

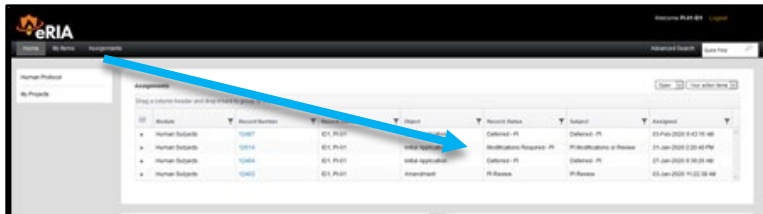
Use this Quick Reference Guide (QRG) to respond to IRB-requested Modifications



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. **MAXIMIZE** the screen.

3. In the “**Assignments**” tab of the **Home** screen, CLICK on a protocol number that displays the status: “**PI Modifications or Review**” or “**Researcher Modifications.**” This will open the Form window. **MAXIMIZE** the Form window.



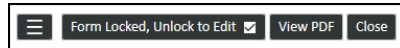
4. To **EDIT** the form, **UNLOCK** it by CLICKING the box labeled “**Form Locked, Unlock to Edit**” located at the upper left corner of the Form. Make sure that the box is **UNCHECKED** and reads “**Check for Errors**” before proceeding.



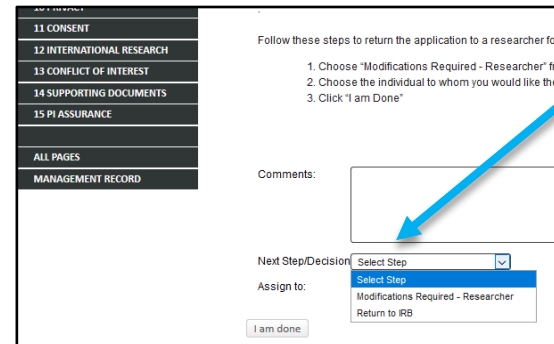
5. **EDIT** the document as per IRB requested revisions.

NOTE: You can review/edit one section at a time, or you can use the “**All Pages**” link to view pages of the form concurrently.

6. When you are done editing, lock the Form by CLICKING the “**Check for Errors**” checkbox. The Form is complete when the “**Check for Errors**” button reads “**Form Locked, Unlock to Edit.**”



7. When the Form is locked, navigate to the “**ASSIGNMENT**” section. On the “**ASSIGNMENT**” tab, select the “**Next Step/Decision**” dropdown menu. Choose one of the following options:



OPTION 1:
(If you're the researcher)
Send the submission to someone else to edit.
• CLICK the “**Next Step/Decision**” dropdown menu.

- Select: **Modifications Required - PI** or “**Modifications Required Researcher**”
- Select “**Assign To:**” Select the recipient. (*This person may be anyone who is listed on the protocol as research personnel, except the PI.*)
- CLICK “**I am Done.**”

OPTION 2: Return to the IRB Office.

- CLICK the “**Next Step/Decision**” dropdown menu.
- Select: “**Submit to IRB.**”
- CLICK “**I am Done.**”

This will send your submission back to the IRB.

NOTE: The Form window will disappear when the 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?](#)

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