Quick Reference Guide (QRG): How to Submit an Amendment

Use this QRG to **AMEND** an existing, approved protocol.

**DO NOT** use this QRG to respond to IRB requested modifications.

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.

   **NOTE:** This action will make the “AMENDMENT” section appear at the bottom of the Form and in the navigation menu to the left.

   Make sure that the box is **UNCHECKED** and reads “Check for Errors” before **CLICKING** the box.

8. Enter the requested information. Mandatory fields are identified with an asterisk *. Complete the rest of the Form by answering remaining questions with “N/A” or “No”.

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** 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. 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.

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

12. If you are ready to submit for PI Authorization, the PI that you added in the Research Personnel section of the Initial Application or most recent Amendment form and designated with the PI checkbox will receive an email when you click **Submit** informing them that they have been named PI and a submission is ready for them to review.

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

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