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1 Proposal Development Introduction

This document will outline the business process and instructions for department administrators to create a new proposal in Princeton ERA. This section introduces the basic business process, and variations in the process such as system-to-system (s2s) submission and the dual submission process.

1.1 Proposal Development – General Business Process

Proposals will be developed in Princeton ERA by department administrators (such as business managers, grant/financial managers, department managers, faculty assistants) within the Grants module. The proposals will be developed then routed for department approval and ORPA review prior to submission to the sponsor. Updates requested from the sponsor will be recorded in Princeton ERA, and if an award is funded it will be set up in PeopleSoft. The proposal development process for all proposals is similar, but there are a few elements to consider before getting started.

1.1.1 When does a proposal need to go through ORPA?

In general, a proposal should go through ORPA when it includes a detailed scope of work, a detailed budget and/or makes other representations that commit the University or impose legal accountability on the University. Contact your ORPA GCA if you are unsure if a proposal needs to go through ORPA.

1.1.2 Are you submitting via system-to-system (s2s)?

Princeton can submit many NIH, DOD, and DOE opportunities directly from Princeton ERA to the sponsor’s system, via a process called system-to-system (S2S). Use of S2S is not mandatory. S2S submission may be expanded to incorporate additional grants.gov sponsors in the future. For S2S submissions, department administrators will create a funding proposal in Princeton ERA using the steps described below and will also create a SF424 for submission in Princeton ERA, instead of in the sponsor’s system. If not using s2s, the department administrator creates a proposal in Princeton ERA and in the sponsor’s system. For more details on the S2S process, and which NIH, DOD, and DOE opportunities can be submitted via s2s, refer to the S2S manual.

1.1.3 Are you using the Dual Submission Process?

<table>
<thead>
<tr>
<th><strong>What is the dual submission process?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• The dual submission process is a method that allows the proposal to be submitted in two parts, the administrative part and the scientific/research part, so your ORPA GCA can review the final administrative components ahead of the final science/research attachments.</td>
</tr>
<tr>
<td>• This method was suggested by the Task Force on Administrative Workload in Research and emphasized in Dean Pablo Debenedetti’s August 2022 memo.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>When can the dual submission process be used?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• When the administrative components of your proposal are finalized, uploaded, and submitted in Princeton ERA (the Funding Proposal (FP) is in the Specialist Review state) no later than 5 business days prior to the sponsor’s deadline.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>When is a proposal not a dual submission?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• If the FP is in the Specialist Review state in Princeton ERA less than 5 business days before the sponsor’s deadline, it’s not a dual submission.</td>
</tr>
<tr>
<td>• If the budget is not finalized 5 business days before the deadline date, it is not a dual submission.</td>
</tr>
<tr>
<td>• Same day or next-to-same day submissions are not using the dual submission process.</td>
</tr>
</tbody>
</table>

See Appendix B in this manual for all the details on the dual submission process. There is also a dual submission quick guide available.
1.2 Business Process Map
See the detailed business process map below which shows the proposal development steps and the following approval workflow.
2 Proposal Development Instructions

Follow the below step-by-step instructions to create a new proposal and submit it for review. These instructions outline the process of creating a funding proposal, completing the funding proposal SmartForm, completing the funding proposal workspace activities, and submitting to the department.

This section shows how to use Princeton ERA to start a new proposal or a white/paper/letter of intendent/pre-proposal. It also shows you how to start a supplement or DOE renewal to proposals that were originally submitted in Coeus.

If you need to start a revision (supplement), renewal, or an NIH resubmission for proposals that were originally submitted in Princeton ERA, please refer to the Revisions, Renewals and Resubmissions section of this manual.

2.1 Create Funding Proposal

Log-in to Princeton ERA from the ORPA home page.

From the dashboard, select Create > Grants > Create Funding Proposal.

Or alternatively, select the Grants Tab and click Create Funding Proposal.
Using either path, the SmartForm for a new funding proposal will open.

2.2 Complete the Funding Proposal SmartForm

Creating a new proposal will open the Funding Proposal SmartForm.

Complete each question on the SmartForm with your proposal information. Clicking the blue question mark icon will open a Help Text bubble that provides additional guidance for that field.

2.2.1 General Proposal Information – SmartForm

1. Type of application:
   - New
     a. Is this award being transferred from another institution?
        - Yes
        - No

1. Type: The proposal type defaults based on how the proposal is created.
   *When creating a new proposal, a pre-proposal/white paper/letter of intent, or a supplement or renewal to a proposal originally funded in Coeus, the type will always be New.*
   *For more details on other proposal types, refer to the Revisions, Renewals and Resubmissions section.*

   a. Transferred: Defaults to No, change to yes if applicable
2. **Short Title**: Enter a descriptive name for the proposal (50 character maximum). The short title identifies the proposal throughout the system, such as in the Inbox and Workspace. If this will be an S2S application, this will also be the application filing name. Ask your GCA if they have preferences regarding short title.

3. **Long Title**: Enter the full title of the project (255 character maximum). If this will be an S2S application, the long title will be mapped to the appropriate places in the SF424 forms. This will also become the PeopleSoft title if awarded.

4. **Principal Investigator**: Enter the lead PI’s name. The PI will default as the person creating the proposal. Click the “x” next to the name, and then begin typing the PI’s name in the box or click the ellipsis to search from a list of all users.
   - If this is an NIH fellowship that will be submitted via s2s, the fellow/student must be listed in this field in order for them to appear on the R&R Senior/Key Personnel form as the “PI” which is where NIH expects the fellow/student to be listed. The mentor for NIH fellowships submitted via s2s will be added on the Personnel SmartForm page in Q1a.

   *Note: If your PI is not at Princeton yet, a Department Computer User (or DCU) account should be requested using this OIT form. The day after OIT sets up the DCU account, the person will be able to be selected as the PI in Princeton ERA.*

5. **Direct Sponsor**: Search the direct sponsor’s name (the organization that is directly funding the project). Use the wild card (“%”) before part of the sponsor’s name in the search box. Searches
are “begins with” searches so placing the % at the beginning of the search box can really help. Placing an additional % at the end of the search box doesn’t hinder, but it doesn’t help either. Sponsor names in Princeton ERA are limited to 40 characters because they feed to PS Grants where the character limit is 40. That results in sponsor names not always being what you’d expect because they may be truncated. The Direct Sponsor is the organization that is directly funding the project. If this is an internal competition for external, previously awarded sponsored research funding, select the Trustees of Princeton as the direct sponsor.

a. **Sponsor Name:** Only use this field if the Direct Sponsor for this proposal is not available in Princeton ERA. You will enter “TBD” in Select the direct sponsor and type the sponsor’s name into field 5a.

   - **If you add a sponsor this way, please email erasupport@princeton.edu to request that the sponsor be added.** Include the sponsor name, type, address, phone/email info.
   - You can continue working on your proposal. If your budget deviates from the standard 62% (or 64% OH rate as of 7/1/24) FA rate, wait until the actual sponsor has been added before creating the budget. Changing from the “TBD” sponsor to the actual sponsor will cause the budget FA rate to default back to 62% or 64%.
   - After the ERA team informs you that the sponsor has been added, return to this page, change “TBD” in box 5 to the name of the sponsor and remove the name of the sponsor from box 5a. This should be updated prior to submitting for department review.

b. **Prime Sponsor:** Enter the prime sponsor (the original funding sponsor) if this award is a flow-through.

   For example, this field should be entered for a proposal when NSF grants funding to Harvard and Harvard subcontracts to Princeton. Harvard would be the direct sponsor and NSF would be the Prime Sponsor.
6. **Instrument Type:** Select the instrument type.

7. **Primary Purpose:** Select the primary purpose. If Organized Research is selected, an additional question will appear where you will need to select Basic or Other.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Workshop/Travel</td>
<td>Conference/Workshop/Travel</td>
</tr>
<tr>
<td>Equipment</td>
<td>Equipment</td>
</tr>
<tr>
<td>Fellowship</td>
<td>Fellowship</td>
</tr>
<tr>
<td>Instruction/Curriculum</td>
<td>Example is NJ STEP program involving training prisoners.</td>
</tr>
<tr>
<td>Organized Research</td>
<td>Research</td>
</tr>
<tr>
<td>Other Inst'l &amp; Sponsored Activity</td>
<td>Other activity that does not fall into the above categories. Example is Programming for the Art Museum</td>
</tr>
<tr>
<td>Training Grant</td>
<td>Training grants such as NIH T32s and NSF RGTs.</td>
</tr>
</tbody>
</table>

8. **Expected start date:** Enter expected start date or select from the calendar

9. **Is this a Pre-Proposal/White Paper/Letter of Intent?**
   - Yes
   - No
   - Clear

10. **Is this a supplement or DOE renewal that does not have a Princeton ERA Funding Proposal record?**
    - Yes
    - No
    - Clear
9. **Pre-Proposal/White Paper/Letter of Intent**: Defaults to No. Update to yes is proposal is any of these types.

<table>
<thead>
<tr>
<th>What is a Pre-Proposal/White Paper/Letter of Intent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• This is a condensed version of a proposal which the sponsor uses to determine if the PI should submit a full proposal.</td>
</tr>
<tr>
<td>• This type must be entered in Princeton ERA if it requires ORPA approval.</td>
</tr>
<tr>
<td>• This proposal type might not have a budget. If so, the budget will be left at $0.</td>
</tr>
<tr>
<td>• The pre-proposal will have its own FP number. If the sponsor invites the PI to submit a full proposal, a new FP should be created.</td>
</tr>
</tbody>
</table>

10. **Supplement/DOE Renewal from Coeus**: Defaults to No. Select yes if you are creating a supplement proposal or a DOE renewal proposal for a proposal that was funded in Coeus (so it does not have a record in Princeton ERA). If you answer yes, answer 10a and 10b. 

*If the original proposal was funded in Princeton ERA, please go to that original Princeton ERA proposal record and create a renewal or revision off of that awarded funding proposal instead of answering question 10 as yes.*

<table>
<thead>
<tr>
<th>10. <em>Is this a supplement or DOE renewal that does not have a Princeton ERA Funding Proposal record?</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Yes</td>
</tr>
<tr>
<td>• No</td>
</tr>
<tr>
<td>• Clear</td>
</tr>
</tbody>
</table>

**a. Supplement or DOE Renewal**: Select which best describes your proposal

**b. PeopleSoft Award ID**: Enter the associated PS Award ID. Must be a 10-digit value.

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.
1. Principal Investigator: Defaults from the PI entered on General Submission Information. For NIH fellowships that will be submitted via s2s, this person is the student (fellow).
   a. Mentor: Enter the mentor (faculty member) if this is an NIH fellowship being submitted via s2s. Note that the mentor will be considered the PI on the PeopleSoft award.
   b. Biosketch: Upload as required by the RFP.
   c. Other Support: Upload Current & Pending as required by the RFP.
2. Responsible department/division/institute: Enter the responsible/submitting department. Search by dept name or by dept number. When searching by name, you can search using the % sign at the front of the search box. Search boxes are “begins with” searches, so having the % sign at the front of the search box can help. Having the % at the end of the search box doesn’t hinder, but it doesn’t help either.
   This field may initially be blank or default to the PI’s home department. It will default to the PI’s home department if the department is set up with departmental proposal approvers in Princeton ERA. If you receive an error saying this department does not have reviewers, please confirm you have selected the correct department in Q2 and then reach out to erasupport@princeton.edu if this department should be setup for proposal submission.
3. **a. Institutional Project Personnel:** Princeton Personnel on the project should be listed here, except for the PI who is already listed in Personnel Q1. Do not list the PI again in Personnel Q3a. All key persons must be listed per the RFP requirements. Additional institutional personnel may also be listed if known, however it is not required to list additional personnel that are not named in the proposal (e.g. Graduate students who may not be determined yet). Note that personnel added here will be available for selection when developing the proposal budget.  

**Click the Add button to add personnel.**  
Enter the person’s information in the slide-in window.

<table>
<thead>
<tr>
<th>Add FP_AdditionalPersonnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add Institutional Proposal Staff</strong></td>
</tr>
<tr>
<td>1. <em>Staff member:</em></td>
</tr>
<tr>
<td>Rita Hamilton (testpi5)</td>
</tr>
<tr>
<td>2. <em>Project role:</em></td>
</tr>
<tr>
<td>Co-PD/PI</td>
</tr>
<tr>
<td>3. Attach a biographical sketch:</td>
</tr>
<tr>
<td>[None]</td>
</tr>
<tr>
<td>4. Attach current and pending support documentation:</td>
</tr>
<tr>
<td>[None]</td>
</tr>
<tr>
<td>5. <em>This individual is a:</em></td>
</tr>
<tr>
<td>□ Senior / key person on the proposal</td>
</tr>
<tr>
<td>□ Other significant contributor on the proposal</td>
</tr>
<tr>
<td>□ Other personnel</td>
</tr>
<tr>
<td><img src="#" alt="Clear" /></td>
</tr>
</tbody>
</table>

**1. Staff Member:** Search and select personnel.  
**2. Project Role:** Select project role based on the Project Role chart below.

<table>
<thead>
<tr>
<th>Project Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Investigator</td>
<td>Use for co-investigators on NIH or NASA proposals, as appropriate.</td>
</tr>
<tr>
<td>Consultant</td>
<td>Do not use.</td>
</tr>
<tr>
<td>Co-PD/PI</td>
<td>Use for Co-PIs.</td>
</tr>
<tr>
<td>Faculty</td>
<td>Use if appropriate. May be used for contributor that is not being named in another Project Role.</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>Use only if the graduate student is named on the proposal.</td>
</tr>
</tbody>
</table>
Other Professional: Use as appropriate. May be used for professional specialist or other contributors that do not fit into another Project Role.

Post Doctoral: Use general Post Doctoral role for all post docs.

Post Doctoral Associate: Do not use.

Post Doctoral Scholar: Do not use.

Technician: Use for technicians.

Undergraduate Student: Use only if the undergraduate student is named on proposal.

Secretarial/Clerical: Use for administrative personnel.

PD/PI: Use for multi-PI awards, such as for NIH where Co-PI designation is not used. Should be used for all other PI’s not listed on Personnel question 1.

Other (Specify): Non-S2S proposals that are not NIH Fellowships: Do not use.
Non-S2S proposals that are NIH Fellowships with one Sponsor: Do not use.
Non-S2S proposals that are NIH Fellowships with Co-sponsors: Enter each co-sponsor as “Other (Specify)” and type “Co-sponsor” in the “Enter the Role” box. “Senior/key personnel” should be selected for each Co-Sponsor.

S2S NIH Fellowship Proposals with one Sponsor:
- The sponsor (mentor) in Personnel Q1a will appear on the “Display Team COI Information” activity but will not map to the SF424 Sr/Key Person form.
- The sponsor (faculty mentor) can either be manually added to the SF424 Sr/Key Person form or the mentor can be added to both Personnel 1a and 3a. In 3a, select “Other (Specify)”, “Sponsor” with “Senior/key personnel” selected and the faculty member will map to the SF424 Sr/Key Person form.

S2S NIH Fellowship Proposals with Co-sponsors:
- Manually add each co-Sponsor to 3a as “Other (Specify)” and type “Co-sponsor” in the “Enter the Role” box. “Senior/key personnel” should be selected for each Co-Sponsor.
- The Co-sponsors will then appear on the “Display Team COI Information” activity and they will also map to the SF424 Senior/Key Person form.

Select the appropriate roles based on the funding source you are proposing for. Contact your GCA if you are unsure on which role to select.

