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1 Overview

Key Concept
This guide defines the actions necessary to accomplish specific tasks in the InfoEd system. The steps defined in this document are based on the current InfoEd workflow, security and electronic eForm configurations established in InfoEd for its use at the University.

The purpose of this guide is to define the actions of the Principal Investigator, Researcher, and Support Staff.

Please Note If you have any questions, comments, or concerns, please contact Research Integrity & Assurance (RIA) at IBC@princeton.edu or call (609) 258-3105.

1.1 Definitions

Below is a glossary of acronyms and definitions that are used throughout the document.

Note: The registration number format in the illustrations differs from what you will see in the system – there is no longer a prefix, just a 4-digit registration number.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIA</td>
<td>Research Integrity and Assurance</td>
</tr>
<tr>
<td>FCR</td>
<td>Full Committee Review</td>
</tr>
<tr>
<td>BSO</td>
<td>BioSafety Officer</td>
</tr>
<tr>
<td>IBC</td>
<td>Institutional Biosafety Committee</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>Workflow map</td>
<td>A chart displaying the process flow of a submission throughout the RIA office.</td>
</tr>
<tr>
<td>Workflow bucket</td>
<td>A section of the workflow map that displays all submissions that are relevant to that step.</td>
</tr>
<tr>
<td>eForm</td>
<td>An electronic data capture tool that captures all information relevant to the IBC Registration. All data from a researcher or PI will be entered here.</td>
</tr>
<tr>
<td>Submission</td>
<td>A partial component of a record within InfoEd. IBC has several submission types: Initial Application, Amendment, Annual Review, 3 Year Renewal, and Closure.</td>
</tr>
</tbody>
</table>
2 Accessing the eRIA System

1. If accessing from off-campus, you must be logged into the Princeton VPN. For more information on how to connect to the VPN, click [here](#).

2. Open Chrome, Firefox, Microsoft Edge, or Safari (Note: Internet Explorer is no longer supported)

3. Enter [https://eria.princeton.edu](https://eria.princeton.edu) into the search bar
   A. You will be redirected to the Princeton Authentication screen
      i. Enter your Princeton credentials
B. Duo Authenticate if needed. Once successfully logged in, you will be placed on the InfoEd home page.
3 Navigating the Home Page

1. The InfoEd landing page appears as follows:

A. **Home**: Navigates the user to the landing page
B. **My Profile**: Displays information about your profile
C. **My Items**: Displays the Registrations on which the user is named as the PI
D. **Assignments**: Displays all action items the user is required to complete as part of a review process
E. **IBC Registration**: Displays the IBC landing page on which a user can create new Registrations
F. **Widgets**: The main page displays a configurable set of widgets. See step 2 for details.
G. **Advanced Search**: Provides the user several search options to find Registrations
H. **Quick Find**: Search option where a user can enter the PI Name, Registration Title, or record number
I. **Logout**: Logout of the system. You may need to close your browser to completely end the session.
2. **Portal Configurations** is the setup window to configure location of widgets and which optional widgets the user would like to enable. Widgets, such as Assignments/Messages in the below screenshot, are either permanently displayed or optionally displayed, based on the importance of the functionality the widget brings to the user. At the bottom of the home page, there is a button for ‘Portal Configurations’ that helps control what widget a user sees.

![Portal Configurations screenshot]

- **Double Widgets**: Widgets that span across the entire portal
- **Enable/Disable**: Turn on/off the double widgets
- **Available Widgets**: List of widgets not in use that can be enabled. Click ‘Use’ to add them to the portal. They will default into the Left column (D) and you can move it to the right column using the arrows under Switch Column if desired.
- **Left column widgets**: Single-column widgets that are moored to the left side of the window. The sequence can be adjusted, and the column can be switched.
E. **Right column widgets:** Single-column widgets that are moored to the right side of the window. The sequence can be adjusted, and the column can be switched.

3. **My Profile:** Displays information such as your name, email, address, and department.

4. **Messages:** InfoEd’s internal messaging hub. The Widget provides options to display messages that you have received, sent, draft, saved, and deleted. These messages may include instructions on action items, communications on approved letters, and notifications that a Registration has entered a review stage. These system notifications are also sent to your Princeton University email address (external inbox).

