

Senior/Key Personnel Assurances Quick Guide

Last Updated: 7/15/2021

- 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.
- The submitting department's grants manager will collect your answers to the compliance review questions to compile the full team's 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".

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 the Princeton ERA interface for a proposal titled "Proposal Example". The status is "Draft". On the left, under "Next Steps", the "Submit Ancillary Review" link is highlighted with a red circle. Below this, there are buttons for "View Funding Proposal", "Printer Version", "Manage Tags", "Add Attachments", "Copy", and "Send Email". On the right, under "Proposal Information", there are fields for "PD/PI:", "Department:", "Specialist:", "Sponsors:", "Internal Submission Deadline:", and "SF424 Link:". At the bottom, a workflow diagram shows the progression from "Draft" to "Department Review" and then to "Specialist Review".

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 in a review window. Question 2 is "Do you accept this submission?" with radio buttons for "Yes" (selected) and "No", and a "Clear" link. Question 3 is "Is the ancillary review complete?" with radio buttons for "Yes" (selected) and "No", and a "Clear" link.

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 agreeing to the Assurance Statement. The first option, "I agree to the above Assurance Statement", is selected. 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 the bottom of the review window with two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red circle.

You've now completed your Assurance.

Need help? Email erasupport@princeton.edu