3. Biosketch: Upload as required by the RFP.
4. Current and Pending Support: Upload Current & Pending as required by the RFP.
5. Individual is: Select if the person is Senior/Key personnel, Other Significant Contributor, or Other Personnel.
   - Senior/Key Personnel: As determined by the RFP and sponsor guidance
   - Other Significant Contributor: NIH term referring to individuals who have committed to contribute to the scientific development or execution of a project but are not committing measurable effort to the project.
   - Other Personnel: Additional personnel on the project who are not key. May include graduate students, secretarial/clerical, other professionals, etc.

b. Add non-institutional personnel: 🕊

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Key</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display
3. **b. Non-Institutional Project Personnel:** This field is intended for non-Princeton project personnel. Leads and co-leads from the subrecipient as well as all foreign collaborators should be added.

**Click the Add button to add personnel.**

**Enter the person’s information in the pop-up window.**

### Add Other Non-Institutional Proposal Staff

1. **Staff member name:**
   - **a. Prefix:**
   - **b. * First name:**
   - **c. Middle name:**
   - **d. * Last name:**
   - **e. Suffix:**

2. **Staff member contact information:**
   - **a. Phone:**
   - **b. Fax:**
   - **c. * Email:**

1. **Staff member name:** Enter First Name (1b), Middle Name- if available (1c), and Last Name (1d). Leave 1a and 1e blank.

2. **Staff member contact information:** Enter email in 2c (required field). If available, enter a phone (2a) and fax number (2b).
3. **Staff member address**: Enter fields 3a–3h. Ensure Country (3g) is entered.

4. **Staff member organization information**: Organization (4b) is required. Enter Position/Title (4a) and Department (4c) if available.
5. **Select project role:**

5. **Project Role:** Select the project role
   - For **subrecipient personnel**, select the applicable project role. For non-NIH submissions, select Co-PD/PI. For NIH submissions select Co-Investigator. Please consult with your GCA if you are unsure what role to select.
   - For **foreign collaborators**, select role “Other (Specify)” and then enter “Foreign Collaborator” in the text field which appears.

6. **Credential, e.g. agency login:** For NIH S2S applications, enter the person’s ERA Commons login. For foreign collaborators, leave this blank.

7. **Degree:**
   - **Type:**
   - **Year:**

8. **Attach a biographical sketch:**
   - [None] [Upload]

9. **Attach current and pending support documentation:**
   - [None] [Upload]

10. **This individual is a:**
   - [ ] Senior / key person on the proposal
   - [x] Other significant contributor on the proposal
   - [ ] Other personnel
   - [Clear]

10. **Individual is:** Select if the person is Senior/Key personnel, Other Significant Contributor, or Other Personnel.
4. Administrative Personnel:

a. Administrative Contact:

Stacey Weber

b. Select team members that have edit rights:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Employer Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolton</td>
<td>Jennifer</td>
<td>SPI-Sch Public &amp; Intl Affairs</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Crisan</td>
<td>Nadia</td>
<td>SPI-Sch Public &amp; Intl Affairs</td>
<td>Exec Dir,Liech Inst Self Deter</td>
</tr>
<tr>
<td>Furda</td>
<td>Katharine</td>
<td>SPI-Sch Public &amp; Intl Affairs</td>
<td>Financial Reporting Analyst</td>
</tr>
<tr>
<td>Seamans</td>
<td>Jonathan</td>
<td>SPI-Sch Public &amp; Intl Affairs</td>
<td>Assos Dean, Fin &amp; Technology</td>
</tr>
<tr>
<td>Weber</td>
<td>Stacey</td>
<td>SPI-Sch Public &amp; Intl Affairs</td>
<td>Finance Manager</td>
</tr>
</tbody>
</table>

Note: This field should not be blank. If no administrative contact is listed, emails will be sent directly to the Principal Investigator.

c. Select team members that have read-only rights:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Employer Name</th>
<th>Title</th>
</tr>
</thead>
</table>

There are no items to display

4. Administrative Personnel: Review and add administrative personnel as needed.

a. Administrative Contact: The proposal creator defaults as the administrative contact, who is the dept administrator or grants manager responsible for the creation and submission of this proposal. This person will be the only person to receive email notifications that the department reviewer or ORPA GCA requests changes, that Final ORPA review has been completed, and that JIT changes are requested for the funding proposal.

Note: This field should not be blank. If no administrative contact is listed, emails will be sent directly to the Principal Investigator.

b. Proposal Editors: Editors are institutional personnel who can view and edit the proposal. Editors will default based on the selected responsible department, and additional editors may be added if needed.

- If you do not see an updated list of editors, click Save on the SmartForm page and the list will refresh.
- If the PI’s home department defaulted in Personnel Question 2, then those default editors (if any) and the default editors from the updated department will appear. The home department editors can be deleted depending on the scenario. Home departments can run an information warehouse report if they want to know about PI’s proposals in other departments or centers.

c. Proposal Readers: Enter any individuals who may need read only access to the proposal.

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.
2.2.3 Submission Information – SmartForm

The submission information page will request different information based on if the sponsor of the proposal is federal, non-federal, or a flow-through.

Non-Federal Proposals

This SmartForm page appears when Princeton is submitting a non-federal proposal, including internal submissions. This does not include flow-through proposals where we are the subrecipient.

1. Submission Type: Defaults based on sponsor information
2. Direct Sponsor: Defaults based on sponsor entered in General Proposal Information.

3. Internal Funding Opportunity: This field will only appear if Trustees of Princeton is selected as the Direct Sponsor on the General Submission Information page. This should only be used when the funding on the main award has already been received from an external sponsor and there is an internal competition to divide that funding. Select the appropriate internal funding opportunity.

3. General Submission Documents: Drag and drop attachments on top of the Add Button or click the Add Button to upload submission documents. If using the dual submission process, please see Appendix B for more information about what to upload where and when.
Federal Proposals

This SmartForm page will appear when Princeton is submitting a federal proposal.

For federal proposals, the Submission Information page is where you will determine if the application is being submitted system-to-system or not. Currently Princeton can submit most NIH, DOD, and DOE proposals via s2s. See the s2s guide for more information.

1. Submission Type: Defaults based on sponsor information
2. Direct Sponsor: Defaults based on sponsor entered in General Proposal Information.
3. Will this application be submitted system-to-system? Defaults as Yes. Select yes or no.

If the application is not being submitted system-to-system:

4. Package ID, Opportunity ID, or CFDA: Search for the funding opportunity in 4 using the Opportunity ID or go directly to 4b. Enter Opportunity ID (4b) and opportunity Title (4c) if available.
5. NIH grant type: Select type using the ellipsis if this proposal is funded by NIH.
6. General Submission Documents: Drag and drop attachments on top of the Add Button or click the Add Button to upload submission documents. If using the dual submission process, please see Appendix B for more information about what to upload where and when.

**Required General Submission Documents**
- Narrative or Statement of Work (SOW)
- Request for Proposal (RFP)

If the application is being submitted system-to-system (s2s):

3. * Will this application be submitted system-to-system?  
   - Yes  
   - No  
   - Clear

4. Type a package ID, opportunity ID, or CFDA number, and click Find.

   - Package ID:  
   - Opportunity ID (PA or RFA number):  
   - CFDA number:  
   - Competition ID:  

   No Funding Opportunity Announcements were selected.

4. Enter the Package ID, Opportunity ID, CFDA number or competition ID and Click Find to search for the Funding Opportunity. Opportunity ID is the most common way to search. When you locate the opportunity, select the radio button next to the Package Id to select it.
You cannot upload any General Submission Documents on this SmartForm page. They will be uploaded directly to the SF424. Refer to the s2s guide for more details.

**Pass-through/Subaward**

This SmartForm page will appear when we are proposing for a pass-through or flow-through award.

1. **Submission Type:** Defaults to Pass-through/Subcontract/Subaward when both a Direct and Prime sponsor are listed on the General Proposal Information page.
2. **Direct Sponsor:** Defaults based on sponsor entered on the General Proposal Information page.
3. **Prime Sponsor:** Defaults based on prime sponsor entered on the General Proposal Information page.

4. **Direct Sponsor Contact Information:** List the direct sponsor contact information, if available.
5. **CFDA number provided by the direct sponsor:** List the CFDA number, if available.
6. **Grant award number provided by the direct sponsor**: List the award number, if available.

![Add any general submission documents:](image)

7. **General Submission Documents**: Drag and drop attachments on top of the Add Button or click the Add Button to upload submission documents. If using the dual submission process, please see Appendix B for more information about what to upload where and when.

<table>
<thead>
<tr>
<th>General Submission Documents</th>
<th>Narrative or Statement of Work (SOW)</th>
<th>Request for Proposal (RFP)</th>
</tr>
</thead>
</table>

**2.2.4 Funding Opportunity Announcement (S2S Only) - SmartForm**

This Funding Opportunity Announcement SmartForm page will only appear for system-to-system submissions where the opportunity has been selected on the Submission Information SmartForm page.

![Funding Opportunity Announcement](image)
Review the funding opportunity information including required forms, optional forms, and instructions. A message will confirm if the forms are fully supported and this application can be submitted to Grants.gov.

If an optional form is not supported and you were not going to submit that form anyway, you may still proceed with S2S submission. However, if a mandatory form is not supported, or if an optional form you need to submit is not supported, then the application may not be submitted S2S.

Note: If this page displays a message that the forms are not supported and therefore the application cannot be submitted via s2s, but all required forms and any optional forms you want to include display as “yes” in the “supported” column, return to the Submission Information SmartForm and click on the “Refresh Forms Support” button. Then navigate back to this SmartForm page and the error message should be cleared. If the error message is not cleared, contact erasupport@princeton.edu.

2.2.5 Budget Periods and Key Dates – SmartForm

1. **Application Submission Deadline:** Enter the sponsor’s deadline. If there is no deadline, enter 12/31/9999. The proposal is due to your ORPA GCA for review 5 business days before this date.  
   *Note: If the application submission deadline falls on a weekend or holiday, follow the sponsors instructions for which date to enter.*

2. **Date Response Expected from Sponsor:** Enter date response is expected. If unknown, leave the field blank.

3. **Date project starts:**
   
   7/1/2024

4. **Date project ends:**
   
   6/30/2029

5. **Project length (years):**
   
   5

3. **Date Project Starts:** Defaults based on start date entered in General Proposal Information SmartForm
4. **Date Project Ends:** Defaults based on start date and budget periods (number and duration)
5. **Project length (years):** Defaults to 5 years. Will update based on changes to budget periods (number or duration). To update the length, update the budget periods in #8.
6. **Effort Metric:** Defaults to “months” for new proposals created from scratch after the 9/30/2023 version 10.5.2 upgrade. This means you will budget personnel by person months. For proposal copies, renewals, revisions, resubmissions created after 9/30/2023 from proposals that were created before 9/30/2023, the effort metric default is “percentage”. Percentage is defined as the percentage of the number of months in the budget period, not the number of months in the person’s appointment. You can change the metric from “percentage” to “months” to budget by months.

7. **Modular Budget:** Select yes or no. Only select yes if the budget will be an NIH modular budget, where Direct costs are requested in “modules” of $25,000 to $250,000 per year. The Princeton ERA budget will then add any offsets needed to round up to the next module increment for each budget period.

8. **Budget Periods:** The system automatically creates 5 periods that are 12 months in duration each.
   - Use the Add Period, Remove Period and Update Period buttons as needed.
   - To indicate non-12 month budget periods, click on Update Period, then update the duration as needed.
If you would like to budget based on period dates instead of duration, click on Update Periods and check "Use advanced editing".

Click continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.
2.2.6 Compliance Review – SmartForm

If the Lead PI is completing their PI Assurance using the PDF-based method, please complete the Compliance Review page according to their responses on the paper based form. However, if the Lead PI will complete their PI Assurance electronically in the Princeton ERA system, the Lead PI can also complete the Compliance Review SmartForm when they log in to Princeton ERA to complete the Certify activity. The “Lead PI Assurance and Compliance” quick guide includes instructions on how the Lead PI can complete both the Certify activity and the Compliance Review SmartForm in the Princeton ERA system.

1. **Human Subjects:** Select yes or no. The definition of human subjects can be found on the Human Research page of the RIA website.
   a. **Clinical Trial:** Select yes or no. Answer will generally be no.
   b. **Submitted:** Defaults as no. Select yes or no. Select yes only if the protocol has been submitted to RIA. If you answer yes, a table for the approved or pending IRB protocols will appear.

   ![Compliance Review SmartForm](image)

   - **IRB Protocol:** Click the Add button to add any submitted IRB protocols.

     ![Add IRB Protocol](image)

     - Enter the protocol information. It will appear in the IRB protocol table.
       - Please enter the protocol number exactly as it appears from RIA.
If multiple exemption numbers are relevant list them with commas in between, no spaces: 2,6
If the status is approved, the approval date must be added.

2. **Animals**: This includes work off campus, field work, subawards, etc. Select yes or no.
   
   a. **Submitted**: Select yes or no. Select yes only if the protocol has been submitted to RIA. If you answer yes, a table for the approved or pending IACUC protocol will appear.

b. **IACUC Protocol numbers**: Click the Add button to add any submitted IACUC protocols.

   1. **IACUC Protocol Number**:
   
   2. **IACUC Status**:
      - Approved
      - Pending
   
   3. **IACUC Approval Date**:
   
   4. **IACUC Expiration Date**:

   - Enter the protocol information. It will appear in the IACUC protocol table.
     - Please enter the protocol number exactly as it appears from RIA
     - If the status is approved, the approval date must be added.
3. **Biological Agents**: Biological agents include infectious and potentially infectious agents, human and non-human primate materials, biological toxins, and Genetically Engineered Models (GEMs). Recombinant or synthetic nucleic acids (r/s NA) molecules are as defined by the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules. Select yes or no.

a. **Submitted**: Select yes or no. Select yes only if the registration has been submitted. If you answer yes, a table for the approved or pending IBC registrations will appear.

b. **IBC Registration numbers**: Click the Add button to add any submitted IBC registration numbers.

- Enter the protocol information. It will appear in the IBC registration table.
  - Please enter the registration exactly as it appears from RIA
  - If the status is approved, the approval date must be added.
4. **Exports:** The intent of this question is to determine if transferring the equipment, materials, or supplies requires a US government export license. Select yes or no. If yes is selected, provide details on the item in the required text box including the manufacturer name and model number.

5. **Foreign Collaborators:** Only collaborators on this project should be listed here. Princeton will use responses to determine if any US government restrictions apply to parties listed in this question. Select yes or no. If you select yes, foreign collaborators must be listed on Personnel page 3B. If no one is listed for this question when you answer yes, you will receive an error message.

6. **ITAR:** Please see [https://orpa.princeton.edu/export-controls/policy/regulations](https://orpa.princeton.edu/export-controls/policy/regulations) for additional information regarding ITAR-controlled equipment, materials and information. Select yes or no. If yes is selected, provide details in the required text box.

7. **Space Change:** The intent of this question is to capture space needs that are beyond those currently available to the researcher and needed to complete the proposed research. Select yes or no. If yes, provide details in the required text box. An Ancillary Review is required; see the Proposal AR Quick Guide.
8. **BSL-3 Handling**: BSL-3 means work with agents that may cause serious or potentially lethal disease through inhalation route exposure. Select yes or no.

9. **Collaborating/Funding/Traveling Countries**: These countries are subject to OFAC sanctions (https://orpa.princeton.edu/export-controls/sanctioned-countries). Activities with these countries may require prior government authorization. Check off any countries you are collaborating with, receiving funding from, or traveling to during the course of this project. If none are applicable, select None of the above.

