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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action to be Taken with Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigate to the IRB workspace,</td>
</tr>
<tr>
<td></td>
<td>Select <strong>Submissions</strong> tab,</td>
</tr>
<tr>
<td></td>
<td>Select <strong>Active</strong> tab,</td>
</tr>
<tr>
<td></td>
<td>Click on the folder symbol ( 文件 ) or the <strong>Name</strong> of the submission to open.</td>
</tr>
</tbody>
</table>

![Dashboard and Submission Screenshot]

When you log in with your Brown credentials, your landing page will be your Dashboard. To access the IRB workspace, follow these steps:

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

![IRB Workspace Screenshot]

The IRB workspace is where you can manage your research submissions. After logging in, select the **Submissions** tab followed by the **Active** tab to view your active submissions. You can then select the folder symbol or the **Name** of the submission you wish to access.
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.
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.

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- **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.”*
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.*
### RNI VALIDATION

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

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

![Validate](image_url)