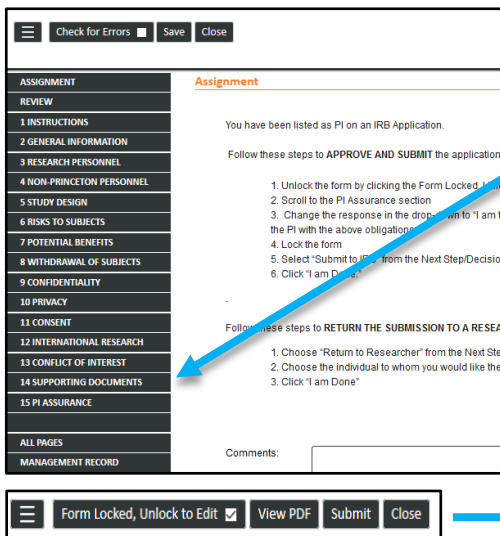
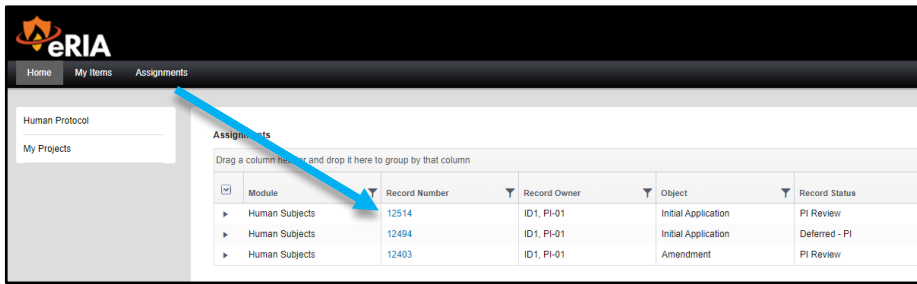


## Use this Quick Reference Guide (QRG) to review and sign a submission completed by others where *you* are named PI

- At the top of your browser window, type the URL: <https://eria-irb.princeton.edu> and CLICK **Enter** on your keyboard.  
*NOTE:* If you are off campus, VPN is required to access eRIA.
- At the prompt, **LOG IN** with your *Princeton.edu* ID and password and **ACCEPT DUO** verification. This will take you to the eRIA home page.
- In the “**Assignments**” section of the Home screen, CLICK on a protocol number that displays the status: “**PI Review**”. This will open the Form window.  
**MAXIMIZE** the Form window.

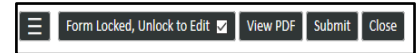


- Review the content in each section. If you are reviewing an Initial Application submission, all attachments will be located in section “14 SUPPORTING DOCUMENTS.”
- To **EDIT** the form, **UNLOCK** it by **CLICKING** the box labeled “**Form Locked, Unlock to Edit**” located at the upper left corner of the Form.

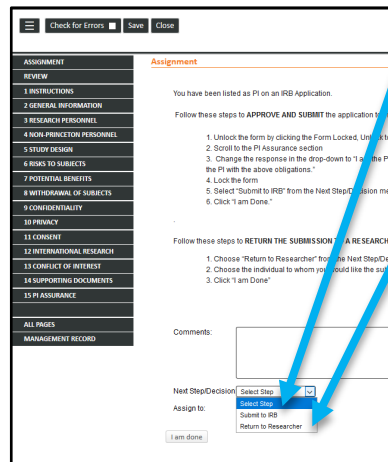
Make sure that the box is **UNCHECKED** and reads “**Check for Errors**” before proceeding.

- To approve this submission and advance it for IRB review, proceed to section “**15 PI Assurance.**” **CLICK “I am the PI and have read the above and agree to serve as the PI with the above obligations,”** which confirms your approval.

- When you are done, **CLICK** the “**Check for Errors**” checkbox to relock the Form. When the Form is locked, the button will be labeled “**Form Locked, Unlock to Edit.**”



- Navigate to the “**ASSIGNMENT**” tab of the Form. Complete one of the following options:



- Option 1: Submit to the IRB.**
- CLICK the “**Next Step/Decision**” dropdown menu.
  - Select: “**Submit to IRB.**”
  - CLICK “**I am done.**”
- Option 2: Return the submission to the researcher (for further edits).**
- CLICK the “**Next Step/Decision**” dropdown menu.
  - Select “**Return to Researcher.**”
  - “**Assign To:**” Select the recipient.
  - CLICK “**I am done.**”

*NOTE:* The Form window will disappear when the submission has been advanced to the next step.

### Helpful links:

- [How do I enable and/or disable web browser pop-up blockers?](#)
- [How do I clear my browser cache?](#)