PI Approval and how to obtain it for IRB submissions using eRIA-IRB.

1 - If you are the PI choose "**I am the PI and have read the above and agree to serve as the PI with the above obligations**". After choosing this answer, **LOCK** the form using the Locked checkbox, and click the **Submit** button in the submission package window. This will route the submission to the IRB for review.

2 - If you are not the PI and the PI is willing to review submissions using eRIA, choose "**I am not the PI**". After choosing this answer, another question will appear asking how you want to obtain PI Approval. You would answer "**Advance this submission to the PI".**

You should then **LOCK** the form using the Locked checkbox and that will take you to the submission package window. When you click **SUBMIT**, the submission will be sent to the PI via eRIA. The PI will receive an email indicating their action is required and this submission will appear in the Things to Do area of the home screen when the PI logs into eRIA. (Note: If the PI clicks on the link in the email that is sent, it will take them directly to the Task Assignment window and they will not see Things to Do.)

3 - If you are not the PI and the PI wants to review your submission outside of eRIA, choose "**I am not the PI".** After choosing this answer, another question will appear asking how you want to obtain PI Approval. You would answer "**Attach the signed PI approval and advance this submission to the IRB**".

After you answer the second question, a pop up appears that allows you to print a PI Approval form. Please see image below. The pop up is circled in red.

Please note this image is the one visible on an IRB Application, you will see something that looks slightly different on a Modification form or a Continuing Review form.

You should print out the PI Approval form and a PDF copy of your submission for your PI. Ask the PI to review the PDF copy of the submission and sign the PI Approval form. Then you should upload the signed PI Approval form to eRIA. (Pictures of the form taken with a cell phone are acceptable.)

To upload the signed PI Approval form click the upload button (image below)

You should then **LOCK** the form using the Locked checkbox and that will take you to the submission package window. When you click **SUBMIT**, the submission will be sent directly to the IRB for review.