Use this Quick Reference Guide (QRG) to Perform Revisions on an IBC Registration

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 tab at the top of the Home screen, SELECT the Registration number that requires revisions (example status: Pre-Review Modifications – Researcher.) This will open the Form window.

4. To edit the form, UNLOCK it by SELECTING the box labeled “Form Locked, Unlock to Edit” located in the upper left hand corner of the Form. Make sure that the box is UNCHECKED and reads “Check for Errors” before proceeding.

5. Edit the document per the IBC requested revisions. Use the Modifications Requested letter sent that contains a summary of the requests OR look for yellow triangle icons that indicate comments on specific questions.

6. When you are done editing, 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. When all mandatory questions are answered, the “Check for Errors” checkbox will update to “Form Locked, Unlocked to Edit.”

7. When the Form is locked, navigate to the “ASSIGNMENT” section. On the “ASSIGNMENT” tab, select the “Next Step/Decision” dropdown menu. Follow instructions on the ASSIGNMENT tab to help make your next decision.
   a. If you are the PI or Researcher, and further revisions are required from another researcher, select a status referencing a Researcher (example: “Pre-Review Modifications – Another Researcher”)
   b. If this is ready for IBC review, select “IBC Office Pre-Review” OR “Forward to IBC Office”

8. If not automatic, select “Assign To:” Select the recipient.

9. SELECT “I am done.” When the Form window disappears, your submission has been advanced 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.