Submit a Continuing Review Form

NOTE: In order to complete a Continuing Review on an approved protocol, you must be listed as a Princeton researcher or as the PI on the protocol.

Create a New Continuing Review

Log in - https://eria-irb.princeton.edu

1. From your Home page, hover over Human Protocol.
2. Click Locate Records.
3. Click Record Number.
4. In the Record Number box, enter the protocol number.
5. Click Search.
6. After the search result appears, hover over the protocol number and wait for a pop-up menu to appear.
7. When the drop-down menu appears, hover over Create New.
8. Then click Continuing Review.
9. In the Continuing Review window, notice the electronic form link called Continuing Review Form (marked as Incomplete).

Submit a Continuing Review Form (continued)
Complete the Continuing Review Form

10. Click Continuing Review Form to open it. Click Maximize so the form window fills the screen.

11. If the checkbox in the Locked button is checked, then click to remove the checkmark.

12. Enter the requested information. Mandatory fields are identified with a red asterisk *.

At the bottom of the form, choose the appropriate electronic signature:

13. Researchers must select “I am not the PI.”

OR

14. PIs must select “I am the PI and have...”

IMPORTANT NOTE: See Pages 9 through 10 for steps to follow if the PI will not review your document in the eRIA system.

15. Check the Locked box to validate, save, lock and close the form.

The Continuing Review form is now complete. Continue to the next page to submit it...
Submit the Continuing Review Form

16. The Continuing Review form is marked as **Completed**.

17. Click **Submit** and wait for the system to respond.

18. Then click **Done** in the upper left corner.

**IMPORTANT NOTE:** You **must** click **both** buttons (**Submit** and **Done**) in order to push your submission forward and to release it from being in your use so your PI and the IRB can open and review it.