---

**A. Open a message by selecting the message link:**

---

**B. Send a message by selecting the 'New Mail' button. Most often, messages are sent from within a Registration and this feature will not be needed.**

   i. **Send:** Sends the message
   
   ii. **Save to Drafts:** Saves the message to be reviewed at a later time
   
   iii. **Mail Format:** Updates the mail format to Multipart, HTML, or Plain Text
   
   iv. **TO, CC, BCC:** Selecting any of these three buttons pops-up a personnel picklist so that you can select the recipient
v. **Attachments:** Add a Registration or an attachment to send with your email

vi. **Close:** Close the window without saving as draft or sending the message

4. **Assignments:** Displays action items that are assigned to the user for review.
   
   A. The following also applies to the ‘Assignments’ tab at the top of the home page.
      
      1. **Module:** Displays to which module the action item belongs
      2. **Record Number:** Displays Registration number and is what the user selects to open the action item
      3. **Record Owner:** The PI of the associated record
4. **Object**: The submission type of the action item

5. **Record Status**: The status of the object

6. **Subject**: Brief directions on what action needs to be taken for the action item

7. **Due**: If there is a due date for the action item, a date will appear here. The date will be red if its past due

8. **Open/Your action items**: The Open picklist shows any actionable items and can be changed to Closed to display past completed action items. Your action items can be updated to your delegates’, when applicable.

9. **Title**: The items in the assignments can be expanded or collapsed to show the title.
10. **Filter:** Each column can be filtered to display a specific subset of data.

5. **Workflow Charts:** A widget that contains all workflow maps of the different submission types in InfoEd. The workflow maps display where a submission is along its review process. Completing an action item from the Assignment widget will automatically update the workflow maps to display the new status of the submission.

![Workflow Chart(s)](image)

A. **Chart links:** Selecting a link will display the workflow chart. Please review the section on workflow charts for more information.

B. **Picklist:** Selecting one module will only display workflow maps for that module.
4 Searching for My IBC Registration

1. Searching for a record will only return results that you have security to access.

2. Using Advanced Search
   A. Select Advanced Search in upper right-hand corner
   B. Select the module to search under
   C. Select a field to search by
      i. Searching by multiple fields is possible
   D. Select Search when criteria is set to conduct your search

3. Using Quick Find
   A. Enter the PI Name, Registration Title, or record number and select enter.
      i. The search acts as a CONTAINS and does not need to be exact.

4. Results for both the Quick Find and the Advanced Search will appear in a sortable grid.
A. Navigate between pages of results.
B. Expand the amount of results that can be shown per page.
C. Export results to excel. Results will export and mirror the data displayed in this grid.
D. **Record number** is a link that activates a menu to navigate to the submission. See step 6.
E. **Record Title** displays the title of the Registration
F. **Record Type** displays what module of the overall InfoEd system the record belongs to. This will most often read “IBC Registration”
G. **Record Owner** displays the Principal Investigator of the overall Registration.
H. **Record Primary Department** displays the department that the record belongs to.
I. **Record Status** will display an overall status that the record is in.
5. The results grid can be sorted by each of the available columns in two ways.

A. A column header can be dragged to the spot saying, ‘Drag a column header and drop it here to group by that column.’ This then splits the results into groups based on the unique values found in that column, as demonstrated above by grouping by record owner.

B. Each column can be selected to enact a sorting by either descending or ascending values. This is indicated by a small arrow on the column after it is selected.

6. The **Record number** link is used to open the submission of the record or conduct various tasks.
A. **Edit**: Opens a menu that lists the submissions added to the Registration and the link to access the overall record. Selecting the submission or master record link will bring you into the respective area of the Registration in **edit** mode.

B. Displays the submission type, day that it was created, and current submission status.

C. **View**: Opens a menu that lists the submissions added to the Registration and the link to access the overall record. Selecting the submission or master record link will bring you into the respective area of the Registration in **view** mode.

D. **Create New**: Grants the ability to create an Amendment, 3 Year Renewal, or Closure from this menu.

E. **Info**: Shows the Registration Status, Determination Date, Determination Date To, and Determination Date From, if applicable.

F. **Delete**: Deletes the entire Registration. A PI or Researcher will only be able to delete their own Registrations that are in the ‘Draft Not Submitted’ status.

G. **Bookmark Record**: Bookmarks the record and places it on a widget on the home page, if the widget is turned on through Portal Preferences.

7. If there are more than five submissions on a Registration, the system will display the most recent five submissions in the hover menu. An entry labeled ‘Additional Submissions’ will appear in the hover menu when this occurs. Selecting ‘Additional Submissions’ will take the user into the master record and display all relevant submissions on the Registration.

