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.