Use this Quick Reference Guide (QRG) to review and sign a submission completed by others where you are named PI.

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” section of the Home screen, CLICK on a protocol number that displays the status: “PI Authorization”. This will open the Form window. MAXIMIZE the Form window.

4. Review the content in each section. If you are reviewing an Initial Application submission, all attachments will be located in section “14 SUPPORTING DOCUMENTS.”

5. 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.

6. To approve this submission and advance it for IRB review, proceed to the PI Assurance section. CLICK “I am the PI and have read the above and agree to serve as the PI with the above obligations,” which acts as your approval.

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

8. Navigate to the “ASSIGNMENT” tab of the Form. Complete one of the following options:

   Option 1: Submit to the IRB Office.
   - CLICK the “Next Step/Decision” dropdown menu.
   - Select: “Submit to IRB Office.” or “Return to IRB Office”
   - CLICK “I am done.”

   Option 2: Return the submission to the researcher (for further edits).
   - CLICK the “Next Step/Decision” dropdown menu.
   - Select “Return to Researcher.”
   - “Assign To:” Select the recipient.
   - CLICK “I am done.”

NOTE: The Form window will disappear when 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