8. **Records on Which I am Named** is a widget that displays all Registrations that you are either named on as a PI or an Investigator. Each column can be filtered as needed. This widget can be turned on through Portal Preferences.
<table>
<thead>
<tr>
<th>Record Number</th>
<th>Record Owner</th>
<th>Record Title</th>
<th>Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-1148</td>
<td>ID1, PI-01</td>
<td>New Protocol Created for Ming-Hui Chou on 26-May-2021 4:37 PM</td>
<td>IBC Registration</td>
</tr>
<tr>
<td>21-1149</td>
<td>ID1, PI-01</td>
<td>PI test</td>
<td>IBC Registration</td>
</tr>
<tr>
<td>21-1150</td>
<td>ID1, PI-01</td>
<td>PI test round robin</td>
<td>IBC Registration</td>
</tr>
<tr>
<td>21-1151</td>
<td>ID1, PI-01</td>
<td>TEST PDF</td>
<td>IBC Registration</td>
</tr>
<tr>
<td>21-1153</td>
<td>ID2, PI-02</td>
<td>QA Testing</td>
<td>IBC Registration</td>
</tr>
<tr>
<td>21-1141</td>
<td>ID1, PI-01</td>
<td>This is a test for preliminary review in QA</td>
<td>IBC Registration</td>
</tr>
<tr>
<td>21-1145</td>
<td>ID1, PI-01</td>
<td>This is a test for preliminary review in QA - this is a copied record. This has been updated.</td>
<td>IBC Registration</td>
</tr>
<tr>
<td>3011</td>
<td>Chou, Ming-Hui</td>
<td>Parasite co-infection in the raccoon (Procyon lotor) and interactions between parasites and the oral rabies vaccine</td>
<td>IACUC Protocol</td>
</tr>
</tbody>
</table>
5 Creating a New Registration

5.1 How to Create and Submit an Initial Application

The eForm detailed in this section conditionally displays the required capture points for each of the types of biohazards and/or r/s DNA selected. Follow the instructions to capture the appropriate data for your Registration.

If you require help filling out your Registration, please contact RIA staff for assistance at IBC@princeton.edu or (609) 258-3105.

1. Navigate to the InfoEd Home page
2. Select IBC Registration
3. Select Create New Registration

A. An eForm will open. Please read the steps on the Instructions page before proceeding.
4. Navigate to the 1 General Information tab
   A. On question (1.3) Registration Title, the default title MUST be updated to reflect the study purpose.

```
Revise the default Registration Title NOW to reflect the study purpose - it may not be amended after submission.
```

```
* (1.3) Registration Title

This question must be updated
```

5. On the 2 Personnel tab, add additional personnel:
   A. The name of the person currently logged on will appear as the only user.
   B. To add additional personnel:
      i. Select Add Personnel to open the search window
      ii. Type the person’s name into the search box (last name, first name)
      iii. Select the correct name
      iv. Select.
      v. The system will load the new person’s profile.
   C. To choose another person as the PI:
i. After adding personnel using the above steps, select the **(2.2) Principal Investigator** checkbox and select SAVE to update them as the PI.
6. Complete the rest of the eForm. Use **Check for Errors** at the top of the page to have the system check for any unanswered mandatory questions. Be sure to select the box (☐) and not the text.

   A. If there are unanswered mandatory questions, the system will alert the user.

   B. Selecting any of the alerts will direct the user to the unanswered question. The unanswered question will have a red box around it.
C. Once the outstanding questions have been answered, selecting 'Check for Errors' will complete and lock the eForm. Be sure to select the box (☐) and not the text. The text will update to 'Form Locked, Unlock to Edit' when it has been completed successfully.

D. Select Submit. No further action is required.

6 Checking the Status of My IBC Registration

1. In the browser window:
   A. Opening a list of records in the browse displays the overall Registration status of the record.
      i. Select My Items
      ii. Use Advanced Search
      iii. Use Quick Find
B. The **record status** column on the far right displays the status of the record.

   i. **NOTE**: The record status of a Registration does not always directly match the submission status.

      1. Once submitted, the record status will remain ‘Draft - Not Submitted’ until it is received by RIA, in which case it will update to ‘In Review.’

      2. If you are creating an additional submission on an approved Registration, the record status will remain in ‘Approved’ until it is received by RIA, in which case it will update to ‘In Review.’

