Use this Quick Reference Guide (QRG) to Submit an Amendment/3 Year Renewal/Closure

1. At the top of your browser window, type the URL: [https://eria.princeton.edu](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. LOCATE an Approved Registration.
   - If you are a PI, look up your Registration in My Items.
   - If you are a Researcher, type the Registration number in Quick Find or use Advanced Search to locate the Registration.
   - Use the widget “Records on Which I am Named” to locate the Registration.

4. Open the record’s menu and SELECT “Create New” > “Submission Type.” There will be options to select Amendment, 3 Year Renewal, or Closure. Note: you will not be able to create a submission of any of the above types if one is already opened (ex. Only one Amendment can be open at a time).

5. A Form window will open. 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.

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### 3 Year Renewal

1. A new tab labeled ‘3 Year Renewal’ will automatically appear. Fill out the mandatory questions on the 3 Year Renewal tab. Make any necessary changes in the IBC Application.

2. Continue to the ‘All submissions’ section on this document below.

### Closure

1. A new tab labeled ‘Closure’ will automatically appear. Fill out the mandatory questions on the Closure tab.

2. Continue to the ‘All submissions’ section on this document below.

### All submissions

1. Attach any supporting documents in the section labeled “SUPPORTING ATTACHMENTS”

2. Complete the rest of the Form.

3. 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.”

4. SELECT “Submit.” When the Form window disappears, your submission has been advanced to the next step.

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Navigate to [eRIA Help & Training](https://eria.princeton.edu) for further assistance.

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