Lead PI Quick Guide: How to complete the Compliance Review page and Submit PI Assurances in Princeton ERA

Last Updated: 2/2/2021

Before a proposal is submitted to an external sponsor, the lead PI must complete the Compliance Review page and sign the PI Assurances statement electronically in Princeton ERA.

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 Review Type is “Assurances”.

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 the answer to compliance question 5 is “yes”, please provide this list to your 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, click on yes on radio buttons 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.

Need help? Email erasupport@princeton.edu.