10. **Specific to this project, are you collaborating with or receiving funding from persons or organizations located in any of the countries listed below? If yes, please also ensure this relationship is described in the proposal documentation to be submitted to the sponsor.**

   - [ ] China
   - [ ] Russia
   - [ ] Saudi Arabia
   - [ ] None of the above

11. **Human embryonic stem cells involved in this project:**

   - [ ] Yes
   - [ ] No
   - [ ] Clear

12. **Collaborating/Funding Countries**: The intent of this question is to capture collaborators actively engaged in this project, not all overseas collaborators with whom a PI is engaged. Check off any countries you are collaborating with or receiving funding from during the course of this project. If none are applicable, select None of the above.

11. **Embryonic Stem Cells**: In some cases, stem cell lines can be determined from your Funding Opportunity. Or, go to the NIH Human Embryonic Stem Cell Registry web site. Select yes or no. If yes, enter the stem cell line or indicate that it cannot be referenced at this time.

12. **Select if any of the following will be used for this project:**

   - [ ] Chemicals of interest as listed by the Dept of Homeland Security (6 CFR 72)
   - [ ] Explosive, unstable, reactive materials or processes that could create these materials
   - [ ] Generation of hazardous gases: highly toxic, pyrophoric, unstable reactive or corrosive
   - [ ] Particularly hazardous substances: carcinogens, reprotoxic and developmental toxicants, or acutely toxic materials
   - [ ] Unbound engineered nanomaterials
   - [ ] Radiation producing equipment: Ionizing (e.g. x-ray)
   - [ ] Radiation producing equipment: Non-Ionizing (e.g. microwave/radiofrequency)
   - [ ] High power magnets or equipment that produces significant ambient magnetic fields (> 30 Gauss)
   - [ ] Biological materials requiring biosafety level 2 or higher containment conditions
   - [ ] Invertebrate animals that require containment facilities
   - [ ] Toxins or biological materials regulated as Select Agents
   - [ ] None of the above

12. **Hazards/Chemicals/Radiation/Select Agents**: Check off any relevant items or select None of the above if none listed are applicable. Please see additional information on these items:

   - **Chemicals of Interest**: https://www.cisa.gov/publication/cfats-coi-list
   - **Particularly Hazardous Substances**: https://ehs.princeton.edu/laboratory-research/chemical-safety/particularly-hazardous-substances
   - **Select Agents**: https://www.selectagents.gov/SelectAgentsandToxinsList.html

   If yes is selected for any of these items, provide a description in the required text field.
13. **EAR:** This question is intended to identify projects requiring the receipt (whether from the sponsor or via procurement) of items or technology that may require an export license in order to be shipped overseas or for a foreign person to have access to the item or technology. Select yes or no. If yes, provide details in the required text box.

14. **Secure/regulated data sets:** Some proposal solicitations may indicate that the University is expected to receive, generate or transfer data subject to security or export control requirements. PIs also often have knowledge about such requirements that may not be spelled out in the solicitation, and certain corporate sponsored research projects do not have solicitations. Furthermore, this proposal-stage question would permit ORPA to involve the Information Security Office at an earlier stage of planning for the project to validate the need for and costs to support the secure research project data of the project. Select yes or no. If yes, provide details in the required text box.

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

---

**For more information or training on Princeton’s policies regarding human subjects, animal usage, biosafety, or export controls – Please reach out to the appropriate contacts below.**

PIs must submit a protocol or registration to the appropriate committee for any human subjects, animal research, recombinant DNA or biohazardous materials that are described in the proposal.

<table>
<thead>
<tr>
<th>Oversight Board</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Review Board for Human Subjects</td>
<td><a href="mailto:irb@princeton.edu">irb@princeton.edu</a></td>
</tr>
<tr>
<td>Institutional Animal Care and Use Committee</td>
<td><a href="mailto:iacuc@princeton.edu">iacuc@princeton.edu</a></td>
</tr>
<tr>
<td>Institutional Biosafety Committee</td>
<td><a href="mailto:ibc@princeton.edu">ibc@princeton.edu</a></td>
</tr>
<tr>
<td>Export control, foreign collaborators, foreign travel, ITAR Items, EAR, secure or regulated data sets</td>
<td><a href="mailto:exports@princeton.edu">exports@princeton.edu</a></td>
</tr>
</tbody>
</table>
Based on the compliance review information and additional factors, proposals that meet the University Research Board (URB) readership criteria will be sent to the URB for review, after ORPA submits the proposal to the sponsor.

- Proposals that meet URB criteria are assigned by the ORPA Assistant Director to two URB faculty committee members: one from humanities or social sciences and one from engineering or natural sciences.
- If a URB reader has questions for the PI, the URB reader notifies the ORPA Assistant Director, who emails the questions to the PI, without identifying the URB reader raising the questions.
- The PI replies to the ORPA Assistant Director.
- The ORPA Assistant Director then sends the PI responses along to the URB reader.
- If the URB reader has further questions, the process is repeated until either the URB reader approves or the PI is invited to present the proposal at a URB meeting.
- Proposals that meet the URB criteria will have an URB ancillary review added to them by the ORPA Assistant Director. The ancillary review must be completed and accepted prior to award setup in PeopleSoft.

### URB Conditions

- Over $30 million in total costs
- Lab or facility space change (Compliance Review-7)
- Biosafety level 3 handling (Compliance Review-8)
- During the course of this project, collaboration with, receiving funding from, or traveling to countries listed in Compliance Review-9
- Collaborating with or receiving funding from countries listed in Compliance Review-10
- ITAR items (Compliance Review-6)
- Unusual proposal (As determined by the ORPA GCA)

### 2.2.7 Additional Proposal Information – SmartForm

1. **Application Institution:** Defaults to "Trustees of Princeton university". Do not change or update.
   - a. **Performance Location:** Leave blank. Not used for external performance sites.
2. **Will there be program income?** Select yes or no.
   - Yes should only be selected if there will be income generated directly by the grant-supported activity or earned as a consequence of the award.
• If yes is selected, you will need to report the budget period(s), source of funding, and amount.

Click Continue on the bottom of the SmartForm page to advance. You may also Exit or Save the page if you wish to return later.

2.2.8 Completion Instructions - SmartForm

Once you have completed the funding proposal SmartForms, click “Validate” on the Completion Instructions page. This will check that all required information has been entered. If you receive a red stop icon, click on the blue link in the message to return to that page and enter the requested information.

Once all information has been entered and validated, click the Finish button to complete the SmartForm. This will bring you to the funding proposal’s workspace where you can complete other proposal items, like adding ancillary reviews and the budget.

Note: Even when you “finish” the funding proposal SmartForm, you can return to make updates up until the proposal is submitted for department review. The proposal is editable by you and other Editors as long as it is in “Draft” status, so it is not necessary to complete all of the SmartForm pages at once.

2.3 Introduction to Funding Proposal Workspace

Once the funding proposal has been created, it will have its own workspace that contains a summary of proposal information, activities, and other relevant information regarding the proposal.
Note “Workspace” is the term for this page in Princeton ERA and is not related to the Grants.gov Workspace.

Across the top of the proposal workspace, several important details about the proposal are displayed. Its state or status is Draft. The short title (“New Proposal Example”) and the FP ID (FP00002225) are displayed. For more information on proposal states, refer to the Proposal State section of this manual.
On the left side of the workspace, there are buttons to **Edit the Funding Proposal** and create a **Printer Version** of the funding proposal. Underneath those buttons are links called “activities”.

Activities are actions or steps that we can take for this funding proposal. Some activities involve moving the proposal through the approval process, and others may include checking or updating budget or compliance information. The activities available are dependent on your user role and the state of the proposal.

Many of these activities will be used during the proposal development process. Refer to the Complete Workspace Activities section which will provide instructions on how to execute activities that are required for the proposal development process.

Some activities are not used for every proposal submission but are good to be aware of because they can provide helpful functionality. Instructions for these activities are included in the “Additional Functionality” section towards the end of this manual.

Proposal and Budget demographic information are displayed in the middle of the workspace.

### Demo Proposal for 8/1 class

**PD/PI:** Displays PI from the funding proposal SmartForm.

**Department:** Displays Responsible Department from the SmartForm.

**Specialist:** ORPA Specialist is automatically assigned by the system based on the PI’s home department, which may not be the same Specialist as the submitting department. If the automatically assigned GCA is not the GCA for the submitting department, ORPA will update the specialist when the proposal reaches the Specialist Review state.

**Sponsors:** Displays the direct sponsor from the SmartForm.

**Internal Submission Deadline:** Displays the date that is 5 business days prior to the sponsor deadline entered on the “Budget Periods and Key Dates” SmartForm.

**Certified:** Initially this is No but changes to Yes when the lead PI executes the Certify activity in Princeton ERA. If the lead PI will not use Princeton ERA, the GCA will update this to Yes after verifying the PI’s signed assurance statement has been submitted via Ancillary Review.

**SF424 Link:** Link to the SF424 record appears if the Create-Update SF424 activity has been executed. A link will only appear in this field for S2S submissions.

**Starting Date:** Date of first proposed budget period.
- **Number of Periods**: Set on the Budget Periods and Key Dates SmartForm page.
- **Total Direct**: Summary of direct costs from all proposed sponsor budgets where “include in financials” is “yes”.
- **Total Indirect**: Summary of F&A from all proposed sponsor budgets where “include in financials” is “yes”.
- **Total**: Summary of all direct and indirect on proposed sponsor budgets where “include in financials” is “yes”. *Note that all totals are $0 until a sponsor budget has been added.*
- **PeopleSoft Award ID**: Field is populated once the proposal has been awarded and set up in PeopleSoft.

The middle of the screen features workflow bubbles that can be used to track where a proposal is in the approval and submission process.

![Workflow Bubbles](image)

The orange bubble represents where the proposal is now. Refer to the workflow bubbles for a visual representation of where your proposal is in the submission process.

The bottom of the workspace contains helpful tabs.

![Working Budgets Table](image)

The **Budgets tab** provides a link to each budget. If there are multiple budgets (including cost sharing budgets) they will all be listed here. Click on a budget name to view the budget’s workspace. Click on the Edit link to jump to a particular Budget SmartForm.

![SF424 Summary Table](image)

The **SF424 summary tab** provides details about the SF424 and its submission status. This tab will only have data for s2s submissions.
The **History tab** provides a helpful record of all actions taken on the funding proposal. It shows what the activity was, who executed it, and when. This is a useful tool for understanding the history of a proposal and seeing where it is in the approval process.

To learn more about an event in the history tab, click the Activity name. It will display additional details, if available, such as comments or documents uploaded. The below example is an example where a document and comment were added.
Relationships Managed
Activity used in an integrated environment to associate related project.

Summary

Author: Stacey Weber (SPI-Sch Public & Intl Affairs)
Logged For (Funding Proposal): Demo Proposal for 8/1 class
Activity Date: 8/23/2022 11:36 AM

Form

1. Related submissions:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Owner</th>
<th>Organization</th>
<th>Project Type</th>
<th>Project Status</th>
<th>Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRA00000029</td>
<td>Agreement for: Demo Proposal for 8/1 class</td>
<td>SPI-Sch Public &amp; Intl Affairs</td>
<td>Agreement</td>
<td>Pre-Submission</td>
<td>8/23/2022 11:34 AM</td>
<td></td>
</tr>
<tr>
<td>OTH0000197</td>
<td>Kyle Sample Agreement 7/21</td>
<td>Lynn Crow</td>
<td>SPI-Sch Public &amp; Intl Affairs</td>
<td>Agreement</td>
<td>Active</td>
<td>7/21/2022 2:29 PM</td>
</tr>
</tbody>
</table>

2. Comments:

3. Supporting documents:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no items to display</td>
</tr>
</tbody>
</table>

Review the various tabs to see what fields were changed, what documents were attached, and if a notification was sent by the system.
The **Reviewers tab** displays information about reviewers and other individuals involved with the proposal.

**Contacts**: This list includes Princeton personnel listed on the proposal as project personnel or administrative editors. Note there is a known issue where the FP creator will always appear in the contacts list on this tab and will always have access to the FP. The creator will also receive the "Award Notification Received" email.

**Reviewers**: All reviewers for the responsible department (submitting department) will be listed.

*Note that all proposals will only have 1 Approval Step. In the Draft State, the proposal is at step 0. In the Department Review State, the proposal is at step 1.*

**Ancillary Review (AR)**: This table summarizes all ancillary reviews that have been added to the proposal. It shows the type and who the AR was sent to (person or organization). It will also show if the review is required, if it is completed, and if it has been accepted.

The **Attachments tab** consolidates many of the documents associated with the funding proposal for easy access and review. Attachments can be uploaded in many different places in Princeton ERA including the General Submission SmartForm, Personnel SmartForm, Budget, Subaward Budget, Cost Share Budget, Add
Attachments activity, and Add Comment activity. This tab provides links to view attachments added to those activities. Note: This tab does not include attachments stored on the SF424. Those attachments must be viewed directly on the SF424 record.

Information about the document such as the type (where it was uploaded), who it was uploaded by, when it was created, and when it was modified (if revised) are displayed. Select the ellipsis to see the history for a document. If multiple prior versions exist and are Word documents, use the Compare button to review differences between the versions.

The Financials tab shows a summary of all sponsor budgets including Personnel Costs, General Costs, Indirects, and Totals. This summary includes subawards budgets. It does not include cost share budgets, or budgets where “include in financials” is set to “No”.

For more information on budgets, refer to the Budget Manual.
The **Reviewer Notes tab** summarizes any reviewer notes added to the funding proposal SmartForm by department approvers or the ORPA specialist during the review process. If a proposal is returned to the department for updates, this section can be used to review requested updates and jump to the field where change is requested by using the blue links.

The **Related Projects tab** shows any agreements that have been associated with this funding proposal. Agreements may be associated in the agreements module or by using the Manage Relationships activity on the proposal. Click the ID or Name link to navigate to the agreement.

The **Change Log tab** tracks major and minor versioning of the proposal as it moves through workflow. In general, this tab can be ignored. If you would like to see the differences funding proposal versions, use the “Compare” feature within the funding proposal SmartForm.
2.4 Complete Workspace Activities

After completing the funding Proposal SmartForm, there are additional activities that must be completed before submitting the funding proposal for department review. Detailed steps are included for each activity, but below are the general processes for S2S and non-S2S applications.

Non-S2S Application Workspace Activities

S2S Application Workspace Activities
2.4.1 Add Senior/Key Personnel Assurances Ancillary Review (AR)

Assurances must be obtained for all PIs, co-PD/PiS, co-investigators, key personnel, fellows, and mentors on the funding proposal.

With the August 2022 upgrade, the lead PI (specifically the person listed on the General Proposal Information SmartForm Q4 which is the fellow/mentee for NIH fellowships that are submitted via s2s), will use the Certify activity to assure.

An Ancillary Review for assurances should be sent to anyone that is listed on the Personnel SmartForm page in question 1a (mentor), any institutional personnel in 3a with the role PI/PD, Co-PD/PI or Co-Investigator, and any institutional personnel with a role other than those listed but marked as Senior/Key personnel on question 5.

The assurances and compliance questions can be completed electronically by the investigator. If the PI or key person prefers not to submit electronically, a PDF-based version of the assurances can be signed by the individual and uploaded to Princeton ERA by the department administrator.

Below is the business process for obtaining PI assurances using the electronic or PDF/paper-based method.

