

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-irb.princeton.edu> and CLICK **Enter** on your keyboard.

NOTE: If you are off campus, VPN is required to access eRIA.

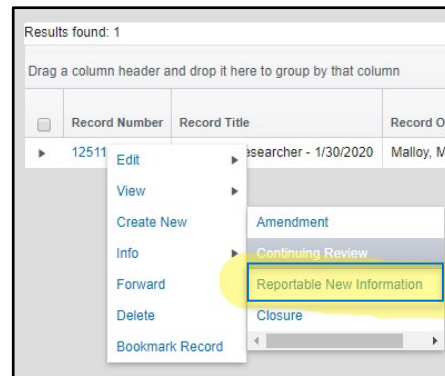
2. At the prompt, **LOG IN** with your *Princeton.edu* ID and password and **ACCEPT DUO** verification. This will take you to the eRIA home page.

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. Complete the remainder of the Form, including attaching any supporting documents in section “**SUPPORTING DOCUMENTS**.”

9. If you are the PI, skip to #11.

10. If you are *not* the PI for your study, you must select “**I am not the PI**” in the “**PI ASSURANCE**” section.

11. If you are ready to submit for PI review, you have two options:

Option 1. If the PI **will** review in eRIA, choose “**Advance this submission to the PI**.”

Option 2. If the PI **will not** review in eRIA, check the “**Attach a signed PI approval form**” box, then click on the link to:

a) Print the PI Approval Form

b) Have your PI sign it

c) Scan to pdf or take a photo of the signed form with your smart phone

d) CLICK the Upload icon to attach it

12. 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.

13. 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?](#)