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. 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.

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.

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.

Need Help? Email erasupport@princeton.edu. Updated 10/28/20.