

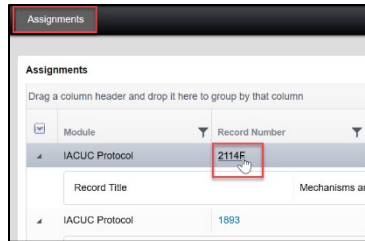
# Use this Quick Reference Guide (QRG) For IACUC Committee Members

1. In a browser, type the URL: <https://eria.princeton.edu> and SELECT **Enter** on your keyboard. Most browsers are supported except Microsoft Internet Explorer and Opera. We recommend Safari, Chrome, and Firefox.

**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. Select the **Assignments** window if you know the protocol #.

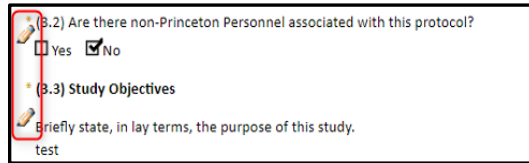


**NOTE:**

**A. DMR Request:** If you were sent an email titled "Request for Designated Member Review of IACUC Protocol ###" then you are under no obligation to respond through the system. If any voting member has objections or concerns, contact the IACUC at [iacuc@princeton.edu](mailto:iacuc@princeton.edu).

**B. FCR:** you will receive the meeting agenda by email. You can click the link embedded in the email to access the protocol.

4. Conduct a review. If you would like to make comments on specific questions, use the pencil icons. Address the TO: "**IACUC Board Review**". These comments will only be seen by other board members and the Coordinator.

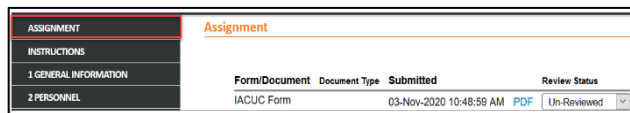


**NOTE: DO NOT** use the "Make Comment Public" or "Response Required" checkboxes in the commenting feature. This functionality does not work as intended.



5. You can select "**View PDF**" in the top navigation menu of a protocol to read the protocol offline. *Please note that you cannot make comments in the PDF version.*

6. Once all commenting is done, navigate to the **ASSIGNMENT** section at the top of the form to complete your review.



## For All Submission Types

**A. Select a Review Status**

- **Un-Reviewed** - default
- **Ok As Is** - this indicates revisions *are not* required based on your review
- **Acknowledged** - this indicates that you have read the protocol
- **Action Required** - this indicates that revisions *are* required based on your review

**B. Select a Reviewer Determination** (recommendation)

- **Call for Full Review** – to have the protocol revised and reviewed at the next convened meeting
- **Modifications Required** – to have the protocol revised and reviewed by DMR or Admin Review
- **Approved**

**C. DO NOT** add comments or provisions to this page. All comments should have been made with the pencil icons.

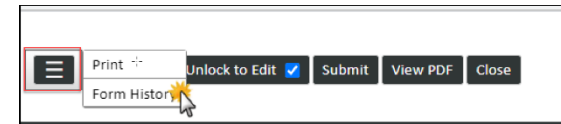
**D. SELECT "Save"** to save your work.

**E. FCR: DO NOT** select "**I am done**" until the end of the IACUC Meeting.

**F. DMR:** Select "**I am done**" to complete your review.

## For Amendments

You may click the hamburger menu located on the top navigation of the form and then select "**Form History**" to compare the revisions made through various amendment submissions.



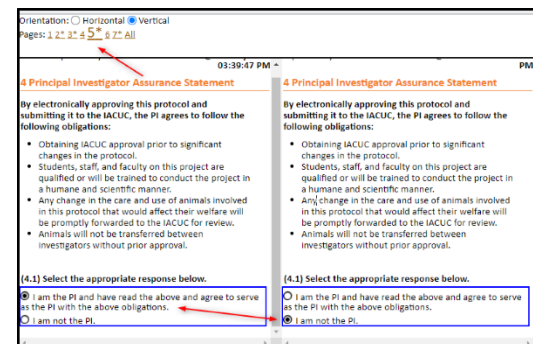
COMPLETED ON	COMPLETED BY	SUBMISSION NUMBER	SIGNATURE - SUBMISSION TYPE	VIEW	COMPARE FROM TO
27-Jul-2020 06:22:13 PM	Madeline Rose Herrick	00701-02	-Amendment		
13-May-2020 03:39:47 PM	Madeline Rose Herrick	00701-01	Electronically Signed: 13-May-2020 3:40:07 PM - by Madeline Rose Herrick, DFR-Res Integrity & Assurance - Amendment		

**A. Compare To:** select the last approved version by referencing the most recent submission number with the latest suffix (-02 as shown in the example above).

**B. Compare From:** select the previous version for comparison.

**C. Select Go.**

**D. A window will appear with both versions side by side. You can click on the page numbers with the asterisks (\*), which indicates which pages have been modified.**



**E. Changes between versions will be highlighted in blue, red, or green. You can review and compare the changes between the versions.**

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