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1 Intro for Central Administrators

1.1 Welcome to Princeton ERA

As of 8/31/2020, Princeton ERA is Princeton's system for:

• Developing and tracking proposals
• Tracking funded and non-funded research agreements
• Tracking negotiation of subaward initiations and modifications
• Tracking Responsible Conduct in Research (RCR)

As a central administrator, you will learn:

• Princeton ERA Terminology
• How to access Princeton ERA
• How to search and review funding proposals or agreements
• How to respond to ancillary reviews

1.2 Princeton ERA Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Proposal or “FP”</td>
<td>Sponsored research proposal in Princeton ERA.</td>
</tr>
<tr>
<td>Agreements</td>
<td>Research related agreements tracked in Princeton ERA such as non-funded research agreements, data sharing plans, or subawards.</td>
</tr>
<tr>
<td>Workspace</td>
<td>Each funding proposal and agreement has its own workspace. The workspace is a page that contains a summary, links, workflow images, and tabs of relevant information regarding that proposal or agreement.</td>
</tr>
<tr>
<td>Admin Contact</td>
<td>The main department administrator responsible for developing and submitting the proposal. This is a good person to contact if you have questions about the proposal.</td>
</tr>
<tr>
<td>SmartForm</td>
<td>An online form that is completed for each proposal, budget, and agreement. The SmartForm contains a series of questions that provide key information for the submission. They’re called “Smart” forms because they hide/show different questions based on how prior questions are answered.</td>
</tr>
<tr>
<td>Activity</td>
<td>A link in the left navigation bar of the workspace that allows you to perform an action.</td>
</tr>
<tr>
<td>State</td>
<td>The state, or status, always appears on the workspace and is helpful for understanding where a record is in its review process.</td>
</tr>
<tr>
<td>Ancillary Review</td>
<td>A method of submitting a review request outside of the workflow process. This process is generally kicked off by a departmental administrator or ORPA GCA.</td>
</tr>
<tr>
<td>Dashboard</td>
<td>The home screen when you log onto Princeton ERA. Location of the “My Inbox” and “My Reviews” tab. This screen also has a “Recently Viewed Items” bar.</td>
</tr>
<tr>
<td>My Inbox</td>
<td>A tab on the Dashboard with a list of your “to-do” items - items that require action from you.</td>
</tr>
<tr>
<td>My Reviews</td>
<td>A tab on the Dashboard with all proposals requiring your reviews. For central administrators, this will usually have proposals awaiting ancillary review.</td>
</tr>
</tbody>
</table>
1.3 Logging into Princeton ERA

Log-in to Princeton ERA using the link on the ORPA Princeton ERA webpage. 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.

![Central Authentication Service](image)

You are now logged into Princeton ERA. You will initially be logged into the Dashboard. Your dashboard includes “My Inbox” which has all the proposals or agreements that require an action from you. “My Reviews” will show all proposal or agreements requiring an ancillary review.

![Princeton Research Electronic Research Administration](image)

From the dashboard, you can easily navigate to Grants or Agreements to review proposals or agreements.

2 How to Search for and Review Proposals and Agreements

2.1 Search for Proposals and Agreements

To search for proposals, navigate to Grants > Funding Proposal. Here you can view all funding proposals that you have access to.
Use the Filter by fields to search for a record by various information. Click the “?” help text for search tips. You can also click Add Filter to add multiple search filters.

A few helpful ways to search are:

- Search the funding proposal ID
- Search by Name (short title) using key words – use the wild card feature by entering a “%” sign before the key word. For example, search %molecular mechanism
- Search by PI

You can also use the various tabs to search by proposals State. The states available are Draft, Internal Review (includes Department Review, Specialist Review, and when proposals require changes), Sponsor Review, Awarded, or Completed states. This can be helpful for scenarios where you know you’re looking for an awarded proposal because it allows you to search a smaller population.
To search for agreements, navigate to Agreements > Agreements. Here you can view all agreements that you have access to.

Use the Filter by fields to search for a record by various information. Click the “?” help text for search tips. You can also click Add Filter to add multiple search filters.

A few helpful ways to search are:

- Search by agreement ID
- Search by agreement type
- Search by Name (short title) using key words – use the wild card feature by entering a “%” sign before the key word. For example, search %data
- Search by PI
2.2 Review Proposals

This section will provide a brief overview of how to review proposals. For detailed information on how funding proposals are developed, refer to the department administrator funding proposal guide.

