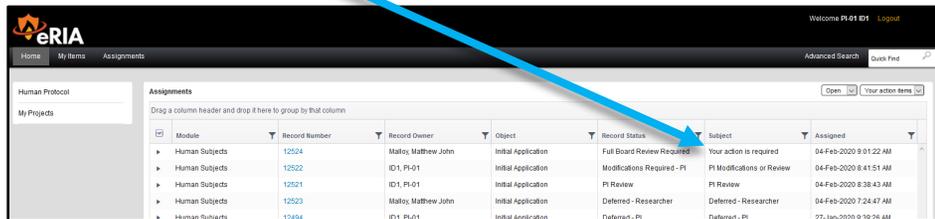


# QUICK REFERENCE GUIDE (QRG)

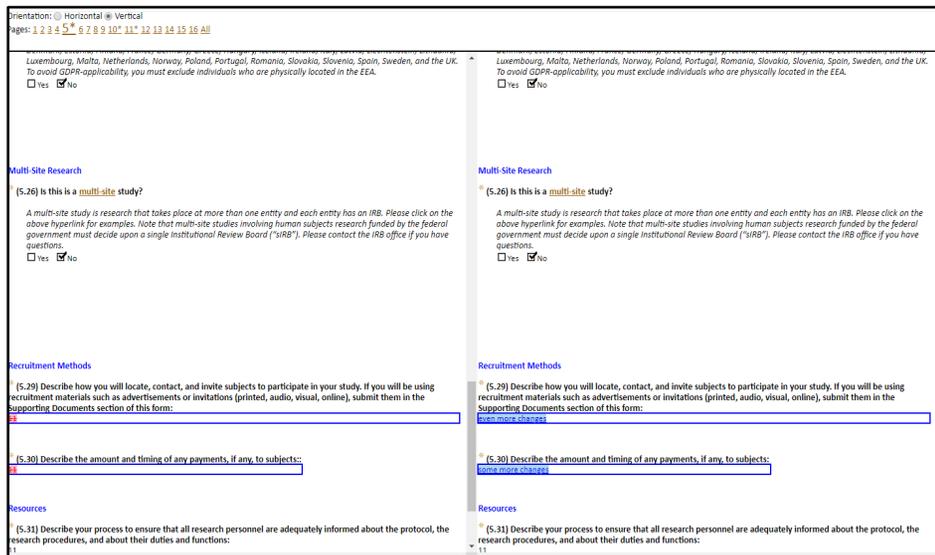
## IRB Committee Members: How to Perform a Review



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. On the **“Assignments”** tab of the **Home** screen, CLICK on a protocol number that displays the status: **“Your Action is Required”**. This will open the Form window. **MAXIMIZE** the Form window.



4. You can review one section at a time, or you can use the **“All Pages”** link to view sections of the Form concurrently.
5. To compare two versions of the open document, e.g., if you want to identify where a PI made changes in response to IRB correspondence, CLICK on the burger menu (≡) icon at the top left side of the page, then CLICK on **“Form History.”**
6. Select the date of the last IRB correspondence for the **“FROM”** field, and the most recent date for the **“TO”** field. Press CLICK. 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.



7. To provide comments in the application, CLICK the pencil icons that appear on the left. If you do not see the pencils, CLICK the **“Review”** button at top of the Form to make them visible.
8. After entering a comment, CLICK the **“Post”** button.
  - You can edit or delete your own comments, but *not* the comments of other board members.
  - To read the other reviewers’ comments, CLICK the exclamation point **“!”** icons. These icons will also appear after you have entered your own comments.
  - You can see the last comment made by **HOVERING** over the exclamation point **“!”** icons.
9. Navigate to the **“ASSIGNMENT”** section of the Form.
10. Scroll down to the **“Provisions”** box. Enter your requested revisions.
11. Scroll down to the **“Comments”** box. Enter any notes regarding the agenda item. These are *not* requested revisions, but represent your notes about the agenda item.
13. CLICK **SAVE** to *save* your work.
14. **DO NOT** CLICK **“I am Done.”** Otherwise, you cannot access this assignment at the IRB meeting.
15. CLICK **“Close”** when you are done.

### 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](mailto:eRIA-IRB@princeton.edu) or 609-258-0865