

Quick Reference Guide (QRG): How to Submit an Amendment

Use this QRG to **AMEND** an existing, approved protocol.

DO NOT use this 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.

3. Enter your protocol number in “**Quick Find**” and CLICK the magnifying glass icon.

NOTE: You can also enter your PI’s last name or a key word in the protocol title in “**Quick Find**.”

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.

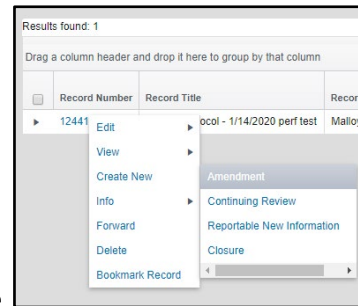


NOTE: This action will make the “**AMENDMENT**” section appear at the bottom of the Form and in the navigation menu to the left.

8. Enter the requested information. Mandatory fields are identified with an **asterisk ***. Complete the rest of the Form by answering remaining questions with “**N/A**” or “**No**”.

9. If you are *not* the PI for your study, in section “**PI ASSURANCE**,” you must select “**I am not the PI**,” then choose the appropriate responses to the questions that appear.

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.



10. If you are the PI, skip to #12.

11. 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

12. 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.

13. 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?](#)