

Use this Quick Reference Guide (QRG) For IBC Committee Member and BSO/IBC Chair Review

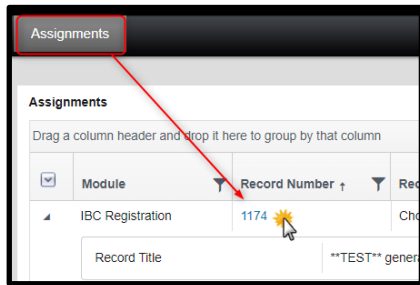


1. In a browser, type the URL: <https://eria.princeton.edu> and SELECT Enter on the keyboard. Most browsers are supported except Microsoft Internet Explorer and Opera. We recommend Safari, Chrome, and Firefox.

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.

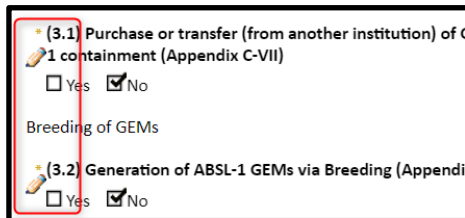
3. Select the Assignments window if you know the protocol #.



NOTE: A. Member Review: You will receive an email from the coordinator that a review has been assigned to you.

B. Committee Review: If you are the Presenter, you will receive an email from the coordinator that a review has been assigned to you. If you are not the presenter, you will receive an email from the coordinator with the agenda for an upcoming meeting.

C. BSO or IBC Chair Review: The BSO and Chair will receive an email from the coordinator that a review has been assigned through the system.



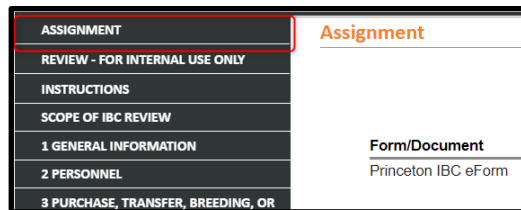
4. Conduct a review. If you would like to make comments on specific questions, use the pencil icons. Address the TO: "Coordinator - BSO - IBC Member" group. These comments will only be seen by other board members and the Coordinator.

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 registration to read the registration 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
- Okay 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 Committee Review – to have the registration revised and reviewed at the next convened meeting
- Modifications Required – to have the registration revised and reviewed by a Member Review or Compliance Review
- Action Required – to indicate changes are required without going through the full modifications process
- Approved

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

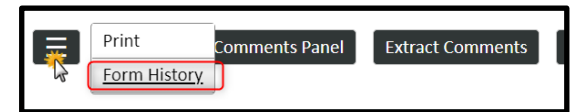
D. SELECT "Save" to save your work.

E. Committee Review: DO NOT select "I am done" until the end of the IBC Meeting.

F. Member Review, BSO, or Chair Review: 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.



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).

COMPLETED ON	COMPLETED BY	SUBMISSION NUMBER	SIGNATURE – SUBMISSION TYPE	VIEW	COMPARE FROM TO
15-Jun-2021 10:07:47 PM	Madeline Rose Herrick	1178-02	Electronically Signed: 15-Jun-2021 10:08:11 PM - by Madeline Rose Herrick, DFR-Res Integrity & Assurance - Amendment	👁	⊙ ○ ● A
10-Jun-2021 02:31:15 PM	Madeline Rose Herrick	1178-01	Electronically Signed: 10-Jun-2021 2:31:26 PM - by Madeline Rose Herrick, DFR-Res Integrity & Assurance - Initial Application	👁	● ○ ⊙ B

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.