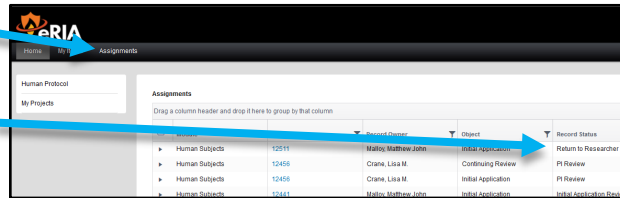


Use this Quick Reference Guide (QRG) to edit the submission as per your PI's instructions

(This IRB submission has been returned to you by the PI for action.)

- 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.
- 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.

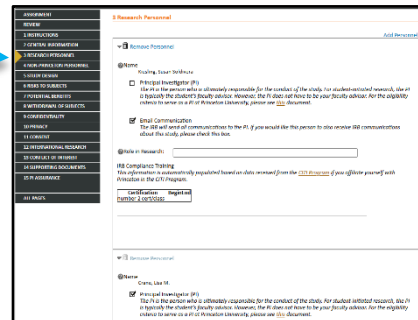
- In the “**Assignments**” tab of the **Home** screen, CLICK on a protocol number that displays the status: “**Return to Researcher.**” This will open the Form window.
MAXIMIZE the Form window.



- 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.



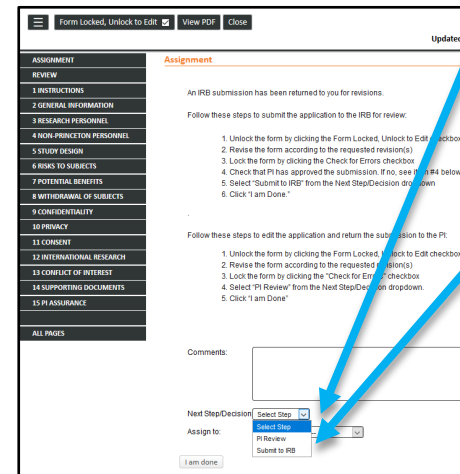
- Edit the Form as per PI suggestions.
NOTE: You can review one section at a time, or you can use the “**ALL PAGES**” link to view pages of the Form concurrently.
- If you need to change the assigned PI for the study:
 - Navigate to section “**3 RESEARCH PERSONNEL**”
 - CLICK the “**Add Personnel**” icon to add a new researcher.
 - Type the person’s last name in the search box. The system will display a list of matches. Select the correct name.
 - CHECK the “**Principal Investigator**” checkbox under the *new* PI name.



- When you are finished, CLICK the “**Check for Errors**” button and relock the Form. When the form is locked, the button will be labeled “**Form Locked, Unlock to Edit.**”



- Navigate to the “**ASSIGNMENT**” section of the Form and choose one of the following options:



- Option 1: Return to the PI.**
- CLICK the “**Next Step/Decision**” dropdown menu.
 - Select “**PI Review**”
 - CLICK “**I am done.**”
- Option 2: Submit to the IRB.**
- CLICK the “**Next Step/Decision**” dropdown menu.
 - Select: “**Submit to IRB.**”
 - CLICK “**I am done.**”

NOTE: When the Form window disappears, 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?](#)