2.2.1 Review Proposal Workspace and SmartForms

If we select a proposal from the Inbox or the Dashboard, we will be brought to its workspace. On the workspace, we can see a summary of information about the funding proposal. We see the proposal state and we can see exactly where it is in the workflow process.
We click View Funding Proposal to view the funding proposal SmartForm.

The SmartForm displays information about the submission. You can scroll through the pages to see the response to all proposal questions.

2.2.2 Review the budget
There are multiple resources for reviewing the proposal budget including the financials tab, cost share commitment activity, and Budget PDF.

Financials Tab
While you can see a list of all budgets on the Budgets tab, the Financials tab on the funding proposals workspace contains a summary of all consolidated budgets that are being submitted to the sponsor (where “In Financials = yes”) is on the Financials tab. For example, if there are multiple budgets due to on and off campus rates, or there are two faculty
members on this proposal and each faculty member wants to see their budget separately, the financials tab sums those budgets together. Note that this tab does not include cost sharing.

<table>
<thead>
<tr>
<th>Budgets</th>
<th>SF424 Summary</th>
<th>History</th>
<th>Reviewers</th>
<th>Attachments</th>
<th>Financials</th>
<th>…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current All-Period Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personnel:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries:</td>
<td>$88,893</td>
<td>$92,448</td>
<td>$96,145</td>
<td>$277,486</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits:</td>
<td>$85,555</td>
<td>$88,177</td>
<td>$70,904</td>
<td>$204,636</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>General:</strong></td>
<td>$330,000</td>
<td>$289,600</td>
<td>$299,584</td>
<td>$919,184</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistantship AI/AR Tuition</td>
<td>$23,338</td>
<td>$24,271</td>
<td>$25,241</td>
<td>$72,850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$30,000</td>
<td>$40,000</td>
<td>$40,000</td>
<td>$170,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$70,000</td>
<td>$72,000</td>
<td>$75,712</td>
<td>$218,512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel: Domestic</td>
<td>$50,000</td>
<td>$52,000</td>
<td>$54,080</td>
<td>$156,080</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel: Foreign</td>
<td>$70,000</td>
<td>$72,000</td>
<td>$75,712</td>
<td>$218,512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subaward(s):</td>
<td>$85,000</td>
<td>$85,000</td>
<td>$85,000</td>
<td>$256,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct less Subaward F&amp;A:</td>
<td>$493,893</td>
<td>$467,048</td>
<td>$470,729</td>
<td>$1,421,670</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct:</td>
<td>$503,893</td>
<td>$467,048</td>
<td>$480,729</td>
<td>$1,451,670</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total F&amp;A:</td>
<td>$188,414</td>
<td>$179,830</td>
<td>$187,022</td>
<td>$656,266</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Total:</td>
<td>$692,307</td>
<td>$646,878</td>
<td>$667,751</td>
<td>$2,006,936</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**View Cost Share Commitments**

To see if this proposal contains cost sharing, click on the “Create-Update Cost Share Commitment” activity in the left navigation bar. Note that you may only be able to see the “Create-Update Cost Share Commitment” activity if you are an ancillary reviewer and have not submitted your ancillary review yet. If the “Create-Update Cost Share Commitment” activity is not available in the left navigation bar, run the “Cost Share Report” in the “ORPA Princeton ERA Reports” folder, “Campus Reports” subfolder, in the Information Warehouse to view cost share commitments for this proposal.

The “Create-Update Cost Share Commitment” window appears.
If there is no cost share, this screen will be blank. If there is cost share, the cost share commitment will display on this screen. Review the window and click on OK.

**Generate Budget PDF Activity**

Generate a PDF of the budget to see a full picture of all budgets on the proposal, including cost share budgets. A budget summary and each individual budget will be included.

Click on the Generate Budget PDF activity in the left navigation bar.

The “Generate Budget PDF” pop up window appears.
Click on OK.

Then click on the History tab and click on the PDF to view the PDF in a separate tab in your browser window.

The PDF displays the following, each on its own separate page:

- The sum of all individual budgets where “include in financials = yes” (such as summing On and Off campus budgets, or summing the budget for Professor Ramsey with the budget for Professor Smith)
- The sum of all cost sharing budgets
- Then each individual budget with its associated cost sharing budget (if any) is displayed

### 2.2.3 Review attachments tab

Click on the Attachments tab to see links to all attachments uploaded to the FP SmartForms pages and to the activities. Click on a link to view the attachment in a tab in your browser window. This tab also shows who uploaded the attachment and the date and time it was uploaded.
If this proposal was submitted via s2s, there might not be a lot of attachments uploaded here. Refer to the next section.