PI Assurance request for named personnel except the Lead PI – Electronic

On the funding proposal workspace, select the Manage Ancillary Review activity.
In the Manage Ancillary Review pop-up window, select Add.

On the Add Ancillary Review slide in window:

- **Person**: Add the Person to whom the ancillary review is being sent. Search by the person’s full name, last name or use the % sign as the wildcard.
- **Review Type**: Assurances
- **Response Required**: Yes
- **Comments**: These comments will be included in the AR email, but do not appear on the History tab. Sign your name so the reviewer knows who is requesting the review, as the AR is sent from erasupport@princeton.edu, not your personal email account.
Click “OK and Add Another” to add additional ancillary reviews or click OK to add the review and return to the Manage Ancillary Review screen.

You will see a summary of the ancillary reviews. If reviews for assurances for additional personnel are needed, click Add and repeat the steps above.

On the Manage Ancillary Review screen, add a comment stating the ancillary reviews added are for Assurances. This comment will appear in the History tab. Typically supporting documents are not uploaded on this screen for PI Assurances.
Once all ancillary reviews have been added, click OK on the Manage AR screen.

Electronic Assurances Example

Comments entered here appear on the History tab but do not appear in any notification emails.

Do not attach anything here. These attachments are not included in the emails.

Be sure to click OK

Please note that it is VERY important to click OK on the Manage Ancillary Review screen because it adds the ancillary review to the proposal and triggers the email notification from erasupport@princeton.edu to the people specified in the ancillary review window.

The ancillary review request appears in the History tab.
If comments were included in the Add Ancillary Review window, they will appear in the email to the PI:

While there is a comments box on the “Manage Ancillary Reviews” window, these comments are not included in the AR notification email. The comments in the “Add Ancillary Reviews” window are included in the AR notification email. The comments on the “Manage Ancillary Reviews” screen are stored on the History tab.

You will not receive email when ancillary reviews are completed, but you can click on the Reviewers tab and scroll to the bottom of that tab to check the status of the reviews in the Ancillary Review section. See the “Reviewing the Status of Ancillary Reviews” section in this manual.

Reminders are not sent by the system for Ancillary Reviews but you can remind ancillary reviewers by using the “Send Email” functionality in the left navigation bar. This sends an email to the reviewer and also records the contents of the email on the History tab. See the “Reminding the Ancillary Reviewer to Complete their Review” section of this manual.
PI Assurances – Paper/PDF Based

In the “paper/PDF based” assurances method, the PI signs a PDF form outside of the Princeton ERA system and you, as the department admin, will upload the PI’s signed form into Princeton ERA via an Ancillary Review that you send to yourself. On the funding proposal workspace, select the Manage Ancillary Review activity.

In the Manage Ancillary Review pop-up window, select Add.

On the Add Ancillary Review slide in window

- **Person**: Add the review to yourself. Do NOT add it directly to the PI since you will be completing the ancillary review once the PI has sent you their signed paper/PDF PI Assurance.
- **Review Type**: Assurances
- **Response Required**: Yes
- **Comments** are not required, but any comments added will be included in the ancillary review notification; the ancillary review notification will be sent to yourself.
**Attachments**: Even if you already have the signed PI assurance, do not upload it here; it will be uploaded in the “Submit Ancillary Review” activity.

Click OK to add the review and return to the Manage Ancillary Review view.

You will see a summary of the ancillary reviews. If reviews for additional personnel are needed, click Add and repeat the steps above. If you are submitting paper-based assurances for multiple personnel, you will add multiple assurances to yourself, one for each PI and senior/key person, so you can upload each signed document as it is completed.

Once all ancillary reviews have been added, add a comment on the Manage Ancillary Review screen to designate that these reviews are for PI Assurances; these comments will appear on the History tab. If you already have the signed PI assurance form, do not upload it here; it will be uploaded via the Submit Ancillary Review activity. Click OK to add the ancillary review.
The activity appears on the History tab.

<table>
<thead>
<tr>
<th>Budgets</th>
<th>SF424 Summary</th>
<th>History</th>
<th>Reviewers</th>
<th>Attachments</th>
<th>Financials</th>
<th>Reviewer Notes</th>
<th>Related Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Locate the PI Assurance form on the ORPA forms page. Contact your PI or Senior Key personnel to have them review and sign the PDF assurance.

Once you have received the signed PDF assurance, select the Submit Ancillary Review activity from the proposal workspace.
In the Submit Ancillary Review pop-up screen:

- Confirm the correct AR has a checkbox next to it if there are multiple ARs (there may be multiple if you have added several assurances for different people)
- Accept the submission
- AR is complete
- Upload the signed assurance document under Supporting Documents by dragging and dropping or by clicking the Add button.
- Select that “The signed Assurance Statement is uploaded as a Supporting Document to this Ancillary Review”
- Scroll to see screenshots below.
Example: Paper/PDF based Assurance

1. Select the Review you are submitting:
   - Organization: [Organization Name]
   - Person: [Person Name]
   - Review Type: [Review Type]
   - Required: [Yes/No]

2. * Do you accept this submission?  
   - Yes  ○  No [Clear]

3. * Is the ancillary review complete?  
   - Yes  ○  No [Clear]

4. Comments:
   - [Additional comments field]
   - Comments entered here appear on the History tab. Entering comments can be helpful if there are multiple ancillary reviews (for any reason).

5. Supporting documents:
   - [Add button]
   - Name: [Name]
   - [File: PI-assure.pdf(0.01)]
   - Use the Drag and Drop functionality or the Add button to upload the signed paper-based PI Assurance.

If there is more than one assurance, check off the assurance that is being completed.

Select Yes in Q2 and Q3.
6. **Assurance Statement:**

I certify to the best of my knowledge:

[Text of assurance statement]

- I agree to the above Assurance Statement
- The signed Assurance Statement is uploaded as a Supporting Document to this Ancillary Review

Click OK. The assurance has successfully been added and submitted.

**Reviewing the Status of Ancillary Reviews**

To review all ancillary reviews and check if they have been completed, refer to the Ancillary Review section on the Reviewers tab of the workspace.

All Assurance ancillary reviews for senior/key personnel and the Certify activity for the lead PI should be completed and accepted before the ORPA GCA will submit the proposal to the sponsor. Ideally, the reviews and the Certify activity should be completed and accepted before the funding proposal reaches the Specialist Review state. If the Lead PI is completing the Certify activity within Princeton ERA, they should also complete the Compliance Review page which means their certification and the compliance page must be completed before the proposal is submitted for department review. This is because the system will not allow a proposal to be submitted for department review unless all compliance review questions are answered.
You can also refer to the history tab, which will show you additional details about the ancillary review being completed including the person who completed the ancillary review (the “author”), date, any comments and any documents attached during the “Submit Ancillary Review” process.

Reminding the Ancillary Reviewer to Complete their Review

If ancillary reviews have not been completed, use the Send Email activity on the workspace to remind the senior/key person to log on and complete their review.
In the send email activity pop-up window:

- Add Email subject line
- To select any other recipient for this email, search and select the PI or personnel to whom you would like to send the reminder email
- Enter comments which will be included in the email and will appear on the History tab.

Click OK. An email message will be sent from erasupport@princeton.edu to the selected personnel.
FP00001045: Please complete the PI Assurances

To: Rita Hamilton (testpi5)

Link: FP00001045
PL: Gilbert Ramsey (testpi10)
Title: New Proposal - Example

Comments:
Hi Rita,
Please complete the PI Assurances for this proposal.
Thanks, Stacey

The contents of the email also appear on the History tab:
2.4.2 Certify Activity for the Lead PI Assurance

2.4.2.1 Certify info and process

- As of the August 2022 upgrade to Huron Grants 10.1.1, the Lead PI now certifies their proposal via the Certify activity instead of the Ancillary Review activity. Everyone else who needs to assure, or lead PIs who won’t use Princeton ERA, will use the existing AR assurance process.
- There is a new activity called “Certify”
- The Certify activity contains Princeton’s assurance language.
- The Certify activity is only available for the lead PI (or the fellow) listed on the General Proposal Information SmartForm page, question 4 (see screenshot below). For NIH fellowship proposals that are being submitted via s2s, the fellow (student) must be listed here in order to map as the PD/PI on the Senior/Key person form.
  - For the rest of this chapter, any reference to “lead PI” is referring to the person listed here:

  ![General Proposal Information SmartForm Screenshot]

- The Lead PI will use the Certify activity to assure.
- Everyone else who needs to assure, or lead PIs who won’t use Princeton ERA, will use the AR assurance process.
- How does the Lead PI know they need to assure via the Certify activity? Use the “Send email” activity in the left navigation bar of the FP workspace to ask the lead PI to certify. Then fill in a subject line, add the lead PI as the recipient and include comments. You can also attach the [PI certify quick guide](#).
The lead PI will then receive an email that looks like this:

```
FP00002222: Please certify your proposal

erasupport@princeton.edu
To: [Redacted]

To: Gilbert Ramsey (testpi10)
Link: FP00002222
PI: Gilbert Ramsey (testpi10)
Title: Demo Proposal
Comments: Hi Gilbert,
Please certify your proposal.
Thanks, Stacey
Supporting Documents:
Instructions.pdf
```

- The advantage of the system generated email is it contains the link to the FP that the PI can click on which takes them directly to their FP. In this case, the comments and attachments also appear in the email.
- There is a new "Certified" field on the FP workspace. This displays as "no" when it is not certified by the lead PI.
The lead PI can click on the Certify activity and a window appears with the assurance language. The PI can read the assurances, then scroll down and click OK to assure.

- Comments do not need to be entered. No attachments need to be uploaded.
- (Scroll down to next page for the next screenshot)
After the Lead PI clicks ok, the Certified field on the FP workspace displays as “yes”, and the Certify activity appears on the History tab, where you can see when the Lead PI certified.
• Side note: If the PI logs on directly to Princeton ERA without using the link in the email, the FP is in the lead PI’s “My Inbox”, but not in the “My Reviews” tab (because it’s not an Ancillary Review).

• The Lead PI can certify during Draft, Dept Review, Specialist Review states.
• The FP stays in the Admin Contact + PI’s Huron “My Inbox” tab in the Department Review + Specialist Review states until it is certified.
Add Additional Ancillary Reviews (as required)

Additional ancillary reviews of the funding proposal may be required based on certain criteria. The ancillary review process is a method of electronically sending a review request to another person or people associated with an office. It is not part of the proposal approval workflow process.

The department administrator will add these ancillary reviews, prior to submitting to department review. They may be added right after the PI assurance, or later in the proposal development process (such as after you have completed the budget).

Department administrators should add additional ancillary reviews based on the following criteria:

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Review Details + Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Hoc</td>
<td>PERSON ORGANIZATION: Name of person who needs to assure. If using the “paper based” method, select your name. AR COMMENTS:</td>
</tr>
<tr>
<td></td>
<td>• 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 this manual.</td>
</tr>
<tr>
<td></td>
<td>• Senior/Key Personnel electronic method: State that the senior/key person should complete their assurance.</td>
</tr>
<tr>
<td></td>
<td>• Lead PI or Senior/Key Personnel “paper based” method: include name of PI and senior/key personnel in comment. AR ATTACHMENTS: Do not upload any attachments for the electronic or paper based methods. Even if you already have the signed paper based assurance statement, do not upload the signed assurance here. The signed assurance statement will be uploaded during the “Submit Ancillary Review” activity.</td>
</tr>
<tr>
<td>Biosafety Level 3 (BSL3) Review</td>
<td>INFO: Send if project requires BSL3 handling. PERSON ORGANIZATION: Select Organization “URB-ORPA” and “PRV-Ofc of the Provost”.</td>
</tr>
<tr>
<td>Compliance or Congruency Review (RIA)</td>
<td>INFO: 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. PERSON ORGANIZATION:</td>
</tr>
<tr>
<td></td>
<td>• Select Organization “RIA-IACUC” for IACUC congruency review only if required by sponsor.</td>
</tr>
<tr>
<td></td>
<td>• Select Organization “RIA-IRB”, “RIA-IBC”, or “RIA-FCOI” for other compliance questions</td>
</tr>
<tr>
<td>Cost Sharing</td>
<td>PERSON ORGANIZATION: Send the cost sharing commitment approval request to the manager of the department committing cost share, or the following Organizations as appropriate:</td>
</tr>
<tr>
<td></td>
<td>o “SEA-Sch of Eng &amp; Appl Sci”</td>
</tr>
<tr>
<td></td>
<td>o “PRV-Ofc of the Provost”</td>
</tr>
<tr>
<td></td>
<td>o “DFR-Ofc Dean for Research” AR COMMENTS: Include if the cost sharing is mandatory or voluntary.</td>
</tr>
<tr>
<td>Export Controls/ITAR</td>
<td>PERSON ORGANIZATION: Select Organization “ORPA-Export Controls”.</td>
</tr>
<tr>
<td>Indirect Cost Waiver</td>
<td>INFO: 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</td>
</tr>
</tbody>
</table>
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.

**PERSON OR ORGANIZATION:** The ORPA Director

**AR COMMENTS:** Please make sure that the below information is included in the comment as part of the Ancillary Review:
- The justification for the request
- 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.

**Note:** 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 nor the GCA.

<table>
<thead>
<tr>
<th>Lab or Facility Space Change</th>
<th>INFO: Send if a lab or facility space change would result from the proposal. The Compliance Review question 7 should also be marked as yes.</th>
</tr>
</thead>
</table>
|                             | **PERSON OR ORGANIZATION:** If submitting through an engineering dept, select Organization “SEA- Sch of Eng & Appl Sci”. If submitting through any other department, select Organization “PRV-Ofc of the Provost”.

**AR COMMENTS:** Please include a description of the proposed changes in the comments.

**AR ATTACHMENTS:** Upload the existing floor plan and the proposed floor plan (or an outline of the proposed floorplan) as attachments.

<table>
<thead>
<tr>
<th>PI Eligibility (select “Ad Hoc”)</th>
<th>INFO: Select type “Ad Hoc Review” when PI status is needed for a researcher. Refer to the “PI Status Requests” tile on the URB website for guidance.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>PERSON OR ORGANIZATION:</strong> Select Organization “DFR-Ofc Dean for Research”</td>
</tr>
</tbody>
</table>

| University Research Board        | **PERSON OR ORGANIZATION:** Select Organization “ORPA-URB”                                                                                                                                 |

Other reviews may be sent on an ad hoc basis, such as department reviews, scientific reviews, or ad hoc reviews. Refer to the Ancillary Review Matrix for additional guidance.

The process for adding any ancillary review is very similar to the steps to add the PI assurances ancillary review. Follow the steps below.

On the funding proposal workspace, select the Manage Ancillary Review activity.

Complete the Manage Ancillary Review and Add Ancillary Review screens by following the instructions below.
After clicking OK in #10, an email is sent to the person specified in #1 or the people associated with the “organization” in #1. The email will come from 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.
2.4.4 Display Team COI Information

The Display Team COI Information activity shows the last date personnel completed their Princeton COI disclosure and their CITI COI Training Date.

COI Disclosures should be checked for all Senior Key Personnel on proposals to all federal sponsors and all sponsors that have adopted the PHS FCOI regulations as per the chart below. Disclosures need to be up to date (within the current calendar year) prior to submitting the proposal to the sponsor.

COI CITI Training must be completed and up to date (within the last 4 years) by all Senior Key Personnel on PHS proposals, DOE proposals, and proposals submitted to sponsors that have adopted the PHS FCOI regulations.

