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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.

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 Review” will show all proposal or agreements requiring an ancillary review.

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 Sate. 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 too.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Current All-Period Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
<td>Cumulative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel:</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>
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</tr>
<tr>
<td>Benefits:</td>
<td>$85,555</td>
<td>$88,177</td>
<td>$79,904</td>
<td>$204,636</td>
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<tr>
<td>General:</td>
<td>$23,338</td>
<td>$24,271</td>
<td>$25,241</td>
<td>$72,850</td>
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</tr>
<tr>
<td>Subaward(s):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistantship AI/AR Tuition</td>
<td>$50,000</td>
<td>$52,000</td>
<td>$54,080</td>
<td>$156,080</td>
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<tr>
<td>Equipment</td>
<td>$90,000</td>
<td>$40,000</td>
<td>$40,000</td>
<td>$170,000</td>
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</tr>
<tr>
<td>Materials and Supplies</td>
<td>$70,000</td>
<td>$72,000</td>
<td>$75,712</td>
<td>$218,512</td>
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<tr>
<td>Travel: Domestic</td>
<td>$50,000</td>
<td>$52,000</td>
<td>$54,080</td>
<td>$156,080</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>
</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>
</tr>
<tr>
<td>Total Direct:</td>
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<td>$467,048</td>
<td>$480,729</td>
<td>$1,451,670</td>
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<tr>
<td>Total F&amp;A:</td>
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<td>$187,022</td>
<td>$665,266</td>
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</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>
</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.

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 to generate a PDF summary of the budget. Navigate to the history tab to view the summary.

Then click on the History tab and click on the PDF to view it 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’re now on the SF424 workspace, which is marked as “SF424” in the upper right corner.

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

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.

2.3.2 Review the Agreement Documents
From the agreement workspace, we can review all of the documents associated with 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**

![Proposal Lifecycle Diagram]

**Agreement**

![Agreement Lifecycle Diagram]

**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 being a global reader).

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
- Congruency review at the award stage
- 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 with the subject line “Notification of 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 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. 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 doesn’t appear, 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.

3.6 Send Email
If you have questions for the proposal editor, use the Send Email functionality to email them through the system to let them know about your concerns. 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 find the person you want to send the email to by typing their first and last name in the search box. Type your comment in the box. Comments entered here will appear on the History tab. You can also upload attachments via the drag and drop functionality. Click ok.
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**
When you’re ready for approve the AR, click on the submit AR activity in the left navigation bar.
Select 2 and 3 as completed and accepted, enter comments and upload supporting attachments with the drag and drop functionality, and click ok.
The ancillary review is now submitted. The review is complete and the Submit Ancillary Review activity will no longer appear.

3.8 What happens after submitting the Ancillary Review

The review is complete. The proposal will no longer appear in your “My Inbox” and “My Reviews” tabs on the Dashboard. Unlike proposals that you reviewed as a department reviewer, you will not be able to locate proposals you reviewed as an ancillary reviewer on the Grants tab, unless the proposal editor added you as an editor or viewer for that proposal.