 Deferred Submission in eRIA-IRB

The PI and the researchers will receive an email with an attached letter outlining the changes that need to be made to the submission. The IRB determines the most likely person to make changes on this submission and sends this person a second email with a link to the workflow assignment. Only this assigned person will be able to edit the deferred submission initially (this person will be able to send the submission to others if needed, please see Option 2, next page).

1. At the top of your browser window, type the URL: https://eria-irb.Princeton.edu and click Enter on your keyboard.

2. At the prompt, LOG IN with your Princeton.edu ID and password and ACCEPT DUO verification. This will take you to the eRIA home page.

3. On the Home tab and (below Things to do), CLICK on the protocol number indicated in the email. This will open the Task/Assignment window.

   NOTE: You can also CLICK on the link in the email sent to you which will automatically take you to the Task/Assignment window.

4. Review all forms listed below the Document/Form header. To edit any form, CLICK on the link to the form.

5. The form window opens. CLICK the Maximize button located at the top right corner to expand the window.

6. Before you can access the form, you will need to UNLOCK it by CLICKING the box next to the word LOCKED located at the upper right corner of the form. Make sure that the box is UNCHECKED before proceeding.

Determine your course of action. Complete one of the following options:

OPTION 1: Edit the submission and return it to the IRB Office by choosing Return to IRB in the Next Step Decision dropdown

1. Edit the submission form(s), making any necessary revisions.
2. Save and Lock the electronic form. This will take you back to the Task/Assignment window.
3. Populate the following fields on the Task/Assignment screen as described below:

   • Next Step/Decision: Select “Return to IRB”.

4. Click I am done. This will send your submission back to the IRB to be reviewed by IRB staff and board members.

OPTION 2: Edit/review the submission and send it to someone else to make the changes by selecting Deferred – PI or Deferred – Researcher in the Next Step Decision dropdown.

1. Edit the submission form(s), making any necessary revisions.
2. Save and Lock the electronic form. This will take you back to the submission package window.
3. Populate the following fields on the Task/Assignment screen as described below:

   • Next Step/Decision: Select “Deferred - PI” or “Deferred – Researcher”.
   • Assign To: Select the recipient (this is only applicable for “Deferred – Researcher”). This person may be anyone who is listed on the protocol as research personnel except the PI.

4. Click I am done. This will send your submission to either the PI or the researcher depending on above described choices.

For help, contact eRIA Support at: eria-irb@princeton.edu or 609-258-0865