<table>
<thead>
<tr>
<th>Non-Federal Sponsors that have adopted the PHS FCOI Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alliance for Lupus Research (ALR)</td>
</tr>
<tr>
<td>Alpha-1 Foundation</td>
</tr>
<tr>
<td>American Asthma Foundation (AAF)</td>
</tr>
<tr>
<td>American Cancer Society (ACS)</td>
</tr>
<tr>
<td>American Heart Association (AHA)</td>
</tr>
<tr>
<td>American Lung Association (ALA)</td>
</tr>
<tr>
<td>Arthritis Foundation (AF)</td>
</tr>
<tr>
<td>CurePSP</td>
</tr>
<tr>
<td>Juvenile Diabetes Research Foundation (JDRF)</td>
</tr>
<tr>
<td>Lupus Foundation of America (LFA)</td>
</tr>
<tr>
<td>Patient-Centered Outcomes Research Institute (PCORI)</td>
</tr>
<tr>
<td>Susan G. Komen for the Cure</td>
</tr>
</tbody>
</table>

Follow the process below.

From the funding proposal workspace, select the Display Team COI Information activity.
In the pop-up window, the PI, fellow, and any personnel included as Senior Key Personnel or Other Significant Contributor on the Personnel page are displayed. Confirm the Last Disclosure Date appears and is within the current calendar year and check if COI training requirements are met for everyone (except Other Significant Contributors) listed on the Display Team COI Information screen. Other Significant Contributors are not Senior Key Personnel and do not need to disclose nor take the COI training.

Click OK to close the window. Note that clicking “OK” will record that this information has been checked in the History tab, which is helpful for review and audit purposes. Remember to exit using the OK button instead of “x-ing” out of the window.
If Disclosures have not been completed by any senior key personnel, use the Send Email activity to RIA and the senior key person to tell them to complete their disclosures in eRIA. For more details on the Send Email activity refer to the Additional Funding Proposal Activities section. You may submit the proposal for department review prior to the COI disclosures being completed, but disclosures need to be completed prior to proposal submission.

If CITI training has not been taken or was completed more than 4 years ago, and the proposal is being submitted to PHS agencies, DOE agencies, or non-federal sponsors that adopted the PHS COI regulations, tell the senior key personnel to take the training via the Send Email activity. RIA and CITI will send expiration reminders for those who have previously completed training and are approaching the 4 year expiration date.

2.4.5 Create Budgets
When the funding proposal is created, a blank budget for the associated sponsor will also be created. It appears under the Budget tab on the funding proposal workspace.

![New Proposal Example](image)

To enter the proposed budget, you will follow the business process below.
Please refer to the Budget Manual which includes step by step instructions for creating your budget.

2.4.6 Create-Update SF424 (S2S only)
If the proposal application will be submitted via s2s, you must create, update, and validate the SF424 before submitting the proposal for department review. Please refer to the S2S Manual for details on creating and updating the SF424.

2.4.7 Proposal Complete or Dual Submission Process?
When proposals are submitted for Department Review and Specialist Review, they may be fully complete, or the department administrator may be using the dual submission process. The dual submission approach refers to routing the final administrative components and final administrative attachments for review while scientific or research elements of the proposal are still being finalized. See Appendix B for more information on the Dual Submission Process.

Add Comment to Reviewers
To let the department reviewers and GCAs know if the proposal is ready for full review, execute the Add Comment activity on the funding proposal workspace.
In the pop-up window, add your comment explaining if all documents are final and ready for review or if any of the research elements are pending finalization. If the documents are final, the comment should say “All research/narrative/science documents are final.”
The comment will appear in the funding proposal history tab. This will let reviewers know if the review is fully complete or dual submission.

### Update Proposal Attachments

If you are using the non-dual submission process, all finalized administrative and research related documents should have been uploaded on the funding proposal SmartForm – Submission Information page for non-S2S submissions or the SF424 for S2S submissions. You generally will not need to use the Add Attachment activity to upload additional documents but can use this activity if there is additional documentation you’d like to provide to your reviewers.

If you are using the dual submission process for an S2S application, you will have uploaded administrative documents to the funding proposal SmartForm – Submission Information page and SF424 but may wait to submit scientific documents.

If you are using the dual submission process for a non-S2S submission and have drafts of the scientific documents available, you may upload them using the Add Attachments activity on the workspace. For thorough review of the proposal, it is highly encouraged to upload your Statement of Work draft.

Please label all draft documents with the prefix “Draft”. If you are selecting or adding the document, update the title within Princeton ERA. If you are dragging and dropping the file it should be saved with the Draft prefix.

Select the Add Attachment activity.

Click Add to Choose a File. Or drag and drop a file below the Add button.
Click OK on the Submit a Document Screen and Add Attachment Screen.

Your document has been uploaded to the Attachments tab and can be revised when the final document is available.

**Complete Dual Submission Proposal**

Once all documents have been finalized, you will need to update the funding proposal and add a comment to let your GCA know all documents are final. Documents must be finalized before the GCA submits to the sponsor.

For S2S Submissions, the final documents should be uploaded directly to the SF424 and the application should be validated. After this is complete, add a comment to the Funding Proposal workspace to let the GCA know that the finalized documents have been added.

For non-S2S submissions, the final documents should be added to the funding proposal using the Add Attachments activity.

Open the Add Attachment activity. If you are adding a new document, use the drag and drop functionality or click Add and choose the correct document.

If you are revising a previously uploaded draft document, click the ellipsis next to the document and select Upload Revision. Drag and drop functionality cannot be used when revising files.

Choose the file. Update the Title if necessary, including removing “DRAFT” from the end.
Your finalized documents will now be available on the attachment tab. Use the Add Comment activity to let the GCA know that the documents have been finalized. The comment should state “All research/narrative/science documents are final.”
The dual submission proposal is now ready for full review.

**2.4.8 Review Proposal Checklist**

Once the funding proposal SmartForm is complete and all workspace activities are executed, review the funding proposal SmartForm, budget, subaward budget, cost sharing budget, activities, and attachments for completeness.

Use the Proposal Checklist available on the Princeton ERA website to confirm your proposal is complete and ready for review.

**2.5 Submit for Department Review**

Once proposal development is complete (including the funding proposal SmartForm, budget, subaward budget, cost sharing budget, activities, and attachments), the funding proposal is ready to be submitted for department review!

**2.5.1 How to Submit**

On the funding proposal workspace, select the Submit for Department Review activity.

The Submit for Department Review pop-up window will include a summary of all ancillary reviews. A warning message will appear if there are outstanding ancillary reviews. All assurances ancillary reviews must be complete before the ORPA specialist submits the proposal to the sponsor. Other required and outstanding ancillary reviews must be completed before the award can be set up in PeopleSoft. This message is just a warning; you can still submit the proposal for department review.
Click OK. The proposal has been submitted for Department Review. Notice on the workspace that the state has been updated. An automatic email notification has been sent to the Department Reviewers to alert them of the review.
Also notice that the funding proposal is now in a read-only state. The proposal cannot be edited in the Department Review state.

To learn more about the next steps of Department Review and Specialist Review, refer to the Proposal Review section of this manual.

2.5.2 Errors When Submitting and How To Resolve

If information on the funding proposal is missing or is inconsistent, you may receive an error when attempting to Submit for Department Review.

Address any reported errors and re-try submitting for department review.

Common errors and how to resolve:

- Required Field is missing. Use the “Jump To” link to go to this field and enter the requested data.
- The Compliance Review page indicates the PI will be working with foreign collaborators (compliance question 5), but no foreign collaborator names have been listed on the Personnel page in question 3B (non-institutional personnel). Add all foreign collaborators on the Personnel page in Question 3B.
- Cost Share Commitment listed on the Create-Update Cost Share Commitment Activity and Cost Share Budgets are not equal. Update the cost share commitment or cost share budget as appropriate.

3 Proposal Review

This section explains the workflow proposals follow after they've been created and submitted for review. Proposals will be reviewed by the department and ORPA specialist (GCA) before being submitted to the sponsor. This section outlines the basics of those review processes and how to respond if changes are requested.
3.1 General Review Process
This section covers the reviews your proposal will go through after development. Referring to the business process diagram below, we will focus on the Department Review and Specialist Review processes. As a department administrator, you may not be responsible for reviewing or approving proposals. However, this section will provide insight into how these processes work and how to track the progress of your proposal as it’s being reviewed.

Additionally, you will learn how to respond to changes requested by department reviews or GCAs during the review process.

3.2 Department Review
After a proposal is developed and submitted, it transitions to the Department Review state. Each proposal must be reviewed by the Responsible Department (submitting department) identified on the Personnel SmartForm page. All of the department reviewers will receive an email notification when the proposal has been submitted for Department Review.

Each department will have 1 Approval Step. In some cases, a proposal creator may also be the approver whereas in other departments the proposal will be created and then approved by someone else within the department. The proposal only needs to be approved by one of the listed department reviewers.

To see the approvers for your proposal, review the “Reviewers” section on the Reviewers tab of the funding proposal workspace.
If your department approval list needs updating, please reach out to erasupport@princeton.edu.

3.2.1 Review Proposal

Department Reviewers will receive an automatic system generated email from erasupport@princeton.edu in their Princeton email client (such as Outlook) alerting them that there is a funding proposal ready for Department Review with the subject “Proposal Submitted”. This means the proposal has been submitted for your department review and approval.

The email notification will include a link that will take the reviewer directly to the proposal.

Additionally, the funding proposal will appear on department reviewers’ Dashboard. It will be in the “My Inbox” tab, signaling that it requires an action, and the “My Reviews” tab, which is a list of all proposals requiring their review.
The reviewer will select the funding proposal and review this proposal from its workspace. From the workspace, reviewers should use the proposal checklist to confirm the funding proposal is complete, accurate, and that all required activities have been completed. Please use the proposal checklist available on the Princeton ERA website.

Approvers will review the funding proposal SmartForm. Note that reviewers cannot edit the SmartForm pages; they have a read-only view of the proposal.

To assist with the review, Department Approvers can check off each section as they review it. This turns the section green and is a helpful tool for tracking progress of your review.
If the reviewer has questions or comments on the funding proposal SmartForm pages, they may add Reviewer Notes.

To add a Reviewer Note, select the conversation bubble next to a question and a pop-up bubble will appear. The type will automatically be Department Draft Change Request.

- Add your comment.
- Select if a response from the proposal creator is required or not.
  You should ONLY check response is required when you will be sending the proposal back to the Dept Admin for changes and require that they change or specify a question before proceeding.
- Click OK.

Once added, the comment will appear below. Proposal editors can respond to comments when the proposal is sent back for changes.
Checking off sections as they are reviewed and adding Reviewer Notes are not required steps of the review process but are a helpful way to track progress and communicate with the proposal creator.

*Note: The Reviewer Notes functionality is only available on the Funding Proposal SmartForm pages and is not on the budget pages or activities.*

### 3.2.2 How to Approve Proposal

Once a proposal has been reviewed and is considered complete, it can be Approved. Approving the proposal will advance it on to Specialist Review (GCA Review).

From the funding proposal workspace, the reviewer can select the Approve activity.

The Approve pop-up will appear. If any Ancillary Reviews are outstanding, you will receive a warning message but can continue with approval.

Comments are not required but will appear on the History tab if added.

Click OK.
The proposal has been approved by the Department Reviewer. The proposal is now in Specialist Review. ORPA will begin reviewing the proposal.

### 3.2.3 How to Request Changes

If a proposal needs to be updated or changes are required, a Department Approver may request changes before they approve the proposal.

To request changes, select the Request Changes activity on the funding proposal workspace.
In the pop-up window, you will see a summary of any unresolved reviewer notes that you have added. You can also add additional comments to the Department Administrator that will appear in the History Tab. Click OK.

The proposal is now in Department Review: Response Pending from PI State and the Clarification Requested workflow bubble is highlighted. The system sends automated email from erasupport@princeton.edu only to the Admin Contact. Any comments added to the Request Changes window do not appear in the email to the Admin Contact, but will appear on the History tab.

The proposal is in the “My Inbox” tab on the dashboard for all editors listed in the funding proposal.

FP00000364: Department Requests Changes From PI

erasupport@princeton.edu
Wed 7/29/2020 11:48 AM
To: Stacey Weber
Link: FP00000364
PI: Gilbert Ramsey (testpi10)
Title: 

There are changes that need to be made to the proposal. Please click on the link above to open your proposal.
The department editors can now edit the funding proposal, respond to reviewer notes, and submit changes back to the department reviewer. See the Proposal Changes Requested section for more details.

### 3.3 Specialist Review

Once a proposal has been developed and approved by a Department approver, the proposal state changes to Specialist Review. During specialist review, your ORPA GCA will review the proposal.

If changes are needed, the Admin Contact will receive an email from erasupport@princeton.edu and the state will change to Specialist Review: Response Pending PI. Any comments added to the Request Changes window do not appear in the email to the Admin Contact, but will appear on the History tab.

The proposal will appear in the “My Inbox” tab for all FP editors.

If no updates are needed, the specialist will move the proposal to Final Review, where the FP state will transition to Pending Submission to Sponsor, and then proceed with submitting the proposal to the sponsor, with the FP state transitioning to Pending Sponsor Review. Only the Admin Contact will receive automated system generated emails from erasupport@princeton.edu when their review is complete.
**Note:** If you are using the dual submission approach, all documents must be finalized, and a comment must be added to let your ORPA GCA knows before the ORPA GCA can complete Specialist Review.

3.4 Proposal Changes Requested

During their proposal review, Department Reviewers and/or ORPA GCAs (Specialists) may need to request changes or updates to the funding proposal.

When the Department Review requests changes, the proposal will change to “Department Review: Response Pending from PI”. When the Specialist requests changes, the proposal state is updated to “Specialist Review: Pending Changes by PI”. Either of these scenarios mean the department administrator must respond to the request and resubmit the proposal back. Only the Admin Contact will receive a system generated email notification from erasupport@princeton.edu that changes have been requested. The proposal will appear in “My Inbox” on the Dashboard for the admin contact and all editors on the funding proposal.

3.4.1 How to Respond to Change Request

Navigate to the workspace of the proposal which requires changes. Admin contacts and editors can locate the proposal on your Inbox tab on your Princeton ERA dashboard or on the Internal Review tab on the Grants tab. Admin contacts can click on the link in the notification.

Review the History tab to see if the reviewer added any general comments, such as changes needed based on the proposal, budgets, or workspace activities. The history tab also indicates if any reviewer notes were logged on the Funding Proposal SmartForm pages. Your department reviewer or ORPA specialist (GCA) might not use reviewer notes functionality, though.
To review the requested changes, select the Reviewer Notes tab. This tab will show all Reviewer Notes on the funding proposal and summarize them, including which fields changes are requested for and if the response is required.

Select the page name or field name (displayed in blue, e.g. Personnel or Biosketch). Following the link will take you directly to that question on the SmartForm.

The left navigator identifies which SmartForm pages have reviewer notes. An orange bubble on the page indicates which question(s) have reviewer notes.

Click the orange bubble to open the comment. Review the comment.
To make changes, close the window and update the requested information. Then return to the comment.

To respond to the comment, click “reply”. Enter your response and select “OK”.

Note that all Reviewer Notes marked as “Response Required” must be replied to before you can resubmit the proposal to the Department or Specialist.

Once all Reviewer Notes have been addressed, return to the funding proposal workspace by clicking on the Exit button in the lower right corner.

