

QUICK REFERENCE GUIDE (QRG): How to Submit a Legacy Amendment

Use this QRG to amend a minimal risk study approved prior to July 25, 2017.

Note: The IRB encourages you to convert your study to the eRIA application. This will make it easier to manage the study.

If not, follow these steps to submit an amendment for a minimal risk protocol that was approved prior to eRIA (before 7/25/2017).

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. Enter your protocol number (i.e., 0000008274 or 8274 – both work) in “**Quick Find**” and CLICK the magnifying glass icon.

4. After the search result appears, HOVER over the protocol number and wait for a pop-up menu to appear.

5. When the menu appears, slide your cursor right and down, then HOVER over “**Create New.**” Slide right and down, and CLICK on “**Amendment.**”

6. The “Amendment” Form window opens. **MAXIMIZE** the screen.

7. To EDIT the form, UNLOCK it by CLICKING the box labeled “**Form Locked, Unlock to Edit**” located at the upper left corner of the Form.

Make sure that the box is UNCHECKED and reads “**Check for Errors**” before proceeding.

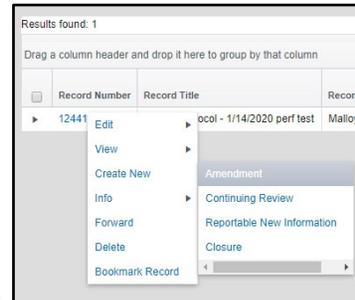


NOTE: This action will make the “**AMENDMENT**” section appear at the bottom of the Form and in the navigation menu to the left.

8. Answer all questions in sections “**2 General Information**” and “**3 RESEARCH PERSONNEL.**” Mandatory fields are identified with an asterisk *.

Complete the rest of the Form by answering remaining questions with “**N/A**” or “**No**”.

9. Upload your original protocol document (“**Questionnaire A**” or “**Questionnaire B**”) to section “**14 Supporting Documents.**” Upload *both* a clean and tracked changes version.



10. If you are *not* the PI for your study, you must select “**I am not the PI**” in the “**PI ASSURANCE**” section.

NOTE: To save your application for later completion, CLICK **Save** at the top of the Form. To find your application later, log back in to eRIA and search for your protocol using Quick Find and your protocol number.

11. If you are the PI, skip to #13.

12. If you are ready to submit for review, you have two options:

Option 1. If the PI **will** review in eRIA, choose “**Advance this submission to the PI.**”

Option 2. If the PI **will not** review in eRIA, check the “**Attach a signed PI approval form**” box, then CLICK on the link to:

- Print the PI Approval Form
- Have your PI sign it
- Scan to pdf or take a photo of the signed form with your smart phone
- CLICK the Upload icon to attach it

13. When you are done, CLICK the “**Check for Errors**” checkbox.

NOTE: If any required fields are incomplete, you will receive a screen message, “**Finish all incomplete items listed and click Check for Errors again.**” To jump directly to the unanswered questions, CLICK on the question that appears in the box.

14. When you have answered all mandatory questions and the “**Check for Errors**” checkbox is labeled, “**Form Locked, Unlock to Edit,**” click “**Submit.**”



NOTE: When the Form window disappears, your submission has been advanced to the next step.

Helpful links:

[How do I enable and/or disable web browser pop-up blockers?](#)

[How do I clear my browser cache?](#)