2.2.4 Review the SF424 for proposal submitted S2S

Proposals that will be submitted to federal sponsors via s2s (system-to-system functionality, directly from the Princeton ERA system to the federal sponsor) will have a SF424 link on the funding proposal workspace.

Click on the SF424 link.

You are now on the SF424 workspace, which is marked as “SF424” in the upper right corner.

Click on the View link. The PDF version of the SF424 submission will open in a new tab in your browser window.
To navigate back to the funding proposal workspace, click on the FP link.

2.2.5 Review the History tab
The History tab contains past actions which are taken on the proposal. When ancillary reviews are added, the requestor will typically add a comment that appears in the History tab. Reviewing the History tab can be a helpful way to gain context about the review and see what progress has already been made on the proposal.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Author</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ancillary Reviews</td>
<td>Thompson-Siegel, Maureen</td>
<td>11/19/2020 6:08 PM</td>
</tr>
</tbody>
</table>

2.3 Review Agreements
This section will provide a brief overview of how to review an agreement. For detailed information on how agreements are created and work flowed, refer to the department administrator agreement guide.
2.3.1 Review Agreement Workspace and SmartForms

If we select an agreement from the Inbox or the Dashboard, we will be brought to its workspace. On the workspace, we can see a summary of information about the agreement. We see the state and exactly where it is in the workflow process.

We click View Agreement to view the agreement SmartForm.

The SmartForm displays information about the agreement. You can scroll through the pages to see the response to all agreement questions.
On the workspace, we can also see all ancillary reviews for the agreement. Refer to the Ancillary Review section for more details on completing ancillary reviews.

<table>
<thead>
<tr>
<th>Review Type</th>
<th>Organization</th>
<th>Person</th>
<th>Req</th>
<th>Accepted</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Hoc Review</td>
<td>Todd Bristol</td>
<td>yes</td>
<td></td>
<td></td>
<td>Hi Todd - Could you please review this for XYZ reason?</td>
</tr>
<tr>
<td>Ad Hoc Review</td>
<td>Paula Looney</td>
<td>yes</td>
<td>yes</td>
<td></td>
<td>This looks good!</td>
</tr>
<tr>
<td>International Traffic in Arms Regulations (ITAR)</td>
<td>John Jenkins</td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.3.2 Review the Agreement Documents

From the agreement workspace, we can review all of the documents associated with the agreement.

**Data agreement for Gibbs - John Doe**

*Agreement:* Agreement draft documents uploaded during the negotiation process.

*Final Agreement:* The final agreement version, signed by both parties. This field is empty until the final signed agreement is uploaded, right before the agreement record is set to “Active”

*Supporting Document:* Supporting documentation uploaded during the negotiation process.

*Note that if there are revisions to a document, you can click the ellipses next to the document and view prior versions.*

2.3.3 Review the History tab

The History tab contains past actions which are taken on the agreement. Reviewing the History tab can be a helpful way to gain context about the review and see what progress has already been made on the agreement.
2.4 Proposal and Agreement States
When reviewing proposals or agreements, it is helpful to understand where the record is in its overall lifecycle. Below are the paths that proposals and agreements will follow as they move through the system.

Proposal

Agreement

3 Ancillary Reviews
Ancillary reviews are used in Princeton ERA to obtain additional approvals and reviews for a proposal. This guide introduces the ancillary review functionality and explains how to complete an ancillary review.
3.1 What is an Ancillary Review?

Ancillary Reviews:

- Reviews outside of the workflow path of the proposal or agreement. This provides an opportunity for additional reviews from administrators, experts, and researchers.
- Reviews are added by department administrators or ORPA.
- You receive an email from erasupport@princeton.edu with the subject line "Notification of Ancillary Review" which means this proposal requires an ancillary review from you. The email contains comments from the proposal editor letting you know why the review was requested.
- The AR may be required or not required, as indicated in the email. Not required reviews are more of an FYI, while required reviews must be responded to.
- After you accept and complete the AR, you may not be able to view the proposal or agreement unless you have additional access to the proposal (such as having global access to all proposals).

3.2 Why are Ancillary Reviews sent?

Ancillary reviews are sent for many reasons, such as:

- PI Assurances
- Cost share commitment approvals
- Lab or facility space change
- F&A waiver requests
- IACUC congruency review at the award stage for certain sponsors
- Compliance concerns
- PI Eligibility
- Ad hoc

3.3 How will you know you have an Ancillary Review to review?

You’ll receive an email from erasupport@princeton.edu. If the review is for a proposal, the subject line will say “Notification of Ancillary Review.” If the review is for an agreement, the subject line will say “Assigned for Ancillary Review.”

