QUICK REFERENCE GUIDE (QRG)
How do I add or retire Research Personnel through a Modification submission?
These steps may be performed by anyone named as Research Personnel named on the protocol.

1. At the top of your browser window, type the URL: 
https://emia-irb@Princeton.edu and CLICK Enter on your keyboard.

   NOTE: If you are off campus, VPN is required to access eRIA.

2. 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.

3. Find the protocol using ADVANCED SEARCH at the top right of the home screen.

4. The protocol number will appear in the Records Found screen, CLICK on the 
protocol number with your cursor and a menu will appear.

5. Choose CREATE NEW and click on AMENDMENT. This will open the IRB 
Application/Amendment form window.

6. CLICK the FORM LOCKED, UNLOCK TO EDIT checkbox to prepare the form for 
editing. (This will make the Amendment section appear.)

7. Locate the Amendment Form Page using the section menu on the left side of 
the form. Enter the full name(s) of the researcher(s) you want to add or retire in 
the “Describe the amendment” section.

8. CLICK on Section 3: Research Personnel using the section menu on the left side 
of the form.

9. CLICK the ADD PERSONNEL link to add individual researchers:

   NOTE: YOU CANNOT RETIRE RESEARCHERS. IRB Staff will retire 
researchers and remove them from the IRB Application for you once 
you submit your Amendment.

10. When you have completed adding researchers, lock the form by 
using the CHECK FOR ERRORS check box.

11. If you are ready to submit for review, you have three options for 
PI approval:

   If you are the PI:

   Option 1: Please choose I am the PI and agree to the proposed 
modifications described in this modification request form in the 
Amendment Form Page.

   If you are not the PI then you must choose I am not the PI 
and then 
choose from option 2 or 3.

   Option 2: If the PI will review in eRIA, choose “Advance this 
submission to the PI.”

   Option 3: If the PI will not review in eRIA, check the “Attach a signed 
PI approval form” box, then CLICK on the link to:

   a) Print the PI Approval Form

   b) Have your PI sign it

   c) Scan to pdf or take a photo of the signed form with your 
smart phone

   d) CLICK the Upload icon to attach it.

12. When you are done, CLICK the “Check for Errors” checkbox.

13. When you are ready, please CLICK the SUBMIT button and the 
submission will be directed to either your PI or the IRB depending on 
the selections you made on the PI Assurance section of the Amendment 
form.

Helpful links:
How do I enable and/or disable web browser pop-up blockers?
How do I clear my browser cache?

For help, contact eRIA Support at: eRIA-IRB@princeton.edu or 609-258-0865