

## 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](mailto: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.

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**Next Steps**

- Edit Funding Proposal
- Printer Version
- [Submit For Department Review](#)
- [Withdraw Proposal](#)
- [Manage Ancillary Reviews](#)
- 3** [Submit Ancillary Review](#)

## Proposal Example

**Proposal Information**

PD/PI:	Gilbert Ramsey (testpi10)
Department:	SPI-Liechtenstein Inst (LISD)
Specialist:	Maureen Thompson-Siegel
Sponsors:	XYZ Foundation
Internal Submission Deadline:	
SF424 Link:	



Submit Ancillary Review

Unless you have permission to access the project, upon submitting your review, you will lose access to this project and be returned to your Inbox.

**1. Select the Review you are submitting:**

Organization	Person	Review Type	Required
<input checked="" type="checkbox"/>	Gilbert Ramsey (testpi10)	Assurances	yes

**2. \* Do you accept this submission? ?**

Yes  No [Clear](#)

**4**

**3. \* Is the ancillary review complete? ?**

Yes  No [Clear](#)

**6**

I agree to the above Assurance Statement

The signed Assurance Statement is uploaded as a Supporting Document to this Ancillary Review [Clear](#)

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Need help? Email [erasupport@princeton.edu](mailto:erasupport@princeton.edu)

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