

IRB CREATING & SUBMITTING REPORTABLE NEW INFORMATION (RNI)


Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome

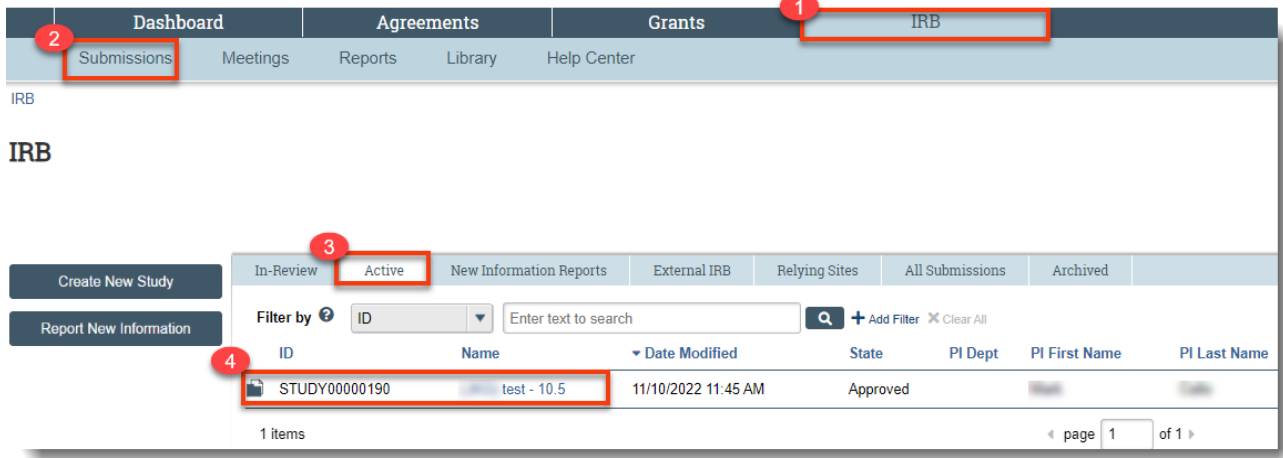
Please **do not** use Microsoft Internet Explorer or Microsoft Edge

When you [log in](#) with your Brown credentials, your landing page will be your Dashboard.

Step	Action to be Taken with Screenshot
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1

1. Navigate to the **IRB** workspace,
2. Select **Submissions** tab,
3. Select **Active** tab,
4. Click on the **folder symbol** () or the **Name** of the submission to open.



- Select **Report New Information**.

Approved

Entered IRB: 11/10/2022 11:43 AM
Initial approval: 11/10/2022
Initial effective: 11/10/2022
Effective: 11/10/2022
Last updated: 11/10/2022 11:45 AM

Next Steps

- View Study
- Printer Version
- Create Modification/CR
- Report New Information**
- Assign Primary Contact
- Assign PI Proxy
- Manage Ancillary Reviews
- Manage Guest List
- Add Related Grant
- Add Comment
- Copy Submission

IMPORTANT

When creating / editing a Reportable New Information:

- All questions marked with a red asterisk require a response.
- If a response is changed on any question, and there is a **'clear'** option, **'clear' needs to be selected before changing to a different response** (this applies to ALL pages of the submission).
- When uploading a document, please disregard the **Show Advanced Option**.

3

1. Complete the **Reportable Information** page.

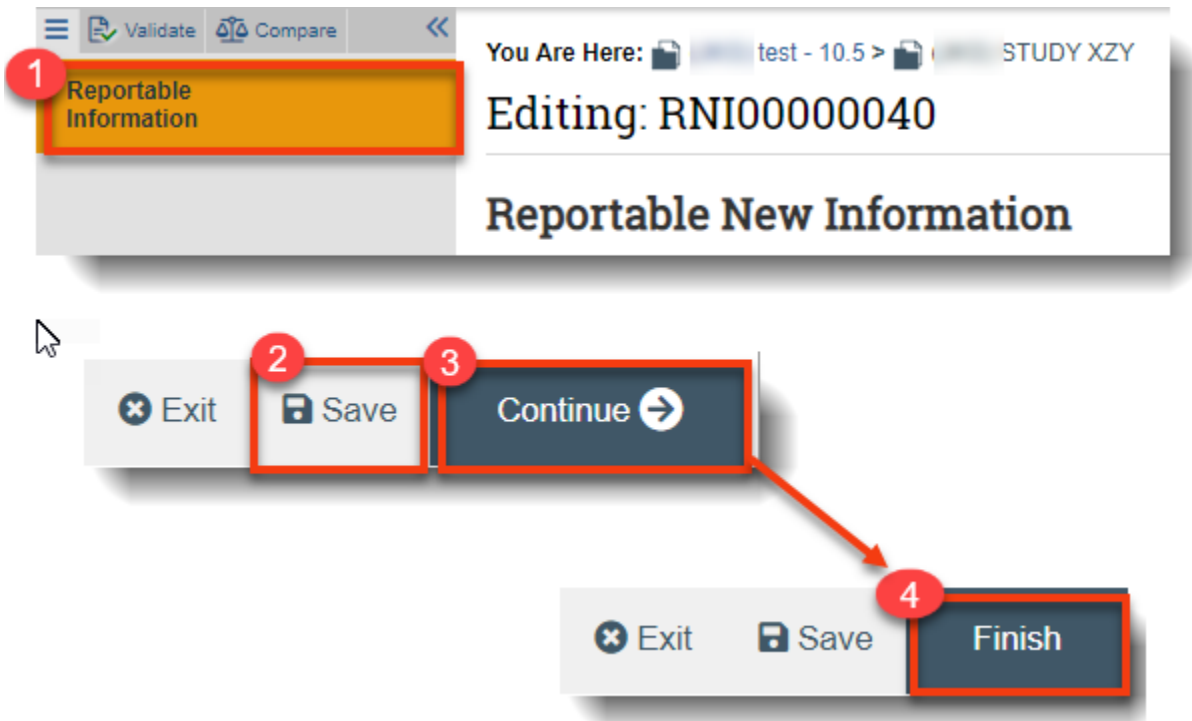
- *Note: If the original study is a multi-site study, the question, "Participating Sites" will appear for the user to choose any, if applicable, sites that the RNI pertains to.*

2. Click **Save**.

3. Click **Continue**.

4. Click **Finish**.

- *Note: If revisions are required, they should be described in the RNI and a study modification needs to be submitted for a review requesting the changes.*



4

• **Add Related Submission** to link the studies related to the RNI.

- *Note: a related submission includes the original study, but also modification follow-on submissions.*
- *This step can also be completed when the user clicks **Edit RNI**, and completes the question, "Related Studies and Modifications."*

Pre-Submission

Last updated: 1/17/2023 2:07 PM

Next Steps

Edit RNI

Printer Version

Submit RNI

Manage Ancillary Reviews

Manage Editors

Add Related Submission

Add Comment

Copy Submission

Discard

5

To submit RNI:

1. Click **Submit RNI**.
2. Click **OK** to agree to the terms.
3. Type in your login credentials and click **Submit**.

- *Note: Edits to the modification request cannot be made if the request has been submitted to the HRPP for review.*

Pre-Submission

Last updated: 1/17/2023 2:07 PM

Next Steps

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OPTIONAL STEPS
Study Response Validation, Change Study Documents

optional

RNI VALIDATION

To validate to ensure required information is included before submitting, either:

- Click **Validate** within the submission itself.

