PI Review in eRIA-IRB

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

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 Home tab and (below Things to do), CLICK on a protocol number that displays the status: PI Review
   This will open Task/Assignment window.
   NOTE: You can also CLICK on the link in the email sent to you which will automatically take you to the Task Assignment window.

4. Review all forms listed below the Document/Form header.
   To edit any form, CLICK on the protocol number.

5. The form window opens. CLICK the Maximize button located at the top right corner to expand the window.

6. Before you can access the form, you will need to UNLOCK it by CLICKING the box next to the word LOCKED located at the upper right corner of the form.
   Make sure that the box is UNCHECKED before proceeding.

If you approve of this submission and want to move this submission to the IRB Office to review, then edit the submission form with the required response of “I am the PI” Save, Lock and Close each electronic form.

Determine your course of action. Complete one of the following options.

OPTION 1: Return the submission package to the researcher

Populate the following fields on the Task/Assignment screen as described below:
   Comments: Enter comments for the researcher recipient.
   Note: Everyone with access to the submission will be able to view these comments in the Assignment History area of the Task/Assignment window.
   Next Step/Decision: Select “Return to Researcher”.
   Assign To: Select the recipient. This person could be anyone who is listed as Research Personnel on the protocol.
   Click I am done.

OPTION 2: Submit the IRB Application to the IRB Office

Populate the following fields on the Task/Assignment screen as described below:
   Comments: Enter comments for the IRB office. Note: Everyone with access to the submission will be able to view these comments in the Assignment History area of the Task/Assignment window.
   Next Step/Decision: Select “Submit to IRB”.
   Click I am done.

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

For more detailed steps & information, see the “eRIA Guide for Principal Investigators and Researcher” and the “eRIA Navigation Guide” at ria.princeton.edu/eria/help-guides