Select Submit for Department Review activity (if changes requested by department reviewer) or Submit Changes to Specialist activity (if changes requested by an ORPA GCA). *Note that sometimes the ORPA GCA may require updates go through department review before returning to the specialist. If the ORPA GCA
has requested this, the proposal will automatically go to Department Review even if you select the Submit Changes to Specialist activity.

On the Submit Changes pop-up window, enter any comments if necessary and click OK.

The proposal state will update to “Department Review” or “Specialist Review” depending on the activity selected. An email notification will be sent to the reviewer and the proposal will appear in their Inbox.

If you get error messages about reviewer notes, that means there are required reviewer notes that you did not reply to. Click on the link in the “Jump To” column to go to that question and reply to the reviewer note. Then click on the Submit for Department Review or Submit Changes to Specialist activity as appropriate.
3.5 Submitted to Sponsor

After your ORPA GCA has reviewed and approved the proposal, they will move the proposal to the Pending Submission to Sponsor state. This indicates the proposal is queued to be submitted to the sponsor. After the GCA updates Princeton ERA to reflect that the proposal has been submitted to the sponsor, the FP state will be “Pending Sponsor Review”. The Admin Contact will receive the “Proposal Submitted” email from erasupport@princeton.edu that states the FP has been submitted to the sponsor.

If the department or PI is directly submitting the proposal to the sponsor, the ORPA GCA should still be notified so that they can update the status in Princeton ERA. Use the Send Email activity on the workspace to notify your GCA.
4 Anticipate and Receive Award

After sponsor review, the proposal may be awarded, not funded, or additional changes and reviews may be necessary. This section reviews the processes followed after notification has been received from the sponsor.

4.1 Department Receives Commitment or Award

A sponsor may directly notify the PI or department of the proposal’s status. They may let you know the proposal has been awarded or not funded, send a letter of commitment, or request changes.

If the FP is in the Pending Sponsor Review state, execute the “Send Grants Status Update” activity to notify your GCA through the system. If the FP is in any other state, notify ORPA by sending an email to the awards@princeton.edu inbox including the sponsors decision and any documentation (e.g. Notice of Award, Letter of Commitment).

4.2 ORPA Receives Notice from Sponsor or Department

When ORPA receives notification about a proposal from the sponsor, from the department via the “Send Grants Status Update” activity for FPs in the Pending Sponsor Review state, or via awards@princeton.edu for FPs in any other state, they will update the proposal status in Princeton ERA.

If a letter of commitment is received, ORPA will update the proposal state to Pending Sponsor Review Award Anticipated. The letter of commitment will be added as an attachment to the proposal.

When ORPA receives the notice of award, an ORPA Award Specialist will be assigned to the proposal. They will review the proposal and execute any needed follow ups for JIT changes or outstanding ancillary reviews. Once the proposal is considered ready for award setup, the specialist will update the funding proposal state to Award Notification Received. The admin contact, all editors, and the ORPA specialist will receive a system generated notification from erasupport@princeton.edu. This will let you know the proposal is officially ready for ORPA to begin the award setup process in PeopleSoft.

---

**FP00002209: An Award Letter Has Been Received**

erasure@princeton.edu

Mon 7/11/2022 3:57 PM

Princeton Research
Electronic Research Administration

A notice of award has been received for the referenced funding proposal. The Notice of Award has been uploaded into the Grants system and is currently being reviewed.
If ORPA receives notification that the proposal has been withdrawn from the sponsor or not funded, ORPA will update the proposal state to Withdrawn from Sponsor or Not Funded. These are considered terminal states.

### 4.3 Just-In-Time (JIT) Revisions – Budget, Protocols, & Other Support

The just-in-time process will be used when additional information or changes are needed on a proposal prior to award setup. Although JIT is NIH terminology, Princeton ERA uses this terminology whenever changes are needed prior to award setup for any sponsor. Examples include when budget revisions are needed, personnel changes are needed, protocols must be updated, or congruency review is needed.

If the department administrator receives notification that JIT Changes are needed, they must use the Send Grants Status Update activity to notify the ORPA specialist.

The assigned ORPA Specialist will execute the JIT Changes Required activity which will move the proposal to “JIT Response Required” state. The system will send email from erasupport@princeton.edu to the assigned Admin Contact.
As the Admin Contact, you will respond to the JIT request.

Use the link in the email notification or log in to ERA to locate the funding proposal in your Inbox. The proposal will also be in the Inbox of the funding proposal editors.

In the JIT Response Required State, your funding proposal and budget are editable. Make the requested revisions to the proposal or budget. These changes will overwrite the current proposal information. Examples may include:

- Update budget due to reduction of budget or change in level of effort
- Add additional people to Personnel page. Update current and pending.
- Update Compliance Review page to show up-to-date IRB or IACUC protocol information or IBC registration information. This includes updating protocol number, status, exemptions, and dates.

Please ONLY make the requested changes or alert your ORPA specialist if additional updates are needed.

After updates are made, use the Submit JIT Response activity.

In the Submit JIT Response pop-up window, add any clarifying comments about what was updated to your ORPA Specialist. Click OK.
Your ORPA specialist will be notified that the JIT changes have been submitted. They will review the changes and submit any needed updates to the sponsor.

The ORPA Specialist will update the proposal to the Pending Sponsor Review Award Anticipated state.

4.3.1 Updating Protocols

Proposals with human subjects’ protocols, animal protocols, or biosafety registrations will undergo the JIT revision process to ensure that all protocols are updated.

The department admin will receive a notification that JIT Changes are requested. Navigate to the funding proposal in your Inbox or from the JIT email notification. On the history tab, any comments from the Specialist will appear.

Please update the IACUC protocols. We need the congruency review completed before we can begin award setup.
Edit the funding proposal and navigate to the Compliance Review page to add or update protocols and registrations.

After the updates are complete, Save the page and Exit to return to the funding proposal workspace.

If this proposal includes animal research and is funded by a sponsor that requires congruency review, you must add a congruency review ancillary review before proceeding. To add this review – refer to the IACUC Congruency Review section below.

Once all updates have been made and the congruency ancillary review has successfully been added (if required), use the Submit JIT Response activity.
In the Submit JIT Response pop-up window, add any comments to your ORPA specialist about what was updated and click OK.

Your ORPA specialist will be notified that the JIT changes have been submitted.

4.3.2 IACUC Congruency Review

Congruency review ensures that the animal research described in the proposal matches with any corresponding protocols approved by the IACUC. Congruency review must be conducted by the RIA team for any proposals with animal research where congruency review is required by the sponsor.

<table>
<thead>
<tr>
<th>Sponsors Requiring Congruency Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institutes of Health (NIH)</td>
</tr>
<tr>
<td>All NIH subdivisions (e.g. NCI, NHLBI, NIAID, NIDDKD, NIAAA, etc.)</td>
</tr>
<tr>
<td>National Science Foundation (NSF)</td>
</tr>
<tr>
<td>US Department of Health &amp; Human Services (DHHS)</td>
</tr>
<tr>
<td>USDA National Institute of Food and Agriculture</td>
</tr>
</tbody>
</table>
When animal research is involved, the department will update the protocols during the JIT revision process described above. After the protocol information is updated, the department administrator will kick-off the IACUC congruency review by adding an ancillary review.

To add the ancillary review, select the Manage Ancillary Review activity.

Click Add to add the new ancillary review.

On the add ancillary review slide-in window, enter the following information:

- **Organization Review**: Add “RIA-IACUC” as the reviewer.
- **Review Type:** Compliance Review
- **Response Required:** Yes
- **Comments:** Enter any comments to the reviewer letting them know this ancillary review is for congruency review. Sign your name so they know who is requesting the review. These comments will appear in the ancillary review email notification, but are not included on the History tab.
- **Documents:** Do not attach documents here, as they will not appear on the Attachments tab. Instead attach any documentation to the Manage AR screen.

Click OK.

On the Manage Ancillary Review screen, confirm your ancillary review has been added.

Add a comment indicating that this is an IACUC congruency review. This comment will appear in the History tab. Generally supporting documentation is not needed, but if desired attach documentation here as opposed to the Add Ancillary Review screen. Attached documents will appear on the Attachments tab and History tab.

Click OK. It is important to click the OK button on both the Add AR and Manage AR screens. Clicking the OK button on the Manage AR screen sends the ancillary review notification.
Once the ancillary review has been added, you can proceed with submitting your JIT Response.

RIA will complete the congruency review and upload the congruency letter to the funding proposal. If an additional biosafety review (IBC) is required, it will be handled by RIA by adding an additional congruency review to the RIA-IBC team. Once all required reviews are complete, the ORPA specialist will proceed with the award setup process.

4.4 Award Setup
Awards are set up and maintained in PeopleSoft. Once a proposal has been updated to the Award Notification Received state, an ORPA Award Specialist will set up the award in PeopleSoft. They will create and distribute the Notice of Award.

When setup of the award in PeopleSoft is complete, your Princeton ERA funding proposal will be in the Awarded state. The PS Award ID will appear on the workspace.
### Proposal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD/PI:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Department:</td>
<td>SPI-Bridging Divides Intv (BDI)</td>
</tr>
<tr>
<td>Specialist:</td>
<td>Samuel Formica</td>
</tr>
<tr>
<td>Sponsors:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Internal Submission Deadline:</td>
<td>1/11/2022</td>
</tr>
<tr>
<td>Certified:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Budget Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Date:</td>
<td>1/31/2022</td>
</tr>
<tr>
<td>Number of Periods:</td>
<td>1</td>
</tr>
<tr>
<td>Total Direct:</td>
<td>$65,000</td>
</tr>
<tr>
<td>Total Indirect:</td>
<td>$0</td>
</tr>
<tr>
<td>Total:</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

### SF424 Link:

- **Draft** → **Department Review** → **Specialist Review** → **Sponsor Review** → **Complete**
- **Clarification Requested** → **Clarification Requested** → **Changes Required**
5 Revisions, Renewals, and NIH Resubmissions

This section provides instructions for creating revisions (supplements), renewals, and NIH resubmissions in Princeton ERA.

<table>
<thead>
<tr>
<th>Types of follow-on proposals that can be created:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revision (Supplement)</strong></td>
</tr>
<tr>
<td><strong>Renewal</strong></td>
</tr>
<tr>
<td><strong>NIH Resubmission</strong></td>
</tr>
</tbody>
</table>

This section describes how to create revisions, renewals, and NIH resubmissions for Princeton ERA funding proposals.

If you are creating a follow-on submission for a proposal originally funded in Coeus, a new Princeton ERA funding proposal should be created, and the type should be noted on the Funding Proposal SmartForm. Please refer to the Funding Proposal- General Proposal Information SmartForm section for additional details.

5.1 Create a Revision

Revisions (also known as supplements) are applications requesting additional funding on an existing, active award that is already set up in PeopleSoft Financials with a PeopleSoft award number. This section provides instructions on how to create a revision application.

On the proposal workspace of the original proposal in the “Awarded” state, click the Create Revision activity. The Admin Contact and proposal editors will have access to this activity. NOTE: If you already have previous revisions that were awarded, navigate back to the original proposal, for example, FP00001991, and click the “create revision” link on that original proposal. Do not click the “create revision” on an awarded revision proposal because instead of creating a proposal with the ID of, for example, FP00001991-REV2, it will create a proposal ID that is, e.g. FP00001991-REV1-REV1, then FP00001991-REV1-REV1-REV1. The downstream effect is the character limits in other systems which consume these IDs such as PS will be exceeded.
In the Create Revision pop-up window, confirm the Revision name. The name will default to the original proposal name with the suffix of “- Revision – 1.” Click OK.

You will be brought to the funding proposal SmartForm. Notice the ID has been amended with “Rev” and the number of the revision. The application type is Revision.

Review the revision proposal for completeness and accuracy, using the Continue button to navigate through each SmartForm page.

Most proposal information will copy directly from the original funding proposal. The information below will not copy and must be updated for the revision:

- **General Proposal Information page:** Expected Start Date
- **Submission Information:** Copies but may need to update the revision funding opportunity
- **Budget Periods and Key Dates page:** Application submission deadline
• **Compliance Review page:** All fields

On the Completion Instructions SmartForm page, click the Finish button.

![Completion Instructions SmartForm](image)

You will be returned to the proposal workspace. Note that the state is Draft and the proposal type is Revision. There is also a link to the original proposal for easy navigation.

![Propositions Example - Revision - 1](image)

Note: you will also be able to easily access the revision from the originally funded proposal. A new tab called "Follow-on Submissions" will include links to all follow-on proposals.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Date Modified</th>
<th>Owner</th>
<th>State</th>
<th>Submission Type</th>
</tr>
</thead>
</table>

From the revision proposal workspace, navigate to and complete the budget. The revision budget will default to $0.

![Working Budgets](image)

On the revision proposal workspace, complete the required workspace activities. If you have questions on which activities are needed or would like detailed instructions, please refer to the Complete Workspace Activities section of this manual.

<table>
<thead>
<tr>
<th><strong>Workspace Activities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manage Ancillary Review</strong> – Add PI Assurances Ancillary Review(s)</td>
</tr>
<tr>
<td><strong>Manage Ancillary Review</strong> – Add additional required reviews (e.g. cost share, indirect cost waiver, space change)</td>
</tr>
<tr>
<td><strong>Display Team COI Information</strong></td>
</tr>
<tr>
<td><strong>Create-Update SF424 (S2S only)</strong></td>
</tr>
<tr>
<td><strong>Add Comment</strong> – Indicate if all documents complete or not</td>
</tr>
<tr>
<td><strong>Add Attachments</strong> – if using dual submission process and if draft research elements are available</td>
</tr>
</tbody>
</table>

When the submission is complete, click the Submit for Department Review activity. Click OK.
If you are submitting this application system-to-system, you will generate and complete a new SF424 using the Create-Update SF424 activity.

The Federal Identifier is required for revisions; Enter the NIH Award ID.

Ensure the application type on the R&R cover page is “Revision” with the appropriate request type specified.

The revision proposal follows the same workflow as the primary proposal.
5.2 Create a Renewal

A renewal is a competitive application for a new project with a scope based on or related to a current project which is expiring. This section provides instructions on how to create a renewal application.

On the Proposal Workspace of a proposal in the “Awarded” state, click the Create Renewal button. The Admin Contact and proposal editors will have access to this activity.

You will be brought to the funding proposal SmartForm. Notice the Type of application is Renewal. Also note that the funding proposal does not have an FP ID yet. It will receive a new FP ID when the General Proposal Information page is saved.

The Short title of the proposal will default based on your original proposal name with the suffix “-Renewal”. Most information from the original funding proposal is not copied to the renewal proposal, so you must complete all SmartForm pages as you would for a new proposal.

Enter the information for all fields. Refer to the “Complete the Funding Proposal SmartForm” section of this manual for detailed instructions on completing each page.
Review each SmartForm page. On the Completion Instructions SmartForm page, click the Finish button.

You will be brought to the proposal workspace. Note that the state is Draft and the proposal type is indicated as Renewal. There is also a link to the original proposal for easy navigation.

Note: you will also be able to easily access the renewal from the originally funded proposal. A new tab called "Follow-on Submissions" in the original proposal includes links to all follow-on proposals.

From the renewal proposal workspace, navigate to the budget to complete it. The renewal budget will default to $0.
On the renewal proposal workspace, complete the required workspace activities. If you have questions on which activities are needed or would like detailed instructions, please refer to the Complete Workspace Activities section.

