Use this Quick Reference Guide (QRG) to Authorize a Submission as PI

1. At the top of your browser window, type the URL: https://eria.princeton.edu and CLICK Enter on your keyboard.
   NOTE: If you are off campus, VPN is required.

2. At the prompt, LOG IN with your Princeton NetID and password and ACCEPT DUO verification. This will take you to the eRIA home page. MAXIMIZE the screen.

3. In the “Assignments” section of the Home screen, CLICK on a Registration number that displays the status “PI Approval”.

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

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.

7. SELECT the next step.
   A. If additional action/revision from the Researcher is required, select ‘Researcher Modifications’ in the dropdown. A new dropdown will appear with Researchers named in the Registration to send the action item. Select the appropriate Researcher and then select ‘I am done.’
   B. If this is ready to be submitted to RIA, select ‘IBC Office – Pre-Review’ The recipient is automatically selected. Then, select ‘I am done.’
   C. The form window will disappear when the submission advances to the next step.

Navigate to eRIA Help & Training for further assistance.

For help, contact eRIA Support at: IBC@princeton.edu or (609) 258-3105.