Quick Reference Guide (QRG): How to Convert a Legacy Study to eRIA

Use this QRG to convert an approved legacy study to eRIA.

The IRB is requiring that legacy studies be converted to eRIA by January 1, 2023.

1. At the top of your browser window, type the URL: **https://eria.princeton.edu** and CLICK **Enter** on your keyboard.

NOTE: If you are off campus, VPN is required to access eRIA.

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. Enter your protocol number in "**Quick Find**" and CLICK the magnifying glass icon.

NOTE: You can also enter your PI's last name or a key word in the protocol title in "**Quick Find**."

4. After the search result appears, HOVER over the protocol number and wait for a pop-up menu to appear.

5. When the menu appears, slide your cursor right and down, then HOVER over "**Create New**." Slide right and down, and CLICK on "**Amendment.** "

**6.** The "Amendment" Form window opens. **MAXIMIZE** the screen.

7. To EDIT the form, UNLOCK it by CLICKING the box labeled "**Form Locked, Unlock to Edit**" located at the upper left corner of the Form.
Make sure that the box is UNCHECKED and reads "**Check for Errors**" before proceeding.

8. Complete the eRIA form in it's entirety and answer all mandatory questions with the content from the most current approved legacy protocol (e.g., Questionnaire A, Questionnaire B, or similar). *NOTE*: Mandatory fields are identified with an **asterisk ***. Answering questions with "No" or "N/A" is not acceptable unless applicable to a given question. Please ensure the information provided reflects the most recently approved protocol.

9. If you are *not* the PI for your study, in section "**PI ASSURANCE**,"you must select "**I am not the PI,**" then choose the appropriate responses to the questions that appear.
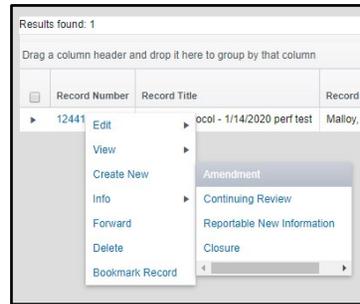
NOTE: To save your application for later completion, CLICK ⬛Save at the top of the Form. To find your application later, log back in to eRIA and search for your protocol using "**Quick Find**" and your protocol number.

10. In the Amendment Form Page (which appears at the bottom of the record and the menu on the left), explain that this is an amendment to convert a legacy study to an eRIA protocol.

11. If you are the PI, check "I am the PI…" on the Amendment Form Page and skip to #**13.**

12. If you are ready to submit for review, you have two options:
    Option 1. If the PI **will** review in eRIA, choose "**Advance this submission to the PI.**"
    Option 2. If the PI **will not** review in eRIA, check the "**Attach a signed PI approval form**" box, then CLICK on the link to:
        a) Print the PI Approval Form
        b) Have your PI sign it
        c) Scan to pdf or take a photo of the signed form with your smart phone
        d) CLICK the Upload icon to attach it

13. When you are done, CLICK the "**Check for Errors**" checkbox.
NOTE: If any required fields are incomplete, you will receive a screen message, **"Finish all incomplete items listed and click Check for Errors again."** To jump directly to the unanswered questions, CLICK on the question that appears in the box.

14. When you have answered all mandatory questions and the **"Check for Errors"** checkbox is labeled, **"Form Locked, Unlock to Edit,"** CLICK **"Submit."**

NOTE: When the Form window disappears, your submission has been advanced to the next step.

Helpful links:

How do I clear my browser cache?

How do I enable and/or disable web browser pop-up blockers?

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