2. By using **Workflow Maps**:

   A. Workflow maps can be found in a widget on the home page. See section 11 for more detail.

   B. Select the link of the relevant submission type of your Registration.

      i. Each bucket corresponds to a registration status.
ii. Selecting on the number within one of the buckets will display records that correspond to that status. These buckets only display records to which you have access.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Investigator</th>
<th>Department</th>
<th>Assigned To</th>
<th>Open</th>
<th>Routing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-1141</td>
<td>New Protocol Created for Ming-Hui Chou on 03-Jun-2021 12:43 PM</td>
<td>Ming-Hui Chou</td>
<td>DFR-Res Integrity &amp; Assurance</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-1142</td>
<td>This is a preliminary testing in PROD.</td>
<td>PI-02 ID2</td>
<td>Misc. Person</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-1151</td>
<td>Test for closures</td>
<td>PI-01 ID1</td>
<td>Misc. Person</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-1153</td>
<td><strong>TEST</strong> 5.0.13 Table layout on 03-Jun-2021 3:19 PM</td>
<td>Chris St. Louis</td>
<td>DFR-Res Integrity &amp; Assurance</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-1156</td>
<td><strong>TEST</strong></td>
<td>PI-01 ID1</td>
<td>Misc. Person</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21-1158</td>
<td><strong>TEST</strong> general page testing</td>
<td>Ming-Hui Chou</td>
<td>DFR-Res Integrity &amp; Assurance</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. The Submission Status can be checked by clicking the record number and hovering your cursor/mouse over Edit/View to display each relevant submission status next to the submission type.
7 Creating an Additional Submission to an Approved Registration

7.1 How to Create and Submit an Amendment

1. This task is performed by the PI or research personnel.

2. To begin an Amendment, locate the Registration by number. You must be the PI or personnel named on the most current version of the IBC Registration (Section 2 Personnel) in order to access a Registration. Locate the Registration by:
   A. Quick Find
   B. Advanced Search
   C. My Items (For PIs only)
   D. “Records on Which I am Named” widget

3. Hover over the record number to display the selection menu
   A. Select ‘Create New’
   B. Select ‘Amendment’

   i. NOTE: If you do not see Amendment on this list, verify:
      1. You do not currently have an active Amendment already present; and
      2. The Registration has previously been approved.
   ii. If these are both verified and you still cannot create an amendment, contact RIA for assistance.
4. Unlock the eForm by Selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☐) and not the text.

5. A new page will appear on the eForm labeled ‘Amendment.’
6. Fill out the mandatory questions on the Amendment page. The Amendment History tables show any previous amendment data. This can be used for reporting purposes or to quickly reference previous changes on old Amendments.

   A. **Summary**: summarize the changes that require approval
   B. **Justification**: justify the changes that require approval
   C. **Approved Submission Number**: The submission number of an Approved Amendment
   D. **Summary**: The Summary text from the associated submission
   E. **Justification**: The Justification text from the associated submission

![Amendment Form](image)

7. If personnel need to be removed, navigate to the personnel tab in the form.
A. Locate the ‘End date’ field. Enter the date of the last day they will be active on the Registration.

i. This field should only be filled out when a user needs to be removed from the Registration.

ii. This field will not be present for the PI. If the PI needs to be removed:
   1. Designate another person as the PI
   2. Save
   3. Add an End Date for the former PI

iii. The removal of the person will be approved by RIA. Once approved, the next submission on the Registration will no longer list this person on the eForm.

8. Make any necessary changes to the IBC Registration, then Save and select ‘Check for Errors’ to lock the eForm. Be sure to select the box (□) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.

9. Select Submit. No further action is required.
7.2 How to Create and Submit an Annual Renewal

PIs and Researchers will not submit their own Annual Review, unless specifically requested by the IBC. This process will be initiated by Research Integrity & Assurance.

1. When an Annual Review is created on your behalf, you will receive a message notifying you that an Annual Review was created and submitted - No action is required.

![Email notification example]

7.3 How to Create and Submit a 3 Year Renewal

1. This task is performed by the PI or research personnel.

2. To begin a 3 Year Renewal, locate the Registration by number. You must be listed as research personnel on the most current IBC Registration (Section 2 Personnel) or as the PI on the most current IBC Registration before you are able to access a Registration. Locate the Registration by:
   A. Quick Find
   B. Advanced Search
   C. My Items (For PIs only)
   D. “Records on Which I am Named” Widget
3. Hover over the record number to display the selection menu

A. Select Create New
B. Select ‘3 Year Renewal’
   i. NOTE: If you do not see 3 Year Renewal on this list, verify:
      1. You do not currently have an active 3 Year Renewal already present; and
      2. The Registration has previously been approved.

