PI Quick Guide: How to Submit PI Assurances in Princeton ERA

When you are a PI, co-PI, co-Investigator, Senior/Key Person, mentor, or fellow on a proposal that is being submitted to an external sponsor, you will receive a request to 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 “Submit Ancillary Review” link**
In the left navigation bar, click on the “Submit Ancillary Review” link. If you are the lead PI on this proposal, you will see the “Manage Ancillary Review” and “Submit Ancillary Review” links. You must use the “Submit Ancillary Review” link.

**Step 4: Accept your Review**
To start signing your assurances, click on yes on boxes 2 and 3.

**Step 5: Read the Assurance statement**
Scroll past the comments and supporting documents to read the assurance statement.

**Step 6: Agree to the Assurance Statement**
Select “I agree to the above Assurance Statement”.

**Step 7: Click on OK**
You’ve now signed your PI Assurance.

Need help? Email erasupport@princeton.edu

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