Senior/Key Personnel Assurances Quick Guide
Last Updated: 7/15/2021

- Before a proposal is submitted to an external sponsor, all Senior/Key Personnel must sign the Assurance statement in Princeton ERA. This includes the PI, co-PI, co-Investigator, Senior/Key Personnel, mentor, and fellow.
- The submitting department’s grants manager will collect your answers to the compliance review questions to compile the full team’s response.
- 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. 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 “Submit Ancillary Review” link
In the left navigation bar, click on the “Submit Ancillary Review” link.

Step 4: Accept your Review
A new window will open. To start signing your assurances, select the "yes" radio buttons underneath questions 2 and 3.

Step 5: Read the Assurance Statement
The comments box and supporting documents can be left blank. Read the Assurances Statement.

Step 6: Agree to the Assurance Statement
Select the "I agree to the above Assurance Statement" radio button.

Step 7: Click “OK”
You’ve now completed your Assurance.

Need help? Email erasupport@princeton.edu