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 not on 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 at the top of the Home screen, SELECT the registration number that displays the status “PI Authorization”. This will open the Form window.

4. To edit the form, UNLOCK it by SELECTING the box labeled “Form Locked, Unlock to Edit.” Located in the upper left hand corner of the Form. Make sure that the box is UNCHECKED and reads “Check for Errors” before proceeding.

   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 ASSIGNMENT tab.

7. SELECT the next step.
   
   A. If additional action/revision from the Researcher is required, you can notify the person via an email or phone call.
   
   B. The researcher can locate and edit the registration as long as he/she is named on the Personnel section of the form.
   
   C. Once the registration is ready to be submitted to the IBC, click “I am done” to submit it to the IBC office.

   D. The form window will disappear when the submission is complete.

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

Navigate to eRIA Help & Training for further assistance.