QUICK REFERENCE GUIDE (QRG)
Create and Submit a New IRB Application
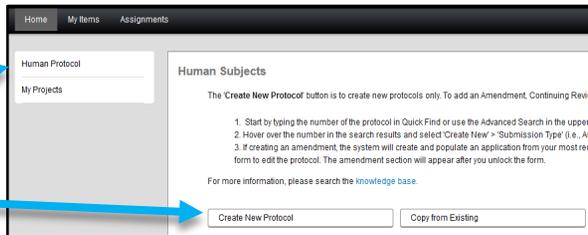
1. At the top of your browser window, type the URL: **https://eria-irb.princeton.edu** and CLICK **Enter** on your keyboard.
NOTE: If you are off campus, VPN is required to access eRIA.

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. **MAXIMIZE** the screen.

3. Below the Home tab, CLICK on "**Human Protocol**."

4. In the "**Human Subjects**" window, choose one of the two options:
Option 1. "Create New Protocol." This will open the Form window for an Initial Application submission. **MAXIMIZE** the Form window.
Read **all** the instructions on the "**INSTRUCTIONS**" section of the Form, including the Icon Legend.

Option 2. "**Copy from Existing.**" will create a new protocol from an existing, approved, protocol. This will copy all responses from an existing protocol to a new protocol. You may edit the protocol once it has been created.

5. Mandatory questions are identified with an **asterisk** *.

6. CLICK `Save` as you complete each section.

7. When you created the record, *you were designated as the PI*. If you are a student (undergrad, grad) or post doc, please add your PI to section "**3 RESEARCH PERSONNEL**" and designate them as the PI using the PI checkbox.
NOTE: If you add an administrator with no research responsibilities, enter "Dept. admin" as their **"Role in Research."**

8. Complete the remainder of the Form, including attaching any supporting documents in section "**14 SUPPORTING DOCUMENTS**."

9. If you are *not* the PI for your study, in section "**15 PI ASSURANCE**,"you must select "**I am not the PI,**" then choose the appropriate responses to the questions that appear.

NOTE: To save your application for later completion, CLICK `Save` at the top of the Form. To find your application later, log back in to eRIA and search for your protocol using Quick Find and your protocol number.

10. If you are the PI, skip to #**12.**

11. If you are ready to submit for review, you have two options:
Option 1. If the PI **will** review in eRIA, choose "**Advance this submission to the PI.**"
Option 2. 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.

NOTE: If any required fields are incomplete, you will receive a screen message, **"Finish all incomplete items listed and click Check for Errors again."** To jump directly to the unanswered questions, CLICK on the question that appears in the box.

13. When you have answered all mandatory questions and the "**Check for Errors**" checkbox is labeled, "**Form Locked, Unlock to Edit,**"
CLICK "**Submit.**"
NOTE: When the Form window disappears, your 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?

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