Use this Quick Reference Guide (QRG) to Perform Revisions on an IBC Registration

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

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 tab at the top of the Home screen, SELECT the registration number that displays the status **Modifications Required.** 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.

5. Edit the document per the IBC requested revisions. Use the **Modifications Requested** letter sent that contains a summary of the requests OR look for yellow triangle icons that indicate comments on specific questions.

6. When you are done editing, 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.”

7. Once the form is locked, navigate to the ASSIGNMENT tab in the left menu, select the “Next Step/Decision” dropdown menu.
   a. If you are the PI/Researcher, you can select the next step of “Submit to IBC Office” when it is ready for the IBC office review.
   b. If it requires an authorization from the PI, you can select the next step of “PI Authorization” as a researcher.

8. SELECT “I am done” to submit it to the next step.

9. When the form window disappears, your submission is complete.

Navigate to eRIA Help & Training for further assistance.