4. If these are both verified and you still cannot create a 3 Year Renewal, contact RIA for assistance. Unlock the eForm by Selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☐) and not the text.
5. A new tab, ‘3 Year Renewal,’ will appear. Fill out the Summary and Justification fields. Any changes to research can be updated in the appropriate tabs throughout the form.

6. Complete the eForm by selecting ‘Check for Errors.’ Be sure to select the box (☐) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.

7. Select Submit. No further action is required.

7.4 How to Create and Submit a Closure

1. This task is performed by the PI or research personnel.
2. To begin a Closure, locate the Registration by number. You must be listed as research personnel on the most current version (Section 2 Personnel) or as the PI on the most current version before you are able to access a Registration. Locate the Registration by:
   A. Quick Find
B. Advanced Search
C. My Items (For PIs only)
D. Records on Which I am Named Widget

3. Hover over the record number to display the selection menu

A. Select Create New
B. Select ‘Closure’
   i. NOTE: If you do not see Closure on this list, verify that the Registration has previously been approved. If it has been approved and you are unable to create a Closure submission, please contact RIA.

4. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☐) and not the text.

5. A new page will appear on the eForm labeled ‘Closure.’
6. Fill out the mandatory questions on the Closure page

7. Make no further changes on the rest of the eForm.

8. Complete the eForm by Selecting ‘Check for Errors.’ Be sure to select the box (☐) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.

9. Select Submit. No further action is required.
8 Responding to an Action Item as a PI

8.1 Workflow Step: PI Approval

The PI Approval status takes place when a brand-new submission has been entered on the PI’s behalf and requires approval or a Researcher has finished responding to change requests from the PI and the PI’s review of the changes is now required. The PI can send back to the Researcher for additional updates or submit the eForm to RIA. The Researcher does not have the capability to submit to RIA for Pre-Review and therefore this step is the bridge between a Researcher and the IBC.

1. Login to the eRIA System
2. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.

3. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (□) and not the text.

4. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   A. If you would like to address comments that were made for your attention, follow the instructions in section 10 How to use the Comments Panel
   B. If you would like to make comments to a researcher, or the coordinator, send the comment to the appropriate group and follow the instructions in section 10 How to use the Comments Panel
5. Once all comments and modifications are made, complete the eForm by selecting ‘Check for Errors.’ Be sure to select the box (□) and not the text. The
text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.

6. Return to the Assignments tab

A. As your review is completed, select the next status:

i. If additional action/revision from the Researcher is required, select ‘Researcher Modifications’ in the dropdown. A new dropdown will appear with Researchers to send the action item. Select the appropriate Researcher and select ‘I am done.’

ii. If this is ready to be submitted to RIA, select ‘IBC Office Pre-Review.’ The recipient is automatically selected; select ‘I am done.’
8.2 Workflow Step: Pre-Review Modifications - PI

The ‘PI-Review Modifications – PI’ status takes place when there are changes requested from the BSO or the IBC Office. The PI can send to a Researcher for additional updates or re-submit to RIA.

1. Login to the eRIA System
2. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.

3. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☐) and not the text.

4. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   A. If you would like to address comments that were made for your attention, follow the instructions in section 10 How to use the Comments Panel
   B. If you would like to make comments to a researcher, or the coordinator, send the comment to the appropriate group and follow steps in section 10 How to use the Comments Panel.

5. Once all comments and modifications are made, complete the eForm by Selecting ‘Check for Errors.’ Be sure to select the box (☐) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.
6. Return to the Assignments tab

A. As your review is completed, select the next status:

i. If additional action/revision from the Researcher is required, select 'Pre-Review Modifications – Researcher’ in the dropdown. A new dropdown will appear with Researchers to send the action item. Select the appropriate Researcher and select ‘I am done.’

ii. If this is ready to be submitted to RIA, select ‘IBC Office Pre-Review.’ The recipient is automatically selected; select ‘I am done.’
8.3 Workflow Step: IBC Office Modifications - PI

The 'IBC Office Modifications – PI' step takes place when the Coordinator’s assessment or a BSO, IBC Chair, or reviewer’s assessment is complete, and changes are required. The PI will receive this notification from the Coordinator on behalf of the reviewer. The PI can send to a Researcher for additional updates if necessary or resubmit the eForm to RIA when completed.

