

### Step 1: Create the Funding Proposal

From your Princeton ERA dashboard, click the Create button and select Create Funding Proposal. The new funding proposal SmartForm will open.

### Step 2: Complete the Funding Proposal SmartForm

Complete each page of the funding proposal SmartForm. Enter information regarding the proposal, personnel, and compliance information.

### Step 3: Add PI Assurances Ancillary Reviews

A required ancillary review with the type “Assurances” must be added using the Manage Ancillary Review activity for all PIs, senior key personnel, and fellows/mentors on the proposal. Assign the review to the individual if they will be completing it electronically; Assign the review to yourself if you will upload a signed paper version using the Submit Ancillary Review activity.

### Step 4: Complete Additional Proposal Activities

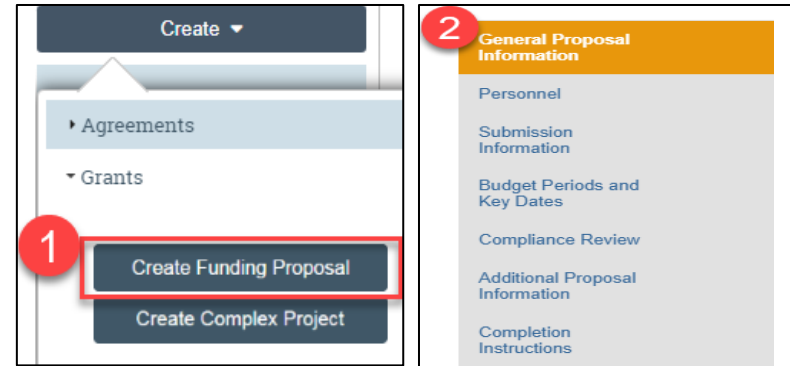
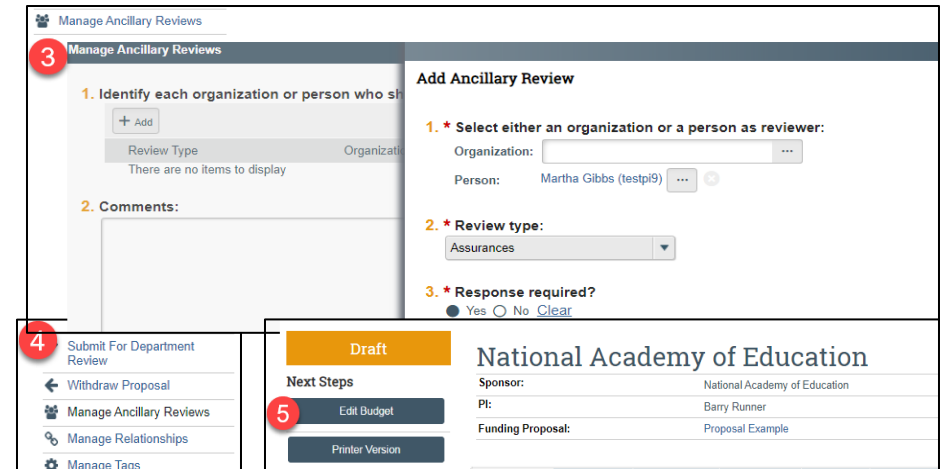
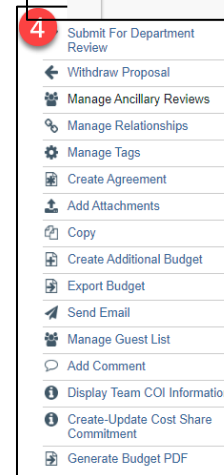
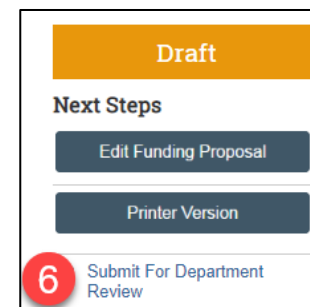
- Add additional ancillary reviews for cost share, indirect cost waivers, space change, PI eligibility, or other ad-hoc review.
- Display Team COI information to confirm disclosures are up to date for all federal proposals and all applicable nonfederal sponsors that have adopted the PHS FCOI regulations.
- Complete the Create-Update Cost Share(CS) Commitment activity, if applicable and ensure the CS commitment and CS budget are equal.
- Use the Create-Update SF424 activity and complete the SF424 (S2S only).
- Use the Add Comment activity to let your reviewers know you’re using a multi-prong approach. If not, add the comment - “All research/narrative/science documents are final.”

### Step 5: Develop the Budget

Complete your project budget by adding personnel costs and general costs. Create additional budgets, cost share budgets, or subaward budgets if needed.

### Step 6: Review Proposal and Submit for Review

Review your proposal for completion. Click the Submit for Department Review activity to submit the proposal. The proposal will go through departmental approval and ORPA review.

Need system help? Email [erasupport@princeton.edu](mailto:erasupport@princeton.edu)  
For detailed proposal development questions, refer to the [funding proposal guide](#)  
or reach out to your GCA.