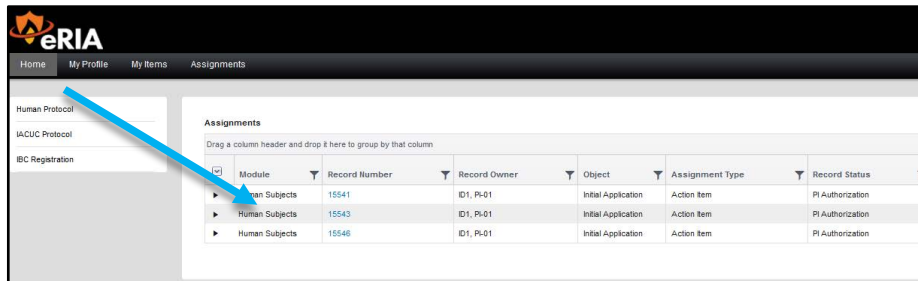
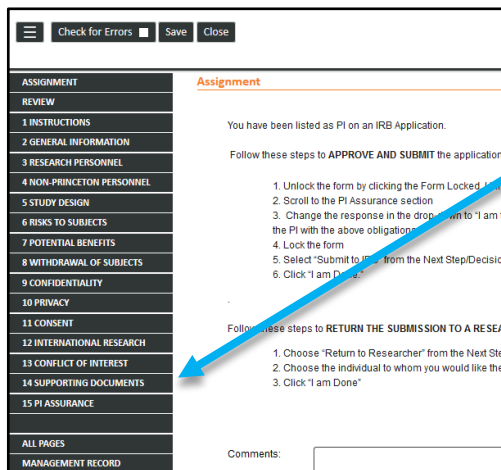


## Use this Quick Reference Guide (QRG) to review and sign a submission completed by others where *you* are named PI

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.



Module	Record Number	Record Owner	Object	Assignment Type	Record Status
Human Subjects	15541	ID1, PI-01	Initial Application	Action Item	PI Authorization
Human Subjects	15543	ID1, PI-01	Initial Application	Action Item	PI Authorization
Human Subjects	15548	ID1, PI-01	Initial Application	Action Item	PI Authorization



Check for Errors  Save Close

ASSIGNMENT

REVIEW

1 INSTRUCTIONS

2 GENERAL INFORMATION

3 RESEARCH PERSONNEL

4 NON-PRINCETON PERSONNEL

5 STUDY DESIGN

6 RISKS TO SUBJECTS

7 POTENTIAL BENEFITS

8 WITHDRAWAL OF SUBJECTS

9 CONFIDENTIALITY

10 PRIVACY

11 CONSENT

12 INTERNATIONAL RESEARCH

13 CONFLICT OF INTEREST

14 SUPPORTING DOCUMENTS

15 PI ASSURANCE

ALL PAGES

MANAGEMENT RECORD

Assignment

You have been listed as PI on an IRB Application.

Follow these steps to **APPROVE AND SUBMIT** the application

1. Unlock the form by clicking the Form Locked, Unlock to Edit button.
2. Scroll to the PI Assurance section.
3. Change the response in the dropdown to "I am the PI and I have read the above and agree to serve as the PI with the above obligations."
4. Lock the form.
5. Select "Submit to IRB Office" from the Next Step/Decision dropdown.
6. Click "I am Done."

Follow these steps to **RETURN THE SUBMISSION TO A RESEARCHER** for edits

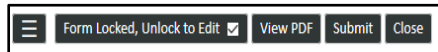
1. Choose "Return to Researcher" from the Next Step/Decision dropdown.
2. Choose the individual to whom you would like the submission assigned.
3. Click "I am Done."

Comments:

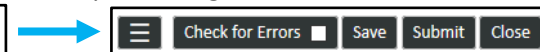
4. Review the content in each section. If you are reviewing an Initial Application submission, all attachments will be located in section “**14 SUPPORTING DOCUMENTS**.”

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.



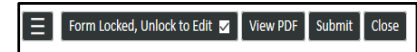
Form Locked, Unlock to Edit  View PDF Submit Close



Check for Errors  Save Submit Close

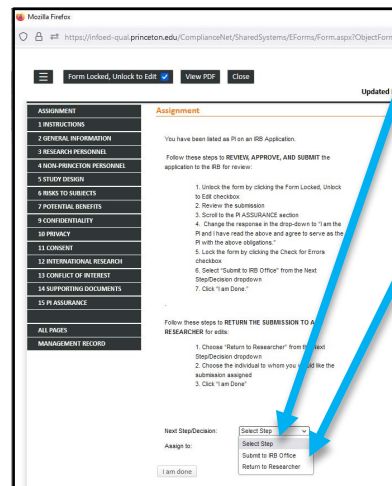
6. To approve this submission and advance it for IRB review, proceed to the PI Assurance section. CLICK “**I am the PI and have read the above and agree to serve as the PI with the above obligations,**” which acts as your approval.

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.**”



Form Locked, Unlock to Edit  View PDF Submit Close

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



Next Step/Decision: Select Step

Assign To: Select Step

I am done

**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?](#)