

Use this Quick Reference Guide (QRG) to Submit a Closure

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.

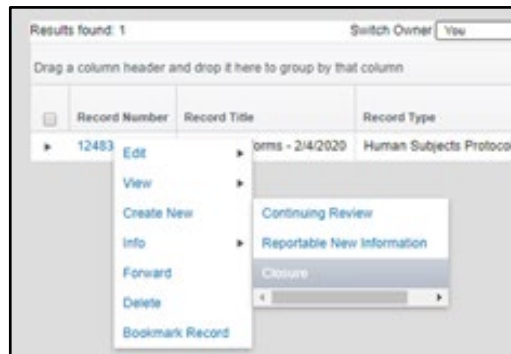
NOTE: you can also enter your PI’s last name or a key word in the protocol title in “**Quick Find**.”

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 “**Closure**.”

6. The “Closure” Form window opens. **MAXIMIZE** the form window.

7. Answer the four mandatory questions. Mandatory questions are identified with an **asterisk** *.



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?](#)