How do I request changes to Research Personnel through an Amendment 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://eria-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 request 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 USING THE APPLICATION. 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