**Workspace Activities**

- **Manage Ancillary Review** – Add PI Assurances Ancillary Review(s)
- **Manage Ancillary Review** – Add additional required reviews (e.g. cost share, indirect cost waiver, space change)
- **Display Team COI Information**
- **Create-Update SF424** (S2S only)
- **Add Comment** – Indicate if all documents complete or not
- **Add Attachments** – if using dual submission process and if draft research elements are available

When the submission is complete, click the Submit for Department Review activity. Complete the endorsements and click OK.

If you are submitting this application via s2s, you will generate and complete a new SF424 using the Create-Update SF424 activity.

Ensure the application type on the R&R cover page has defaulted to “Renewal.”
The renewal proposal follows the same workflow as the primary proposal.

5.3 Create a NIH Resubmission

An NIH resubmission is created when NIH reviewed and declined the original proposal; that submission is now being modified and resubmitted for sponsor consideration. NIH resubmissions may be created for new proposals or renewal proposals. This section provides instructions on how to create a resubmission application.

On the Proposal Workspace of a proposal in the “Not Funded” state, click the Create Resubmission activity. The Admin Contact and proposal editors have access to this activity. This activity can only be executed when the proposal is in the Not Funded state. If the proposal is in the “Pending Sponsor Review” state, use the “Send Grants Status Update” activity to notify ORPA that the original proposal was not funded. If the FP is in any other state, contact awards@princeton.edu to let them know the original proposal was not funded.

In the Create Resubmission pop-up window, enter the Resubmission name. The name will default to the original proposal name with the suffix of “- Resubmission– 1” but can be updated if needed. Click OK.
The proposal SmartForm appears. Note that the ID has been amended with “Res” and the number of the resubmission. The application type is Resubmission.

Review the NIH resubmission proposal for completeness and accuracy, using the Continue button to navigate through each SmartForm.

Most proposal information will copy directly from the original funding proposal, but the following information will not. These required fields must be updated for the resubmission:

- **Budget Periods and Key Dates page:** Application submission deadline
- **Compliance Review page:** All fields

After reviewing each SmartForm page, on the Completion Instructions page, click the Finish button.

The proposal workspace then appears. Note that the state is Draft and the proposal type is indicated as Resubmission. There is also a link to the original proposal for easy navigation.
From the resubmission proposal workspace, navigate to the budget and update it. The budget from the original proposal submission will default.

On the resubmission proposal workspace, complete the required workspace activities. If you have questions on which activities are needed or would like detailed instructions, please refer to the Complete Workspace Activities section.

<table>
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</tr>
</tbody>
</table>

When the submission is complete, click the Submit for Department Review activity. Complete the endorsements and click OK.
If you are submitting this application via s2s, generate and complete a new SF424 using the Create-Update SF424 activity. Ensure the application type on the R&R cover page is Resubmission.

**Note:** NIH only allows for one resubmission of a proposal. Do not submit additional resubmissions for NIH funding opportunities.

Complete the SF424. The Federal Identifier is required for resubmissions. Enter the NIH Award ID.

Ensure the application type on the R&R cover page is Resubmission.
6 Send Grants Status Update activity and Proposal Status Confirmation state

- As of the August 2022 upgrade, there is a new activity called “Send Grants Status Update”
- This activity is available for proposals in the “Pending Sponsor Review” state only
- This activity is not available in “Pending Sponsor Review Award Anticipated” or any other state
- This activity is only available to the admin contact—if you are a FP editor but not the admin contact, use the “Manage Access” activity to change the admin contact to yourself, then you will see the “Send Grants Status Update” activity.
- When would you use the Send Grants Status Update activity?
  - It’s a way to ask your GCA to put the FP into JIT Changes Requested state, since you can’t move an FP to that state yourself.
  - It’s a way to upload your OPAR to request advanced spending
    - It’s not for uploading an OPAR for FP already awarded in PS—those proposals would be way past the Pending Sponsor Review state.
  - It’s a way to notify your GCA about the receipt of the award
  - It’s a way to notify your GCA that the proposal was not funded.
- Click on “Send Grants Status Update”

A window opens. Select an item such as “JIT Info Requested” if you need to make JIT changes (since dept admins can’t move the FP to the JIT state themselves), or select “other” to upload the OPAR.
- Fill in the comments with why you are making the request.
- Upload any relevant attachments.
• Click OK.

Select an item such as “JIT Info Requested”.
For an OPAR request for advanced spending, select “other”.

Fill in the comments.

Upload any relevant attachments.

• The activity is recorded on the History tab.
• The state of the proposal changes from "Pending Sponsor Review" to "Proposal Status Confirmation". The system sends email to the Specialist and the admin contact. The comments and attachments are included in the email.

• The FP appears in the Specialist’s inbox in the “Proposal Status Confirmation” state:
• If the specialist rejects the request, they will execute the “Return to Pending Sponsor Review” activity which will update the FP status to “Pending Sponsor Review” state. The system does not automatically send email.

• If the specialist approves the OPAR advanced spending request, they will execute the Funding Anticipated activity and can include comments and attach documents. The system does not automatically send email.

If the specialist approves the OPAR advanced spending request, they will select “funding anticipated”.
• The FP then changes to the “Pending Sponsor Review Award Anticipated” state.
• The activity, comments, and attachments appear on the History tab.
• The specialist can proceed with their usual steps of assigning the FP to the Award Specialist to setup in PS, or execute the “JIT Changes Requested” activity.
• If the FP was rejected by the sponsor, the specialist will update the state to Not Funded.

7 Additional Functionality

This section outlines additional system functionality that will be helpful for the development and tracking of proposals. Key highlights include how to manage your Princeton ERA Grants Dashboard and steps for additional funding proposal activities you may use.

7.1 Breadcrumbs

The breadcrumb trail is persistently displayed at the top of the workspace. The breadcrumb trail contains clickable links.
Manage your Princeton ERA Dashboard

When you first log in to Princeton ERA, you will land on your personalized Dashboard. The Dashboard is a great place to see any action items and search for recently worked on proposals.

**My Inbox:** This acts as your to-list and displays all proposals or agreements that either require you to take action (are in editable states). It will also display FPs that are in non-editable states where the Certify activity has not been executed in the system. Reviewing the State of a record is a helpful way to know what actions need to be taken. To access a record, click on the Name link (which is the short title of the proposal) and you will be brought to the records workspace.

**My Reviews:** Shows items assigned to you to review, including Department Reviews or Ancillary Reviews. This is a subset of the items in My Inbox.

**Create Menu and Buttons:** You can create funding proposals or agreements directly from the Dashboard. This will open the SmartForm to begin a new FP or agreement.

**Recently Viewed “Recent” list:** Shows the last few items you viewed. Look here to easily locate items you worked on recently.

**Recently Viewed “Pinned” list:** Pin your favorite or frequently referenced proposals on this tab, up to 10 proposals. Note that when you are in the Grants module, your Recent and Pinned lists are for FPs, and when you are in the Agreements module, your Recent and Pinned lists are for agreements. (How do you know which module you are in? The URL has the word Grants or Agreements in it, respectively).
• Click on the pin icon in your Recent list to pin an FP to your Pinned list.
• Click on the pin icon in your Pinned list to remove an FP from your Pinned list.
• If you want to pin an FP and it’s not in your Recent list, search for and view the FP, then it will appear on your Recent list so you can pin it.

7.3 Site search
• Site search is a way to search for terms in FP records (e.g. titles) and in some attachments.
• Click on the Grants tab to view the Search box.
• Enter a search term and click on the magnifying glass.

• It will return FPs that have that term in their titles or other fields, and also attachments that have that search term. Here it’s returning an attachment called “trees”, which has “pine” as one of the words in the document.
• Always leave the “search for” as “anything”. The word “document” does not actually mean “search only documents”.

• Site Search definitely does not search for files uploaded to the General Submission documents screen on the Submission Information SmartForm. There is currently no way to search for files uploaded there.
7.4 Search for Proposals
To search for proposals that are not in your Inbox, navigate to the Grants tab. Here you can view all funding proposals that you have access to.

Use the Filter by fields to search for a record by various information. Click the “?” help text for search tips.

A few helpful ways to search are:
- Search the funding proposal ID
- Search by Name (which is the FP short title) using key words – use the wild card feature by entering a “%” sign before the key word. For example, search %molecular mechanism
- Search by State

Note: Searches are “begins with” searches so using the % before the search term is helpful. Putting a % sign after the search term does not hurt anything but it doesn’t help either.

You can also use the various tabs to search by proposals in Draft, Internal Review (includes Department Review, Specialist Review, and when proposals require changes), Sponsor Review, Awarded, or Completed states.
7.5 Proposal States

When reviewing proposal progress and searching for proposals, it is helpful to understand the current state of the funding proposal and where it is in the overall workflow process. Refer to the funding proposal states below.
7.6 Automatic Marking of Proposals as Not Funded After 18 Months

Proposals that have been in the “Pending Sponsor Review” or “Pending Sponsor Review Award Anticipated” states for 18 months are automatically marked by Huron as Not Funded. Huron code runs every night at 8pm ET to check for this scenario and transition the FP. If the proposal is later funded, the assigned Specialist can execute the “reinstate Proposal” activity on the “Not Funded” proposal which transitions it back to “Pending Sponsor Review”.

7.7 Additional Funding Proposal Activities

This section will provide basic how-tos for completing activities on the funding proposal. These activities are not necessarily completed as part of the usual proposal development process but are helpful to be aware of and may be used in certain scenarios.

7.7.1 Copy a Proposal

Proposals can be copied to use as a starting point for a new proposal. This is helpful when proposals have very similar information to another. It can also be used to copy a proposal in a terminal state (such as Not Funded).

On the proposal workspace, click the Copy activity.

In the Copy pop-up window, enter the new proposal name. Leave the box in Q2 unchecked. Click OK.
Navigate to the History tab. The link to your newly created proposal will appear. The copied proposal will also appear in your Inbox in Draft state.

Please note that Compliance Review information from the proposal and the proposal deadline date will not copy. The compliance review and proposal deadline date must be updated for every proposal to ensure accuracy. All SmartForm pages should be fully reviewed and updated as appropriate prior to submitting.

7.7.2 Print a Proposal
The proposal SmartForm can be printed for review or your records. This printed view also displays information that cannot be seen when the FP is in non-editable states (such as detail in Personnel 3b; that information appears/prints at the end of this view).

To create a printer version, select the printer version button on the proposal workspace.
The printer friendly version will be created in a new tab. Select Print.

<table>
<thead>
<tr>
<th>Proposal Information</th>
<th>Budget Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD/PI: Gilbert Ramsey (testpi10)</td>
<td>Starting Date: 7/1/2023</td>
</tr>
<tr>
<td>Department: SPI-Sch Public &amp; Intl Affairs</td>
<td>Number of Periods: 0</td>
</tr>
<tr>
<td>Specialist: Angelita An</td>
<td>Total Direct: $270,816</td>
</tr>
<tr>
<td>Sponsors: American Health Assistance Foundation</td>
<td>Total Indirect: $172,323</td>
</tr>
<tr>
<td>Internal Submission Deadline: 8/25/2022</td>
<td>Total: $443,139</td>
</tr>
<tr>
<td>Certified: Yes</td>
<td>PeopleSoft Award ID:</td>
</tr>
<tr>
<td>SF424 Link:</td>
<td></td>
</tr>
</tbody>
</table>

**General Proposal Information**

1. **Type of application:**
   - New
     - a. Is this award being transferred from another institution?
       - [ ] Yes  [ ] No

2. **Short title of proposal:**
   - Demo Proposal for 8/1 class

3. **Long title of proposal:**
   - Demo Proposal

4. **Program director / Principal investigator / Project lead / Fellow:**
   - Gilbert Ramsey (testpi10)

5. **Select the direct sponsor:**
   - American Health Assistance Foundation

Choose your printer to print the document, or Adobe PDF to print to PDF.
Send Email

Emails can be sent from the proposal to other Princeton users. All emails will send a notification to the user with the email content. They are also tracked in the History tab.

Select the Send Email activity on the funding proposal workspace.

In the Send Email window, enter the appropriate information. You can send the email notification to a subset of people working on the proposal, or search and send to a specific person. Once you have entered your information, click OK. Note that “All team members” includes the PI, the Specialist, the editors, and the readers.
The email notification will be received in Outlook email and logged on the History tab.

To: Tingting Zhao; Melissa DiMaggio; Martha Gibbs (testptg); Timothy Tayler; Bob Sullivan; Paula Looney; Jeane Heather; Michael Checkovage

Link: FP00000359
PI: Martha Gibbs (testptg)
Title: New Proposal Copy

Comments:
Hi team,

FYI: I began creating the new proposal we discussed in our morning meeting. Please feel free to review. I will complete and submit by Friday afternoon.

7.7.4 Add and Revise Attachments
Select the Add Attachment activity.
Click Add to Choose a File. Or drag and drop a file below the Add button.

Click OK on the Submit a Document Screen. Confirm your document appears. Click OK on the Add Attachment screen.

The document will now appear on the Attachment tab under the type “Attachments”. The History tab will also record that a document was uploaded.
If you need to revise an attachment, select the Add Attachments activity. Click the ellipsis and select Upload Revision.

Choose the new file. Update the file Title if necessary. It will retain the original title, so you may need to make updates such as removing the word “draft.”

Click OK on the Submit a Document Page and on the Add Attachment page. Return to the workspace.

On the Attachments tab, the new version will appear.

To see the history or review a previous version, select the ellipsis.
Note that for the “Compare” feature to work, both files must be Word documents.

### 7.7.5 Add Comment

Comments can be added to the proposal. They are a helpful way to communicate with reviewers or notify others if you are using the dual submission approach.

To add a comment, click on the Add Comment activity.

In the Add Comment window, enter your comment and attach a document if desired.
The comment and document will be logged in the History tab.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Author</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments Added</td>
<td>Weber, Stacey A</td>
<td>8/23/2022 11:19 AM</td>
</tr>
<tr>
<td>Here's my comment about this proposal...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doc2.docx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7.7.6 Create Budget PDF

A budget PDF can be created on the funding proposal to share with internal parties (such as the PI) or sponsors.

If there are multiple budgets, the PDF displays a summary budget and each individual budget. It displays a breakdown by sponsor budget and cost share budgets. The budget will also summarize and include any subaward budgets. Note that only sponsor budgets that are marked as “Include in Financials” = “Yes” on the Budget SmartForm will be included in the PDF. Cost share budgets will be included in the PDF even though they are marked as “Include in Financials” = “No.”

To create the PDF, select the Generate Budget PDF activity.
Click OK to generate the PDF.

Navigate to the History tab to view the PDF.

Click the PDF and it will open in another tab.
The PDF can be downloaded and printed as needed.

*Please note that an Export Budget activity is also available. In general, using the Generate Budget PDF activity is advised.*

### 7.7.7 Manage Access

During proposal development, Editors and Readers are added to the Personnel SmartForm. The Manage Access activity allows you to add or remove FP editors or change the admin contact when the proposal is in any state, including non-editable states.

- Click on Manage Access
Princeton generally doesn’t use the reader functionality.

7.7.8 Recall Proposal
Administrative contacts and proposal editors can recall the proposal if needed. Recalling the proposal moves it back to a Draft state where it can be edited and updated.

The recall activity can only be used during the Department Review and Specialist Review stages. Once the proposal is in Pending Submission to Sponsor state or has been submitted to the sponsor, it cannot be recalled.

To recall a proposal, select the Recall Funding Proposal activity on the proposal workspace.
In the Recall Funding Proposal window, enter the reason you are recalling. This is a mandatory field. Click OK.