1. A letter will be received by the PI and Researcher that outlines the modifications required in order to move the submission forward.

2. Login to the eRIA System

3. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☑) and not the text.

4. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   
   A. If you would like to address comments that were made for your attention, follow the instructions in section 10 How to use the Comments Panel.
   
   B. If you would like to make comments to a researcher, or the coordinator, send the comment to the appropriate group and follow steps in section 10 How to use the Comments Panel.

5. Once all comments and modifications are made, complete the eForm by Selecting ‘Check for Errors.’ Be sure to select the box (☑) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.
6. Return to the Assignment tab

A. As your review is completed, select the next status:

i. If additional action/revision from the Researcher is required, select ‘IBC Office Modifications – Researcher’ in the dropdown. A new dropdown will appear with Researchers to send the action item. Select the appropriate Researcher and select ‘I am done.’

ii. If this is ready to be submitted to RIA, select ‘Forward to IBC Office’ The recipient is automatically selected; select ‘I am done.’
8.4 Workflow Step: Meeting Modifications - PI

‘Meeting Modifications – PI’ step takes place when a Full Committee Meeting has been completed and revisions are required. The PI will receive this notification from the Coordinator on behalf of the reviewer. The PI can send to a Researcher for additional updates if necessary or resubmit the eForm to RIA when completed.

1. A letter will be received by the PI and Researcher that outlines the modifications required in order to move the submission forward.

2. Login to the eRIA System

3. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☑) and not the text.

4. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   A. If you would like to address comments that were made for your attention, follow the instructions in section 10 How to use the Comments Panel.
   B. If you would like to make comments to a researcher, or the coordinator, send the comment to the appropriate group and follow steps in section 10 How to use the Comments Panel.

5. Once all comments and modifications are made, complete the eForm by selecting ‘Check for Errors.’ Be sure to select the box (☑) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.
6. Return to the Assignment tab

A. As your review is completed, select the next status:
   i. If additional action/revision from the Researcher is required, select ‘Meeting Modifications – Researcher’ in the dropdown. A new dropdown will appear with Researchers to send the action item. Select the appropriate Researcher and select ‘I am done.’
   ii. If this is ready to be submitted to RIA, select ‘Meeting Finalization.’ The recipient is automatically selected; select ‘I am done.’
9 Responding to an Action Item as a Researcher

9.1 Workflow Step: Researcher Modifications & Additional Researcher Modifications

'Researcher Modifications' & 'Additional Researcher Modifications' are used when the researcher has been selected to make changes by the PI or another Researcher. When completed, the Researcher can only send to the PI or another Researcher for collaboration. The next statuses will be 'PI Approval' or 'Additional Researcher Modifications.' Only the PI can resubmit to RIA.

1. The PI and researcher will receive the letter that outlines the modifications.
2. Login to the eRIA System
3. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.

4. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (□) and not the text.

5. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   A. If you would like to address comments that were made to for your attention, follow the instructions section 10 How to use the Comments Panel.
   B. If you would like to make comments to the PI, another researcher, or the coordinator, send the comment to the appropriate group and follow section 10 How to use the Comments Panel for details.
6. Once all comments and modifications are made, complete the eForm by Selecting ‘Check for Errors.’ Be sure to select the box (□) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.

7. Return to the Assignments tab

8. As your review is completed, select the next status:

   A. If additional collaboration by a researcher is required, select ‘Additional Researcher Modifications’ in the dropdown. A new dropdown will appear with Researchers to send the action item. Select the appropriate researcher and select ‘I am done.’

   B. If the Registration is ready for PI Review, select ‘PI Approval’ in the dropdown. The recipient is automatically selected; select ‘I am done.’
9.2 Workflow Steps: Pre-Review Modifications – Researcher & Pre-Review Modifications – Another Researcher

The statuses ‘Pre-Review Modifications – Researcher’ & ‘Pre-Review Modifications – Another Researcher’ are used to request changes from a Researcher listed on the Registration. These statuses are interchangeable. This status is selected by a PI or Researcher when collaborating on changes or developing the submission. At either step, the Researcher can send to the PI or another Researcher for collaboration or resubmit to RIA. The next statuses are ‘IBC Office Pre-Review,’ ‘Pre-Review Modifications - PI,’ ‘Pre-Review Modifications - Another Researcher,’ or ‘Pre-Review Modifications – Researcher.’

