Ancillary reviews are requests for proposal or agreement reviews from administrators, experts, or researchers that are outside of the standard proposal or agreement review process. Reviews are added by department administrators or ORPA.

When you receive an ancillary review request, you are being asked to review and approve for the proposal or agreement. Follow the steps below.

**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 email will include the Review Type, if the review is required, and any comments from the review requestor.

**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: Review the Proposal or Agreement**
Review the proposal or agreement for the reason specified in the ancillary review email. Review the workspace, tabs, and SmartForm as applicable. *Note: If you have questions regarding the review, use the Send Email activity on the left navigation bar to ask questions or request additional information.*

**Step 4: Click on the “Submit Ancillary Review” link**
In the left navigation bar, click on the “Submit Ancillary Review” link. This will open the Submit Ancillary Review activity.

**Step 5: Accept your Review**
To approve the ancillary review, click yes on boxes 2 and 3. Add any relevant supporting documents.

**Step 6: Click on OK.**
Click Ok. The window will close. Your review is complete.

Need help? Email erasupport@princeton.edu

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