Before a proposal is routed to ORPA for submission to an external sponsor, the lead PI must review/complete the Compliance Review page questions and sign the Assurances statement.

For a detailed guide on how to review the complete proposal record in Princeton ERA, click here.

**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.

**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: Click on the “Edit Funding Proposal” button**

**Step 4: Click on the “Compliance Review” link**

**Step 5: Answer all Compliance Review questions**

- All questions are required. As you complete the questions, additional required follow-up questions may appear.
- If this proposal is being submitted with senior/key personnel such as co-PIs, co-Investigators, or fellows, your grants manager will have collected answers to these questions from all participants and will have completed this page. Please contact the submitting department’s grants manager to resolve any questions.
- If the answer to compliance question 5 is “yes”, please provide this list to the submitting department’s grants manager.

**Step 6: Click “Continue”**

If a question was skipped, the page displays an error message. Click on the “Go to first error” link to answer the skipped question. After successfully completing all questions and pressing “Continue”, the “Additional Proposal Information” page displays. You do not need to enter any information on this page.

**Step 7: Click “Exit”**

Click Exit to exit the proposal forms.

**Step 8: Click on the “Submit Ancillary Review” link**

In the left navigation bar, click on the “Submit Ancillary Review” link.

**Step 9: Accept your Review**

A new window will open. To start signing your assurances, select the “yes” radio buttons underneath questions 2 and 3.

**Step 10: Read the Assurance Statement**

The comments box and supporting documents can be left blank. Read the Assurances Statement.

**Step 11: Agree to the Assurance Statement**

Select “I agree to the above Assurance Statement”.

**Step 12: Click “OK”**

You’ve now completed your PI Assurance.