

# Use this Quick Reference Guide (QRG) to Authorize a Submission as PI



1. At the top of your browser window, type the URL: <https://eria.princeton.edu> and CLICK **Enter** on your keyboard.

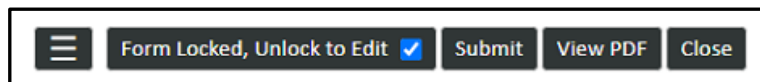
**NOTE: If you are off campus, VPN is required.**

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

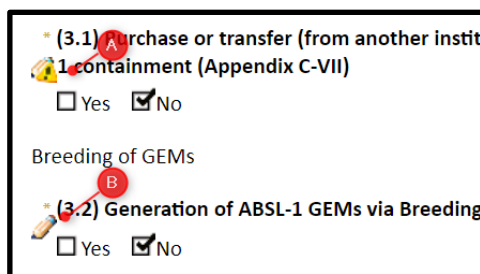
3. In the **“Assignments”** section of the Home screen, CLICK on a Registration number that displays the status **“PI Approval”**.

Module	Record Number	Record Owner	Object	Record Status	Subject	Due
IBC Registration	1168	ID1, PI-01	Initial Application	PI Approval	ACTION REQUIRED: PI Authorization of Initial Application	

4. Unlock the eForm by selecting **‘Form Locked, Unlock to Edit.’** Be sure to select the box  and not the text.



- A. If comments were made that require attention, there will be yellow warning icons on relevant tabs and questions in the eForm.
- B. If modifications are required from a Researcher named in the Registration and you need to communicate the change requests, use the pencil icons to make comments to the Researcher.

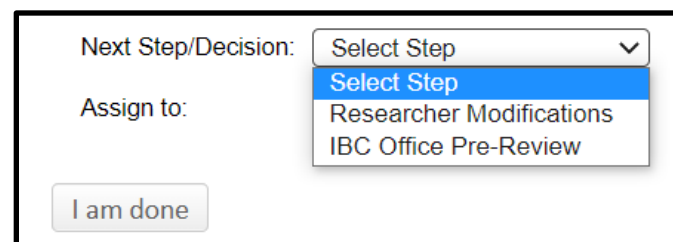
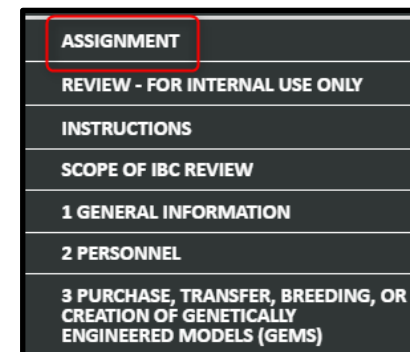


5. Once all comments and modifications are made, complete the eForm by Selecting **‘Check for Errors.’** Be sure to select the box  and not the text. The text will update to **‘Form Locked, Unlock to Edit’** when it has been completed successfully.

6. Return to the Assignments tab.

7. SELECT the next step.

- A. If additional action/revision from the Researcher is required, select **‘Researcher Modifications’** in the dropdown. A new dropdown will appear with Researchers named in the Registration to send the action item. Select the appropriate Researcher and then select **‘I am done.’**
- B. If this is ready to be submitted to RIA, select **‘IBC Office – Pre-Review’** The recipient is automatically selected. Then, select **‘I am done.’**
- C. **The form window will disappear when the submission advances to the next step.**



Navigate to [eRIA Help & Training](#) for further assistance.

For help, contact eRIA Support at: [IBC@princeton.edu](mailto:IBC@princeton.edu) or (609) 258-3105.