Reportable New Information (RNI)

WORK INSTRUCTIONS

1. Log into Click Portal and find the study
    - You can log in and click on the “IRB” tab on the top navigation bar, and find the active studies in the **Active** tab
    - You can also create an RNI from a study workspace by clicking on the **Report New Information** button under the **My Current Actions** heading.

2. Enter the required information on the first page of the SmartForm and click **Continue** in either the top or bottom of the page

3. Prior to submission to the IRB, all required fields will need to be completed.
    - Click the **Hide/Show Errors** link in the header of the SmartForm page to display any unanswered questions throughout the SmartForm
        - Use the **Jump To:** link to navigate directly to SmartForm pages that are missing information
    - Submissions with any incomplete information will be redirected to the research team for updates.

4. When all of the required fields have been completed, click **Finish** in the footer of the last SmartForm page to be redirected to the study workspace

5. Use the **Add Related Submission** activity to notify the IRB if you are also submitting a modification to the approved study as a result of the RNI
    - Use this same activity to link multiple studies to one RNI submission, when appropriate.

6. In order to submit to the IRB, log into the study and click the **Submit** activity. This activity will check the submission for any missing fields
    - If the submission is successful, the page will refresh and the study will transition from the **Pre-Submission** state to the **Pre-Review** state as identified by the workflow diagram at the top of the workspace.