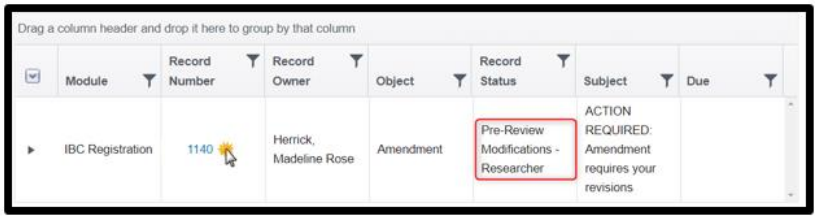
Use this Quick Reference Guide (QRG)
to Perform Revisions on an IBC Registration

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 off campus, VPN is required.**

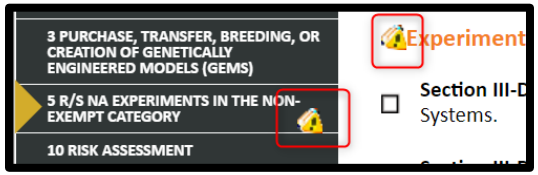
2. At the prompt, **LOG IN** with your Princeton NetID and password and **ACCEPT DUO** verification. This will take you to the eRIA home page. **MAXIMIZE** the screen.



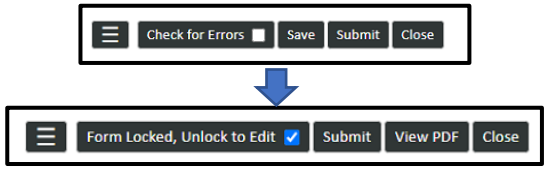
3. In the **Assignments** tab at the top of the **Home** screen, SELECT the Registration number that requires revisions (example status: **Pre-Review Modifications – Researcher**.) This will open the Form window.

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.

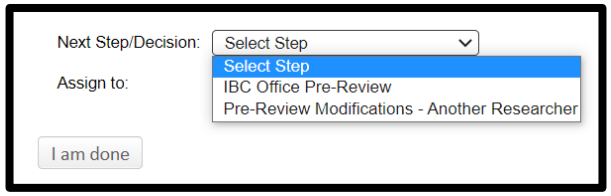


6. When you are done editing, Use "**Check for Errors"** at the top of the page to have the system check for any unanswered mandatory questions. Be sure to select the box (□) and not the text. When all mandatory questions are answered, the "**Check for Errors**" checkbox will update to "**Form Locked,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



7. When the Form is locked, navigate to the "**ASSIGNMENT**" section. On the "**ASSIGNMENT**" tab, select the "Next Step/Decision" dropdown menu. Follow instructions on the **ASSIGNMENT** tab to help make your next decision.

a. If you are the PI or Researcher, and further revisions are required from another researcher, select a status referencing a Researcher (example: "**Pre-Review Modifications – Another Researcher**")
b. If this is ready for IBC review, select "**IBC Office Pre-Review**" OR "**Forward to IBC Office**"



8. If not automatic, select "**Assign To**:" Select the recipient.

9. SELECT "**I am done**." 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.