

Use this Quick Reference Guide (QRG) to Submit an Amendment/3 Year Renewal/Closure



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 .

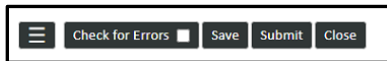
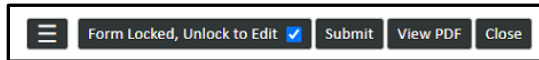
2. At the prompt, **LOG IN** with your Princeton NetID and password and **ACCEPT DUO** verification. This will take you to the eRIA home page. **MAXIMIZE** the screen.

3. LOCATE an Approved Registration.

- A. If you are a PI, look up your Registration in **My Items**.
- B. If you are a Researcher, type the Registration number in **Quick Find** or use **Advanced Search** to locate the Registration.
- C. Use the widget **“Records on Which I am Named”** to locate the Registration.

4. Open the record’s menu and SELECT **“Create New” > “Submission Type.”** There will be options to select **Amendment, 3 Year Renewal, or Closure**. Note: you will not be able to create a submission of any of the above types if one is already opened (ex. Only one Amendment can be open at a time).

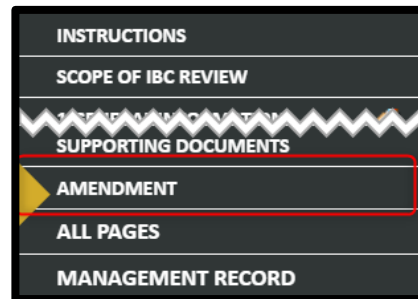
5. A Form window will open. To edit the form, UNLOCK it by SELECTING the box labeled **“Form Locked, Unlock to Edit”** located in the upper left hand corner of the Form. Make sure that the box is UNCHECKED and reads **“Check for Errors”** before proceeding.



Amendment

1. A new tab labeled **‘Amendment’** will automatically appear. Fill out the mandatory questions on the **Amendment** tab. Make any necessary changes in the IBC Application.

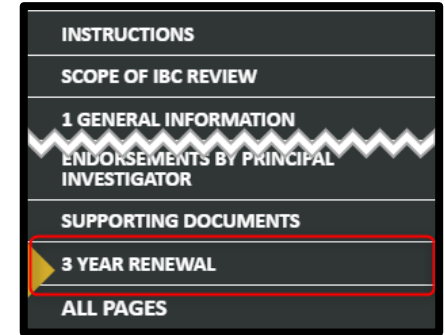
Continue to the **‘All submissions’** section on this document below.



3 Year Renewal

1. A new tab labeled **‘3 Year Renewal’** will automatically appear. Fill out the mandatory questions on the **3 Year Renewal** tab. Make any necessary changes in the IBC Application.

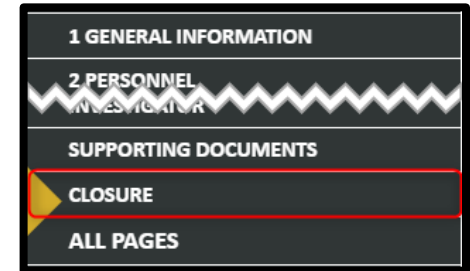
Continue to the **‘All submissions’** section on this document below.



Closure

1. A new tab labeled **‘Closure’** will automatically appear. Fill out the mandatory questions on the **Closure** tab.

Continue to the **‘All submissions’** section on this document below.



All submissions

1. Attach any supporting documents in the section labeled **“SUPPORTING ATTACHMENTS”**

2. Complete the rest of the Form.

3. 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.”**

4. 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.