Use this Quick Reference Guide (QRG) to edit the submission as per your PI’s instructions
(This IRB submission has been returned to you by the PI for action.)

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. In the “Assignments” tab of the Home screen, CLICK on a protocol number that displays the status: “Return to Researcher.” This will open the Form window. 
   MAXIMIZE the Form window.

4. 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.

5. Edit the Form as per PI suggestions. 
   NOTE: You can review one section at a time, or you can use the “ALL PAGES” link to view pages of the Form concurrently.

6. If you need to change the assigned PI for the study:
   - Navigate to section “3 RESEARCH PERSONNEL”
   - CLICK the “Add Personnel” icon to add a new researcher.
   - Type the person’s last name in the search box. The system will display a list of matches. Select the correct name.
   - CHECK the “Principal Investigator” checkbox under the new PI name.

7. When you are finished, CLICK the “Check for Errors” button and relock the Form. When the form is locked, the button will be labeled “Form Locked, Unlock to Edit.”

8. Navigate to the “ASSIGNMENT” section of the Form and choose one of the following options:
   - Option 1: Return to the PI. 
     • CLICK the “Next Step/Decision” dropdown menu.
     • Select “PI Authorization”
     • CLICK “I am done.”
   - Option 2: Submit to the IRB. 
     • CLICK the “Next Step/Decision” dropdown menu.
     • Select: “Submit to IRB Office.”
     • CLICK “I am done.”

   NOTE: When the Form window disappears, the 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