Quick Reference Guide (QRG)
IRB Committee Members/Reviewers – Review a Submission

1. At the top of your browser window, type this URL https://eria-irb.princeton.edu and press Enter on your keyboard.

2. Log in with your own Princeton.edu login ID and password, and accept DUO verification.

3. On the Home tab and below Things to do, click any protocol labeled: Your action is required.

4. The Task/Assignment window opens. The IRB Application and any supporting documents will be listed below the Document/Form heading.

   OPTIONAL: If you prefer to print a hardcopy of any of the listed documents, you may click any PDF link and select Print from the PDF window.

5. Click the IRB Application to open it on screen.

6. The application window opens. At the top right corner, click the Maximize button to fully expand the window.

7. Now scroll down and review. To scroll, click and hold the dark gray scroll bar handle on the right edge of the form, and drag the handle up or down.

8. To compare two versions of the open document, click from the menu bar at the top of the page. Select the FROM and TO versions to compare and click Go. At the top left of the next window, click the page numbers with an asterisk (6*) to see edits that have been made on those pages.

9. To provide comments, click the pencil icons 🆒 that appear on the left. If you do not see the pencils, click at top of the form to make them visible.

   NOTE: You will need eRIA to review documents. If reviewing an expedited item, you will need to enter your comments in eRIA. For Full Board items, you do not have to enter your comments in eRIA (but you may) because only issues discussed at IRB meeting are reflected in the minutes and therefore correspondence to investigators.

10. After entering a comment, click the Post button. NOTE: Once you click Post, your comment CANNOT be edited or deleted.

11. To read the other reviewers’ comments, click the exclamation point icons 🆘. These icons will also appear after you have entered your own comments.

12. To see all reviewers’ comments together, click Comments Panel and click the plus sign + to open the comments.

13. When done reviewing, click Close to close the document window.

14. Back in the Documents/Forms window, under Review Action choose the appropriate response to confirm that you have reviewed the document.

15. Click Approve, Defer, and Close.

16. Back in the Task/Assignment window, scroll down to select your Reviewer Determination (recommendation). The options are: Approve, Defer, and Other.

17. Scroll up and click Save.

18. You must click I am done in the upper right corner of the window.

19. Upon return to the Home screen, the protocol you just reviewed is no longer listed under Things to do. You have completed that task and may now complete a different task.

20. Last, you must click Logout in the upper right corner of the Home screen.

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