1. Login to the eRIA System
2. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.

3. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☐) and not the text.

4. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   A. If you would like to address comments that were made for your attention, follow the instructions in section 10 How to use the Comments Panel.
   B. If you would like to make comments to the PI, another researcher, or the coordinator, send the comment to the appropriate group and follow steps in section 10 How to use the Comments Panel for details.
5. Once all comments and modifications are made, complete the eForm by Selecting ‘Check for Errors.’ Be sure to select the box (□) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.

6. Return to the Assignments tab

A. As your review is completed, select the next status:

i. If additional collaboration by a researcher is required, select ‘Pre-Review Modifications - Researcher’ of ‘Pre-Review Modifications – Another Researcher’ in the dropdown. A new dropdown will appear with Researchers to send the action item. Select the appropriate researcher and select ‘I am done.’

ii. If the Registration is ready to be returned to the IBC Office, select ‘IBC Office Pre-Review’ in the dropdown. The recipient is automatically selected; select ‘I am done.’
9.3 Workflow Steps: IBC Office Modifications – Researcher & IBC Office Modifications – Another Researcher

‘IBC Office Modifications – Researcher’ & ‘IBC Office Modifications – Another Researcher’ are used to request changes from a Researcher on the submission after the BSO, IBC Chair, or reviewer’s assessment is complete, and changes are required. These statuses are interchangeable. If the Researcher needs to be involved in the changes, then the PI will send change requests through this status.

1. Login to the eRIA System
2. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.
3. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (□) and not the text.

4. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   A. If you would like to address comments that were made for your attention, follow the instructions in section 10 How to use the Comments Panel.
   B. If you would like to make comments to the PI, another researcher, or the coordinator, send the comment to the appropriate group and follow the instructions in section 10 How to use the Comments Panel.

5. Once all comments and modifications are made, complete the eForm by selecting ‘Check for Errors.’ Be sure to select the box (□) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.
6. Return to the Assignments tab

A. As your review is completed, select the next status:

i. If additional collaboration is required from the PI or Researcher, select ‘IBC Office Modifications – Another Researcher’ or ‘IBC Office Modifications – Researcher’ in the dropdown. A new dropdown will appear with Researchers and the PI to send the action item. Select the appropriate researcher and select ‘I am done.’

ii. If the Registration is ready to return to the IBC, select ‘Forward to IBC Office’ in the dropdown. The recipient is automatically selected; select ‘I am done.’
9.4 Workflow Steps: Meeting Modifications – Researcher & Meeting Modifications – Another Researcher

Send to Researcher & Send to Another Researcher are used to request changes from a Researcher on the submission. These statuses are interchangeable. If an IBC Meeting has been completed, the PI will be notified by the IBC Office by a Modification Letter with an attachment specifying the changes requested, and the Researcher will be cc’d. If the Researcher needs to be involved in the changes, then the PI will send change requests through this status.

1. Login to the eRIA System
2. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.
3. Unlock the eForm by selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☑) and not the text.

4. If comments were made and require addressing, there will be yellow warning icons on relevant tabs and questions in the eForm.
   A. If you would like to address comments that were made for your attention, follow the instructions in section 10 How to use the Comments Panel.
   B. If you would like to make comments to the PI, another researcher, or the coordinator, send the comment to the appropriate group and follow the instructions in section 10 How to use the Comments Panel.

5. Once all comments and modifications are made, complete the eForm by selecting ‘Check for Errors.’ Be sure to select the box (☑) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.
6. Return to the Assignments tab

A. As your review is completed, select the next status:

i. If additional collaboration is required with the PI or another Researcher, select ‘Meeting modifications – Another Researcher’ or ‘Meeting Modifications – Researcher’ from the dropdown. A new dropdown will appear with Researchers and PI to send the action item. Select the appropriate researcher and select ‘I am done.’

ii. If the Registration is ready to return to the IBC office, select ‘Meeting Finalization’ in the dropdown. The recipient is automatically selected; select ‘I am done.’
10 How to use the Comments Panel

The Comments Panel is a tool that turns on for specific review statuses within submissions. It allows for commenting between users on individual questions to point out specifically what needs to be changed, and why.

The PI and Researcher are assigned to the ‘Coordinator – PI – Researcher’ group. PIs and Researchers will only be able to comment to each other or the coordinator and will not be able to have direct communication with Reviewers.

