



| Proposal Smart Forms Information   |                        |   |
|--|------------------------|---|
| Numbered items are skipped below when required information is self-explanatory.<br>This list may vary slightly for non-federal sponsors. |                        |   |
| Princeton ERA Page   | Description            | Action  |
| Review Funding Proposal Button   |                        | Navigate through all the Smart Forms and confirm the information is complete and accurate.  |
|  |                        | Option to click reviewed box at the end of each smart form section to mark that it was reviewed.  |
|  |                        | Each question on every smart form has the option to include a comment or request for revision. Requests can be made in this fashion or using the Request Changes activity on the workspace page.  |
| Display Team COI Information   |                        | Confirm that all team members are included and their disclosure and training are up to date. If not, use the Send Email Activity to remind PI of what needs to be completed. Optionally, proposal can be sent back to Department Administrator (proposal developer)   |
| History tab  |                        | Confirm whether proposal is using multi-prong approach (faculty still working on the science but the other pieces of the proposal are complete). If so, look for details in the History tab. If science is not complete, you may still submit the proposal to ORPA. ORPA Specialist will wait for the Department Administrator to upload the final science. |
|  |                        | If changes are requested, confirm they are made when the FP is returned to your worklist  |
| Reviewer tab   |                        | Confirm all ancillary reviews are completed and accepted  |
| Attachments tab  |                        | Confirm all attachments for the proposal are uploaded, including any subaward documentation if applicable.  |
| Financials tab   |                        | Review the budget – generate Budget PDF (displays PDF on the History tab)   |
|  | Cost Sharing Included? | Review cost sharing budgets and commitments are included. Click on the Create/Update Cost Sharing Activity to review.   |
|  |                        |   |
| Reviewer Notes   |                        | Records all changes made during the review process  |
| Execute Approve Activity on the FP workspace   |                        | This will send the proposal to ORPA   |