QUICK REFERENCE GUIDE (QRG)

How to Submit a Reportable New Information Form

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 “Reportable New Information.”

6. The “Reportable New Information” Form window opens. MAXIMIZE the form window.

7. Enter the requested information. Mandatory fields are identified with an asterisk *. The Reportable New Information Form will provide several options to describe the reason for the submission (e.g., Change to the protocol taken without prior IRB review to eliminate an immediate hazard to a subject).

   **NOTE:** To save your application for later completion, CLICK Save at the top of the Form. To find your submission later, log back in to eRIA and search for your protocol using “Quick Find” and your protocol number.

8. If you are the PI, you must select “I am the PI and have read the above and agree to serve as the PI with the above obligation” in the “PI ASSURANCE” section. Clicking this flag acts as PI approval of the submission.

9. If you are not the PI, you must select “I am not the PI” in the “PI ASSURANCE” section.

10. 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 items, CLICK on the question that appears in the box.

11. 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 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