1. At the top of your browser window, type this URL
   https://eria-irb.princeton.edu and press Enter on your keyboard.
2. Log in with your own Princeton.edu login ID and password, and accept
   DUO verification.
3. Below the Home tab, hover over and click
4. In the next window, select New Human Protocol and click Continue.
5. In the Protocol Creation window, type the full study Title. Click Continue.
6. In the Select PI window, if you are not the PI, delete your name and
   begin typing the last name of the PI. Select the PI's name from the
   resulting list that appears and click Continue.
7. In the application window, click IRB Application to open the application. Maximize
   the window.
8. Read all the instructions at the top of the form, including the Icon Legend. Notice that all items
   with a red asterisk (*) are required. Hover over any question mark icon for help.
9. As you fill out the form, be sure to click Save (top right corner) early and often. Do not wait until the very end to save.
10. If you selected someone other than yourself as the PI earlier, then in
    section C. Research Personnel of the form you must add yourself to this protocol. Click the yellow plus sign.
11. The Personnel window opens. Click the first letter of your last name. Then click the drop-down arrow next to Select
    and find your name in the list. Click on your name and click Continue.
12. Your name will appear below the PI's name. Below your name, place a checkmark in the checkbox next to [ ] if you wish to receive emails about your submission; if you do not, the IRB will not include you in correspondence about your submission.
   NOTE: If you add an administrator with no research responsibilities, enter a short description of their Role in Research, such as “Dept. admin” or “Primary contact”.
13. Complete the remainder of the form, including attaching any supporting documents in section N. Supporting Documents.
14. If you are not the PI for your study, at the bottom of the form you must select I am not the PI.
   NOTE: To save your application for later completion, click at the top of the form. Saved items are stored in the My Items tab. To find your application later, log back in to eRIA and click the My Items tab.
15. If you are ready to submit for review, you have two options:
   a. If the PI will review in eRIA, advance the submission to the PI.
   b. If the PI will not review in eRIA, you must: 1) Print the PI Approval Form, 2) Have your PI sign it, 3) Scan or take a photo of the signed form with your smart phone, and 4) Click the Upload icon to attach it.
16. At the top right corner, click the checkbox inside the Locked button to lock the application form.
17. If any required fields are incomplete, you will receive a screen message. Finish all incomplete items listed and click Locked again.
18. Back in the Submission window, click Submit.
19. Next YOU MUST CLICK Done (upper left corner) to actually send the submission.
20. Finally, YOU MUST CLICK Logout (upper right corner of the Home screen) to release your submission to the next step and person.

>>> REVIEW OF FINAL 4 STEPS: Lock… Submit… Done… Logout <<<

For more detailed steps and information, see the “eRIA Guide for Principal Investigators and Researchers” and the “eRIA Navigation Guide” at Princeton.edu/ria/eria.

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