

## Grants “Submit Ancillary Review” Quick Guide

Ancillary reviews are requests for reviews from administrators, experts, or researchers, outside of the standard proposal review process.

Ancillary reviews are manually added by department administrators or ORPA. When you receive an ancillary review request, you are being asked to review and approve the proposal for a particular reason. Please follow the steps below.

### Step 1: Click on the link in the email

From your laptop or mobile device, click on the link in the “Notification of Ancillary Review” email you received from [erasupport@princeton.edu](mailto:erasupport@princeton.edu). The email will include the review type, if the review is required, and any comments from the review requestor.

### Step 2: Log on to Princeton ERA

A tab opens your default browser window. If you were not already logged on to other Princeton systems in this browser, enter your Princeton NETID and your Princeton password, press login, and accept the DUO request on your phone.

### Step 3: Review the History tab + Proposal

Click on the History tab and look for “Ancillary Reviews Updated” comments to find the reason why you were asked to review the proposal. The requestor may also have included attachments specific for you along with the comments. Then review the proposal for the reason specified, which may include reviewing the “Attachments” tab or clicking on “View Funding Proposal”. *Note: If you have questions regarding the review, use the “Send Email” activity on the left navigation bar to ask questions or request additional information.*

### Step 4: Click on the “Submit Ancillary Review” link

In the left navigation bar, click on the “Submit Ancillary Review” link. This will open the Submit Ancillary Review activity.

### Step 5: Accept your Review

To approve the ancillary review, click Yes on boxes 2 and 3. Add any comments and/or relevant supporting documents if needed.

### Step 6: Click on OK.

Click OK. The window will close. Your review is complete. Your comments and/or supporting documents appear on the History tab.

**Example Proposal** (FP00000894) - Funding Proposal

**Next Steps:** Edit Funding Proposal, Printer Version

**Proposal Information:** PD/PI: Eli Willis (testp2), Department: SPL-Liechtenstein Inst (LISD), Specialist: Maureen Thompson-Siegel, Sponsors: NIH - National Institutes of Health, Internal Submission Deadline: 1/29/2021, SF424 Link: SF-4240000144

**Budget Information:** Starting Date: 5/1/2021, Number of Periods: 5, Total Direct: \$1,252,811, Total Indirect: \$550,409, Total: \$1,803,220, PeopleSoft Award ID:

**Flowchart:** Draft → Department Review → Specialist Review → Sponsor Review → Awarded. Clarification Requested loops back to Department Review, Specialist Review, and Sponsor Review. JIT Changes Required loops back to Sponsor Review.

**Activity Log:**

Activity	Author	Activity Date
Ancillary Reviews Updated	Weber, Stacey A	10/28/2020 4:26 PM
Ad Hoc Review - Hi Jen, Can you please review for (ABC) reason? Thanks! Stacey		
Manage-AR-1.pdf		

**Example Proposal** (FP00000894) - Funding Proposal

**Next Steps:** View Funding Proposal, Printer Version

**Proposal Information:** PD/PI: Eli Willis (testp2), Department: SPL-Liechtenstein Inst (LISD), Specialist: Maureen Thompson-Siegel, Sponsors: NIH - National Institutes of Health, Internal Submission Deadline: 1/29/2021, SF424 Link: SF-4240000144

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**Submit Ancillary Review**

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

1. Select the Review you are submitting:

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Annette Tate	Ad Hoc Review	yes

2. \* Do you accept this submission?

Yes  No [Clear](#)

3. \* Is the ancillary review complete?

Yes  No [Clear](#)

4. Comments:

5. Supporting documents:

+ Add

Name

There are no items to display

6. **OK** **Cancel**

## Agreements “Submit Ancillary Review” Quick Guide

Ancillary reviews are requests for reviews from administrators, experts, or researchers, outside of the standard agreement review process. Ancillary reviews are manually added by department administrators or ORPA. When you receive an ancillary review request, you are being asked to review and approve the agreement for a particular reason. Please follow the steps below.

### Step 1: Click on the link in the email

From your laptop or mobile device, click on the link in the “assigned for ancillary review” email you received from [erasupport@princeton.edu](mailto:erasupport@princeton.edu). The email will include the review type, if the review is required, and any comments from the review requestor.

### Step 2: Log on to Princeton ERA

A tab opens your default browser window. If you were not already logged on to other Princeton systems in this browser, enter your Princeton NETID and your Princeton password, press login, and accept the DUO request on your phone.

### Step 3: Review the History tab + Agreement

The Ancillary Review type and comments (the reason why the review was requested) appear on the workspace, under the workflow bubbles. The requestor may also have included comments + attachments specific for your review on the History tab. Then review the agreement for the reason specified, which may include reviewing the “Supporting Documents” on the workspace, or clicking on the “View Agreement” button. *Note: If you have questions regarding the review, please contact the requestor outside of the system.*

### Step 4: Click on the “Submit Ancillary Review” link

In the left navigation bar, click on the “Submit Ancillary Review” link. This will open the Submit Ancillary Review activity.

### Step 5: Accept your Review

To approve the ancillary review, check the box in #1 and select Yes in box 2. Add any comments and/or relevant supporting documents if needed.

### Step 6: Click on OK.

Click OK. The window will close. Your review is complete. Your comments and/or supporting documents appear on the History tab.

The screenshot displays the Princeton ERA system interface for handling an ancillary review. It is divided into three main sections:

- Top Section (Unassigned Agreement):** Shows agreement details for OTH0000073, including admin contact (Stacey Weber), owner (Eli Willis), and creation/modification dates. A workflow diagram indicates the current status is 'Unassigned', with steps for Pre-Submission, In Review, Signing, and Active. A 'Next Steps' panel includes buttons for 'View Agreement', 'Printer Version', and 'View All Correspondence'. A 'Submit Ancillary Review' button is highlighted with a green box and a circled '3'.
- Middle Section (Ancillary Reviews Table):** A table listing review requests. The first row is highlighted with a green box and a circled '3':

Review Type	Organization	Person	Reqd	Accepted	Comments	Docs
Ad Hoc Review		Zachary Davis	yes		Hi Zack, Can you please review for (ABC) reason? Thanks, Stacey	
- Bottom Section (Submit Ancillary Review Form):** A form with four numbered steps:
  - Select the review you are submitting:** A table with columns for Organization, Person, Review Type, and Required. The row for Zachary Davis, Ad Hoc Review, and Required is checked with a circled '5'.
  - Do you accept the proposed agreements?** Radio buttons for Yes (selected) and No, with a 'Clear' link.
  - Comments:** A large text input area.
  - Supporting documents:** A section with an '+ Add' button and a list of documents (Name, There are no items to display).A circled '6' highlights the 'OK' and 'Cancel' buttons at the bottom right.

Need Help? Email [erasupport@princeton.edu](mailto:erasupport@princeton.edu). Updated 10/28/20.