10.1 Making a New Comment

1. You will have received an action item that requires your attention.
2. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.
3. Unlock the eForm by Selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (☐) and not the text.
4. There will be new buttons at the top of the page, labeled ‘Review,’ ‘Comments Panel,’ and ‘Extract Comments.’

A. **Review:** Toggles the pencil icons on/off.
B. **Comments panel:** Opens a window to display every comment made in the eForm so far.

C. **Extract Comments:** Populates a word document with each comment that is visible to the user that selects the button.

5. Each question will have a pencil icon that is interactable. If there is an existing comment on the form, a yellow warning icon appears. Hovering over the question’s yellow warning icon will provide a preview of the comment.

6. Click on the pencil icon to make a comment.
   A. **Post:** Click ‘Post’ to make the comment appear on the form.
   B. **To:** This field will auto-populate with the group that will be able to see the comment. The PI/Researcher will always send to the ‘Coordinator – PI – Researcher’ group, and the group cannot be changed.
   C. Enter comment here prior to sending.

7. Select ‘Post’ to add the comment to the question.
A. Multiple comments can be made on the same question. Each comment can be added as an individual thread, or as a continuation of an existing comment.

B. The ability to edit and delete the comment is available, if needed, only for the most recent comment made on a question’s thread.

10.2 Responding to an Existing Comment

After a review is completed, there will be several comments that may need to be addressed prior to moving the submission to the next step. Warning icon indicators on the side navigation and individual questions help to track where changes are required.

1. You will have received an action item that requires your attention.

2. In Assignments, locate and select the Registration number. The eForm with an embedded Assignments tab will appear.

3. Unlock the eForm by Selecting ‘Form Locked, Unlock to Edit.’ Be sure to select the box (□) and not the text.
4. There are two ways to access and respond to comments, through the comments panel window and from each individual question.

A. Select the page with the yellow warning comments icon.

i. Identify which question has a comment.

   1. Select the comment to access the comments panel window. You can also select the Comments Panel button at the top of the eForm.

A. **Filter by:** Gives the user the option to filter comments by From, To, and Question.

B. **Sort by:** Gives the user the option to sort comments by From, To, Posted date, and Question.

C. **Comment:** Select here to make a new comment on the question.

D. **Reply:** Select reply to add a response to the existing comment.

E. **Forward:** Selecting forward can send the existing comment to another recipient. PIs and Researchers only have one group to send comments so this will not be used.
2. Select **Reply** to add a comment.

A. **Post**: Post the comment

B. **To**: Automatically selects the recipient based on the previously made comment.

C. **Make comment public**: Helps compile specific comments for the coordinator. This is reserved for the Coordinator and should not be used by the PI/Researcher.

D. **Response Required**: Do not select – this feature is not in use.
3. After a comment is posted, you are able to (A) **edit** and (B) **delete** the most recent comment you posted.

4. Once all answers are updated and comments are replied to, select ‘**Check for Errors**’ to lock the eForm. Be sure to select the box (□) and not the text. The text will update to ‘Form Locked, Unlock to Edit’ when it has been completed successfully.

B. On the top navigation, select ‘Comments Panel.’ Every comment made in the eForm will appear in the window.
i. To identify which comments need to be most recently addressed, select “Sort by: Posted Date Descending” and the most recent group of comments that require attention will be sorted at the top. When replying to a comment, a user can be responded to specifically. Use the ‘Filter by: “To”’ to search for any comments that are addressed to you.

![Comment Filter Example](image)

ii. Comments can be expanded and responded to inline of this individual window. If a filter is set, there will be a light highlight around the comments that meet the filter’s criteria.

1. When multiple comments are made in a row, the ‘To’ field will remain prepopulated with the previous recipients. Refreshing the window will stop this behavior.

C. When the review is completed, complete the eForm and return to the Assignment tab. Follow the instructions on the Assignments tab to process the submission to the next step.
11 Workflow Maps Reference Guide

Workflow maps can be used to identify where a submission is after it has been submitted.

Each submission type has a workflow and corresponding process. If a Registration has multiple submission types, it may be found on multiple maps.

Workflow maps can be found in a widget on the home page. For more information on how to use the workflow widget, please see section 3 Navigating the Home Page.
11.1 All Maps

11.1.1 Initial Application Map
11.1.2 Annual Renewal
11.1.3 Amendment
11.1.4 3 Year Renewal
11.1.5 Closure