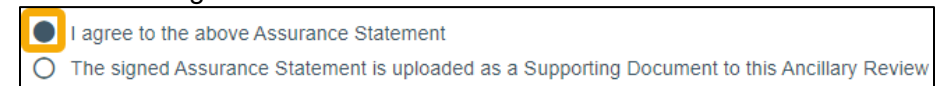
The screenshot shows two questions from a survey. Question 2 is "*Do you accept this submission?" and question 3 is "*Is the ancillary review complete?". Both questions have a "Yes" radio button selected (highlighted with a yellow box) and "No" and "Clear" options.

STEP 5: READ THE ASSURANCE STATEMENT

The comments box and supporting documents can be left blank. Read the Assurances Statement.

STEP 6: AGREE TO THE ASSURANCE STATEMENT

Select the "I agree to the above Assurance Statement" radio button.



The screenshot shows two radio button options for agreement. The first option, "I agree to the above Assurance Statement", is selected (highlighted with a yellow box). The second option is "The signed Assurance Statement is uploaded as a Supporting Document to this Ancillary Review".

STEP 7: CLICK "OK"



The screenshot shows a dialog box with two buttons: "OK" (highlighted with a yellow box) and "Cancel".

You've now completed your Assurance.