The “Review Type” is listed; in the example below the type is “Ad Hoc Review”. The proposal editor’s comments as to why the review is being requested are included.

Required will either be yes or no. Required means you have to respond while no means, this AR is more of an FYI.

Note: It’s very important to respond to required ancillary review since ORPA cannot setup an award with outstanding required reviews!
### 3.4 Access the Proposal or Agreement

#### 3.4.1 Access the proposal or agreement through email

Click on the “FP” or agreement link in the email to log on to the system. The Funding Proposal or Agreement workspace appears.

Note that the AR request can be sent to an individual or to a group of people. Only one person in the group needs to approve. You will not be able to tell from the ancillary review email if the request was sent to a group or not as each person in the group receives their own separate email. If you click on the email link and you get a message that you do not have rights to view the page or the “Submit Ancillary Review” activity is not available on the workspace, it means someone else in the group already completed the ancillary review.
3.4.2 Access the proposal or agreement through the dashboard

Alternatively, click on the login link on the Princeton ERA home page. After logging on, the Dashboard is displayed and the proposal or agreement will be in the “My Inbox” and “My Reviews” tabs.

As noted above, if this ancillary review was sent to a group and one other person in the group already approved it, the record will not be on your “My Inbox” nor your “My Reviews” tabs.

3.5 Reviewing the proposal or agreement for Ancillary Review

Review the proposal or agreement for the reason specified in the ancillary review email. For tips on reviewing the records, refer to the Review Proposals and Review Agreements sections.

For agreements, a summary of your ancillary review will appear on the center of the agreement’s workspace. It will include the review type and any documents or comments from the requestor.

For proposals, reviewing the History tab can be a helpful way to see any comments or documents from the requestor. This can provide additional context about the review.

3.6 Send Email

If you have questions regarding your ancillary review, please contact the ancillary review requestor. If the ancillary review is for an agreement, please contact the requestor outside of the system.
If you have a question for a proposal ancillary review, please use the send email functionality to contact them.

Click on the send email activity in the left navigation bar.

Fill out the “Send Email” popup window. Enter a subject line. You can send email to a group of people, such as all proposal editors, or a specific person. Typically, we will send an email to a specific person. Type their name in the “Select any other recipients” box to add them. Type your comment in the Comments box. Comments entered here will appear in the email message and on the History tab. You can also upload attachments via the drag and drop functionality. Click Ok to send the email.
The comments in the send email activity will appear on the History tab, and attachments will appear on the Attachments tab.

### 3.7 Submit Ancillary Review

#### 3.7.1 Submit AR for a Proposal

When you are ready for approve the AR, click on the submit AR activity in the left navigation bar of the funding proposal workspace.
Select 2 and 3 as completed and accepted. (Note: *If you are not ready to complete or accept the ancillary review, wait until you are truly done with your review to return so you can both Complete and Accept the review.*) Enter any comments and upload supporting attachments with the drag and drop functionality. Click OK to complete the review.
The ancillary review is now submitted. The review is complete and the Submit Ancillary Review activity will no longer appear.

You can confirm the review is submitted by checking the Reviewers tab. It will display all ancillary reviews and whether they have been completed and accepted.

3.7.2 Submit AR for an Agreement

When you are ready for approve the AR, click on the submit AR activity in the left navigation bar of the agreement workspace.
Check the box next to your review in Question 1. Select that you accept the agreement.

Enter any comments and upload supporting attachments with the drag and drop functionality. Click OK to complete the review.

The ancillary review is now submitted and the review is complete. In agreements, the Submit Ancillary Review activity will still appear after you have completed your review.
You can confirm the review is submitted by checking the Ancillary Review tab in the center of the workspace. It will show you have accepted and include any comments or attachments you added to the review.

### 3.8 What happens after submitting the Ancillary Review

The review is complete. The record will no longer appear in your “My Inbox” and “My Reviews” tabs on the Dashboard. If you have security access to the proposal or agreement, either because an editor of the record gave you access or because you have a global reader role, then you will be able to locate the record on either the Grants or Agreements tab in the future. If you do not have security access to the record, you will no longer be able to access it. In this case, Information Warehouse reports in the “ORPA Princeton ERA Reports” folder can be used to refer to the record in the future.