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: “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