How do I change the PI through the Amendment process?

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

1. Find the protocol using QUICK FIND at the top right of the eRIA home screen.
2. The protocol number will appear in the Records Found screen, hover over the protocol number with your cursor, three dots will appear, then a menu will appear.
3. Choose CREATE NEW and click on AMENDMENT. This will open the AMENDMENT/IRB APPLICATION FORM.
4. UNLOCK the Amendment/IRB Application form using the FORM LOCKED, UNLOCK TO EDIT checkbox, CLICK on the AMENDMENT FORM PAGE section, enter the full name of the new PI in the “Describe the Amendment” section.
5. CLICK on 3 RESEARCH PERSONNEL section of the Amendment/IRB Application form.
6. CLICK on ADD PERSONNEL to add a new PI: (please see below).
7. Then CLICK the Principal Investigator (PI) flag next to the new PI (please see below).
8. Fill out all additional mandatory questions and lock the form by using CHECK FOR ERRORS check box in the top left of the form.
9. Note: When the form is locked, the CHECK FOR ERRORS checkbox will display FORM LOCKED, UNLOCK TO EDIT.
10. When you are ready, CLICK the SUBMIT button and the submission will be assigned to your new PI. This submission will appear in the PIs Assignments area of their eRIA home screen.

Note: If you are resubmitting this Amendment, you’ll see the Assignments tab and use the NEXT STEP DECISION dropdown and click the I AM DONE button instead of the Submit button.

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