QUICK REFERENCE GUIDE (QRG)

How do I request changes to Research Personnel through an Amendment submission?

These steps may be performed by anyone named as Research Personnel on the protocol.

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. Find the protocol using ADVANCED SEARCH at the top right of the home screen.

4. The protocol number will appear in the Records Found screen, CLICK on the protocol number with your cursor and a menu will appear.

5. Choose CREATE NEW and click on AMENDMENT. This will open the IRB Application/Amendment form window.

6. CLICK the FORM LOCKED, UNLOCK TO EDIT checkbox to prepare the form for editing. (This will make the Amendment section appear.)

7. Locate the Amendment Form Page using the section menu on the left side of the form. Enter the full name(s) of the researcher(s) you want to request to add or retire in the “Describe the amendment” section.

8. CLICK on Section 3: Research Personnel using the section menu on the left side of the form.

9. CLICK the ADD PERSONNEL link to add individual researchers:

10. If personnel need to be removed, navigate to the Research Personnel section in the form.

11. Locate the researcher and ‘Requested Researcher End Date’ field. Enter the date of the last day they will be active on the protocol.

   i. This field should only be filled out when a user needs to be removed from the protocol.

   ii. This field will not be present for the PI. If the PI needs to be removed:

      1. Designate another person as the PI
      2. Save
      3. Add an End Date for the former PI

12. When you are ready, please CLICK the SUBMIT button and the submission will be directed to either your PI or the IRB depending on whether the submission creator is the PI or not the PI and the PI flag in the Research Personnel section. (Submission creator and PI will receive a submission confirmation email on initial submit.)

13. Once the amendment is approved by RIA, the next submission on the protocol will reflect your personnel changes, i.e. the added person(s) will be listed and the retired person(s) will not be listed in the Research Personnel section.

Helpful links: How do I enable and/or disable web browser pop-up blockers? How do I clear my browser cache?

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