

Use this Quick Reference Guide (QRG) to Create and Submit a New IBC Application

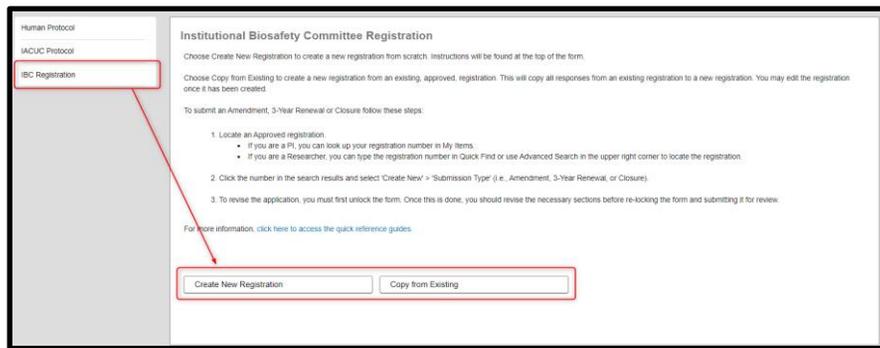


1. At the top of your browser window, type the URL: <https://eria.princeton.edu> and SELECT **Enter** on your keyboard.

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. Below the Home tab, SELECT **“IBC Registration”**



4. In the **“IBC Registration”** window, choose one of two options:

Option 1: “Create New Registration.” This will open the Form window for an Initial Application submission. **MAXIMIZE** the Form window. Read all the instructions on the **“INSTRUCTIONS”** section of the Form, including the Icon Legend. Mandatory fields are identified with an **asterisk***.

Option 2: “Copy from Existing.” This will create a new Registration from an existing or approved Registration. This will copy all responses from an existing Registration to a new Registration. You may edit the Registration once it has been created.

5. SELECT **‘Save’** as you complete each section.

6. If you chose to **“Create New Registration,”** you **MUST** update the **Registration Title** on question (1.3). If you chose to **“Copy from Existing,”** this can be populated with the original title but should be updated as needed.

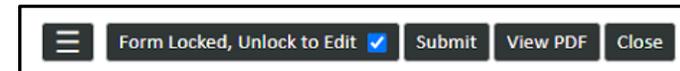
7. If you chose to **“Create New Registration,”** you were designated as the PI. If you are a student (undergrad, grad) or post doc, please add your PI to section **“2 PERSONNEL”** and designate them as the PI using the **(2.2) PI checkbox**. If you chose to **“Copy from Existing,”** the PI will already be designated based on the existing Registration.

(2.2) Principal Investigator

8. Complete the rest of the Form.

9. Attach any supporting documents in the section labeled **“SUPPORTING DOCUMENTS”**

10. Use **Check for Errors** at the top of the page to have the system check for any unanswered mandatory questions. Be sure to select the box () and not the text. When all mandatory questions are answered, the **“Check for Errors”** checkbox will update to **“Form Locked, Unlocked to Edit.”**



11. SELECT **“Submit.”** When the Form window disappears, your submission has been advanced to the next step.

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

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