The proposal will now be in Draft state and can be edited. The Recall information will appear on the History tab.
The proposal can now be updated and re-submitted for Department Review.

A notification will not be sent to individuals who have already reviewed the proposal, but as a professional courtesy you could use the Send Email activity to let the current reviewers know that you will be recalling the proposal in case they are actively reviewing the proposal.

7.7.9 Withdraw Proposal for proposals that will not be submitted

The proposal administrative contact and editors can update a funding proposal that is being withdrawn from consideration for funding or will not be submitted. This activity is used for proposals that are "abandoned" meaning they were started in Princeton ERA and will never be submitted to the sponsor. There is no way to delete a proposal from Princeton ERA, but using the Withdraw Proposal activity will put the proposal into the "Not Submitted" state which removes it from the Princeton ERA My Inbox tab.

Department administrators can withdraw the proposal when it is an editable state – in Draft, Department Review: Response Pending from PI, or Specialist Review: Pending Changes by PI. If the proposal is with the ORPA specialist, please contact them to withdraw the proposal.

To mark a proposal as "Not Submitted", select the Withdraw Proposal activity on the funding proposal workspace.

In the Withdraw Proposal window, enter the reason for withdrawal, meaning why the proposal is not being submitted. This is a mandatory field. Click OK.
The proposal is now in a Not Submitted state and the withdrawal is logged on the History tab.

Not Submitted is a terminal state and the state of this proposal cannot be “changed back” to a prior state. The proposal can be copied though.

7.7.10 Create Agreement
If you are creating an agreement that is related to a funding proposal, you can create the agreement directly from the funding proposal which will link the records.

Select the Create Agreement activity on the funding proposal workspace.
In the Create Agreement window, select the Agreement Type from the drop down and click OK.

The Agreement has been created. Select the Related Projects tab to view the agreement.

Clicking the ID or Name will take you directly to the new agreement. For more information on agreements, refer to the Agreement Manual.

7.7.11 Manage Relationships
Funding proposals can be linked to related agreements from the funding proposal workspace. Note that they can also be linked from the Agreement workspace.
To link a funding proposal to an agreement, select the Manage Relationships activity on the workspace.

Search and select the desired agreement. Click OK.

The agreement is now linked. Navigate to the Related Projects tab on the workspace to confirm or to navigate to the agreement.
8 Appendix A: Tips and Tricks

8.1 Searching in Princeton ERA

There are many different areas in Princeton ERA where you can search for a value such as searching for a proposal, an agreement, a sponsor, or a PI. Princeton ERA searches within the system for items that "begin with" the value you type.

- To widen your search, you can use the % to search for anything that contains the value you enter.
  - Search "%California" (without the quotes) when looking for a sponsor to return all sponsors that have California in their name
  - Search "%101" (without the quotes) when looking for a proposal to return all proposals that end with "101". This could be used if you are looking for FP00000101 but do not want to type the full ID.
- To ignore certain results in your search, start the search with !=
  - Search "!=FP" (without the quotes) on your Dashboard – My Inbox filter to ignore any FPs in your Inbox. This would allow you to only view the agreements in your Inbox.

8.2 Sending Emails from Princeton ERA

Emails can be sent from Princeton ERA by using the Send Email activity on a proposal. Send Email can be used to generate an email from erasupport@princeton.edu to any Princeton person. Sending emails within the system is beneficial because it logs the email on the History tab, which means the information can be easily tracked and referenced later.

When sending emails within the system, include the proper recipients and a Subject Line that makes it apparent this is not a system generated email. Additionally, since the email sent will come from erasupport@princeton.edu, it’s important to sign your name so they know who the message is from.

Adding ancillary reviews will also generate email notifications for the reviewers. See the Add AR quick guides on the Princeton ERA home page. It’s important with ancillary reviews to log any comments on both the Manage Ancillary Review and Add Ancillary Review pages so that your comments appear on the History tab and within the email notification. Remember to sign your name in the comments to your reviewer knows who requested the review.

8.3 Receiving Email from Princeton ERA

Emails from Princeton ERA will come from erasupport@princeton.edu. Some emails are system generated, such as when a proposal changes certain states or an agreement is reaching its Expiration Date. Other emails may be created by user actions such as using Send Email or Manage Ancillary Reviews.

If you need to respond to an email that you received from Princeton ERA, do not respond directly to the email from erasupport@princeton.edu. This will create an ERA Support Help Desk ticket. Instead, use the
Send Email activity within the system to respond. This will log the communication on the History tab of the record for future reference.

8.4 Copy Proposal

Funding proposals can be “copied.” Copying the record allows you to start a new proposal record that will retain most of the information you entered on a prior record. This is helpful when creating a proposal similar to one you’ve already created. To copy a funding proposal, use the “Copy” activity that appears on the left side of the screen.

8.5 Princeton ERA Admin Contact

Each funding proposal should have an “Admin Contact” listed. As of the August 2022 upgrade, the proposal creator defaults as the admin contact. This can be updated if needed using the Manage Access activity for one-offs, or by emailing erasupport@princeton.edu for mass updates.

The Admin Contact is the grants manager or department administrator responsible for working on this proposal or agreement. Specifying the Admin Contact within the system is important because the Admin Contact will receive all notifications regarding the progress of the proposal, including any clarifications or requests for additional information. If the Admin Contact is left blank on a proposal, the system generated notifications will be sent to the PI which can be confusing when action is really required from the grants manager.

8.6 Help Text

Help Text is provided throughout the Princeton ERA SmartForm pages. To view the help text, click the blue bubble with a white question mark and a new window containing the Help Text will appear. This text provides additional information or resources on how to answer the SmartForm questions.

If you are unclear on how to answer a question, please reach out to your ORPA GCA for additional guidance.
Appendix B: The Dual Submission Process

There is also a dual submission quick guide available that contains the information below.

---

**When does a proposal need to go through ORPA?**

In general, a proposal should go through ORPA when it includes a detailed scope of work, a detailed budget and/or makes other representations that commit the University or impose legal accountability on the University. Contact your ORPA GCA if you are unsure if a proposal needs to go through ORPA.

---

**What is the dual submission process?**

- The dual submission process is a method that allows the proposal to be submitted in two parts, the administrative part and the scientific/research part, so your ORPA GCA can review the final administrative components ahead of the final science/research attachments.
- This method was suggested by the Task Force on Administrative Workload in Research and emphasized in Dean Pablo Debenedetti’s August 2022 memo.

---

**When can the dual submission process be used?**

- When the administrative components of your proposal are finalized, uploaded, and submitted in Princeton ERA (the Funding Proposal (FP) is in the Specialist Review state) no later than 5 business days prior to the sponsor’s deadline.

---

**When is a proposal not a dual submission?**

- If the FP is in the Specialist Review state in Princeton ERA less than 5 business days before the sponsor’s deadline, it’s not a dual submission.
- If the budget is not finalized 5 business days before the deadline date, it is not a dual submission.
- Same day or next-to-same day submissions are not using the dual submission process.

---

**What does a dual submission timeline look like? This is the goal:**

<table>
<thead>
<tr>
<th>Who</th>
<th>5 business days before the deadline date</th>
<th>4 days prior</th>
<th>3 days prior</th>
<th>2 days prior</th>
<th>1 day prior</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>Finalizes administrative components/attachments.</td>
<td></td>
<td></td>
<td></td>
<td>Finalizes the science/research attachments by the start of the day.</td>
<td></td>
</tr>
<tr>
<td>Dept Admin</td>
<td>Uploads final administrative components/attachments to the Funding Proposal (FP) + insures FP is approved by Dept Reviewer in Princeton ERA.</td>
<td></td>
<td></td>
<td></td>
<td>Uploads the science/research attachments into Princeton ERA by the start of the day + notifies GCA.</td>
<td></td>
</tr>
<tr>
<td>GCA</td>
<td>Makes good faith effort to review FP administrative components by the end of the third day.</td>
<td></td>
<td></td>
<td></td>
<td>Reviews science/research attachments + submits proposal to the sponsor by COB.</td>
<td></td>
</tr>
</tbody>
</table>

---

**What are the administrative components/attachments vs. research/science attachments?**

<table>
<thead>
<tr>
<th>Administrative Components/Attachments (Required)</th>
<th>Final Research/Science Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Title</td>
<td>Final Project Description</td>
</tr>
<tr>
<td>Final Biosketches</td>
<td>Final Narrative</td>
</tr>
<tr>
<td>Final Current &amp; Pending</td>
<td>Final Research Strategy</td>
</tr>
<tr>
<td>Final Budget</td>
<td>Final Scope of Work</td>
</tr>
<tr>
<td>Final Budget Justification</td>
<td></td>
</tr>
<tr>
<td>All budget-related ARs</td>
<td></td>
</tr>
<tr>
<td>All final required internal and external subaward documents</td>
<td></td>
</tr>
<tr>
<td>RFP and any final RFP specific administrative documents</td>
<td></td>
</tr>
<tr>
<td>Solicitation required certifications</td>
<td></td>
</tr>
<tr>
<td>Assurances and COI disclosures for senior/key personnel completed</td>
<td></td>
</tr>
<tr>
<td>Draft abstract, SOW, or project summary*</td>
<td></td>
</tr>
</tbody>
</table>

*This provides your ORPA GCA with a basis for the idea of the project.*
**Other Administrative Components/Attachments (If Applicable)**

<table>
<thead>
<tr>
<th>Final Data management plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Equipment</td>
</tr>
<tr>
<td>Final Facilities</td>
</tr>
<tr>
<td>Final Post-doc mentoring plan</td>
</tr>
</tbody>
</table>

**Information About Attachment Upload**

**FUNDING PROPOSAL**
- Please use the file naming convention from the solicitation.
- There are many places attachments can be uploaded in Princeton ERA.
- After routing your proposal for approval, these attachment fields on the FP are no longer editable—they are locked down:
  - Personnel SmartForm
  - Submission Information SmartForm
  - Budget Attachments SmartForm
  - Subaward Budget Attachments SmartForm
- The “Add Attachments” activity is available and editable at all stages of proposal development and even after the proposal is awarded.
- Therefore, administrative attachments should be uploaded to fields other than the “Add Attachments” activity whenever it’s possible, so that they are not editable once routed for review, and as per the chart below.

**SF424**
- The SF424 is a little different because the SF424 is its own module with its own statuses.
- Initially, the SF424 in the “pre-submission” state where the application is editable. After validating the SF424, the SF424 changes to the “valid for submission” state, which is not editable. However, since the final science/research is not uploaded yet, the SF424 will not successfully validate at this point so the SF424 will still be unlocked in the pre-submission state.
- Upload the RFP in the Add Attachments activity in the FP because the Submission Information SmartForm for s2s applications does not have the attachments upload box.

**Where are the admin attachments uploaded in the FP (by scenario)?**

**Sponsor portal where draft applications can be downloaded**
- Upload all administrative documents and enter the final title in the sponsor portal.
- Download the draft application from the sponsor portal.
- Upload the draft portal application to the “Submission Information” SmartForm in the “General Submission Documents” box.
- Upload subaward attachments to the Subaward Budget “Attachments” SmartForm.
- Those FP fields are locked down in the FP when the FP is routed for review.

**Sponsors that don't have portals where draft applications can be downloaded**
- Upload the budget justification in the Budget “Attachments” SmartForm
- Upload subaward attachments in the Subaward Budget “Attachments” SmartForm.
- Upload the biosketches and C&P on the “Personnel” SmartForm
- Upload the rest of the administrative attachments in the FP “Submission Information” SmartForm in the “General Submission Documents” box.
- Those fields are locked down when the FP is routed for review.

**S2S proposals**
- Upload administrative attachments in the SF424.
- Leave the SF424 in the “pre-submission” state.
- The SF424 is not locked down when the FP is routed for review.
- Upload internal subaward attachments in the Subaward Budget “Attachments” SmartForm in the FP.
- Upload the RFP in the “Add Attachments” activity in the FP.
What do you do when the administrative pieces are finalized?

- Add the words “Dual Submission” to the front of the FP short title.
- Enter and upload all admin components/attachments as described in the chart above.
- Please use the file naming convention from the solicitation.
- Submit the proposal for department review—don’t keep it in "Draft".
- After your department reviewer approves it, the FP moves to Specialist Review.
- Use the "Send Email" activity to notify your GCA that you are using the dual submission process.
- Your ORPA GCA can then start their review of the administrative pieces. When the GCA has reviewed the administrative components, they will use "Send Email" to notify the dept administrator that the administrative review is complete.

Where are the final science/research attachments uploaded in the FP?

<table>
<thead>
<tr>
<th>Sponsor portal where draft applications can be downloaded</th>
<th>Sponsors that don’t have portals where draft applications can be downloaded</th>
<th>S2S proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Upload all scientific documents in the sponsor portal.</td>
<td>• Upload the final science/research attachments to the FP’s “Add Attachments” activity.</td>
<td>• Upload all scientific attachments in the SF424.</td>
</tr>
<tr>
<td>• Download the final application out of the sponsor portal.</td>
<td></td>
<td>• Validate the SF424 so it moves to the “valid for submission” state. The SF424 is now locked down</td>
</tr>
<tr>
<td>• Upload the final portal application to the FP’s “Add Attachments” activity.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What do you do after the research/science attachments have been uploaded in Princeton ERA?

- Use the "Send Email" activity in the Funding Proposal to note that the research/science elements are complete: this adds a note to the History tab and emails your GCA. However, unlike Outlook mail, the “Send Email” functionality in the Princeton ERA system will not let you know if your GCA is out of the office.
- Communicate with your GCA outside of Princeton ERA (e.g. via Outlook mail, jabber, or phone) to verify your GCA is not out of the office and aware the final science is uploaded to the FP.

Scroll to the next diagram about roles and responsibilities.
## Dual Submission Roles and Responsibilities

<table>
<thead>
<tr>
<th>PI</th>
<th>Dept Admin</th>
<th>GCA</th>
</tr>
</thead>
</table>
| **ADMINISTRATIVE COMPONENTS**  
• Commits to a final title, start date, and budget  
• Prioritizes and completes administrative documents for earlier review  
• Verifies administrative documents are in line with the funding opportunity, university, and sponsor requirements as described in the administrative components table.  

**SCIENTIFIC COMPONENTS**  
• Finalizes the science attachments by the start of the day before the due date. | **ADMINISTRATIVE COMPONENTS**  
• Collects and initially reviews all administrative pieces to verify they are in line with the funding opportunity, university, and sponsor requirements  
• Communicates with PI that all administrative pieces are final, accurate, and in line with the funding opportunity, university, and sponsor requirements  
• Uploads attachments into Princeton ERA FP  
• Verifies assurances and COI disclosures for senior/key personnel are complete  
• Verifies budget-related ARs are complete  
• Routes FP to the departmental approver  
• Insures FP proposal is approved by department approver (FP is in the Specialist Review state) 5 business days before sponsor deadline  

**SCIENTIFIC COMPONENTS**  
• Uploads the science attachments into Princeton ERA by the start of the day before the due date.  
• Uses the "Send Email" activity to notify GCA the science is ready, and communicates directly with the GCA outside the Princeton ERA system to insure they are aware the science is ready. | **ADMINISTRATIVE COMPONENTS**  
• Makes best effort to review administrative pieces by the third day of the five-day window before the sponsor deadline  
• Insures the budget is compliant with university rates and procedures  
• Insures the administrative pieces are properly completed and in line with the funding opportunity, university, and sponsor requirements  

**SCIENTIFIC COMPONENTS**  
• Reviews and submits proposal to the sponsor by COB on the deadline day. |