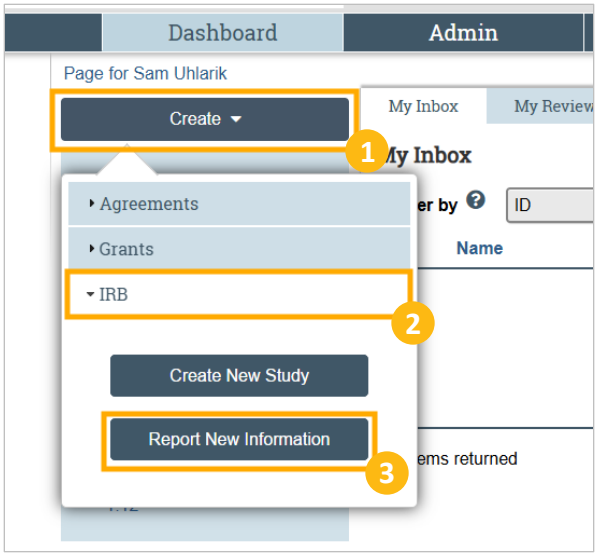
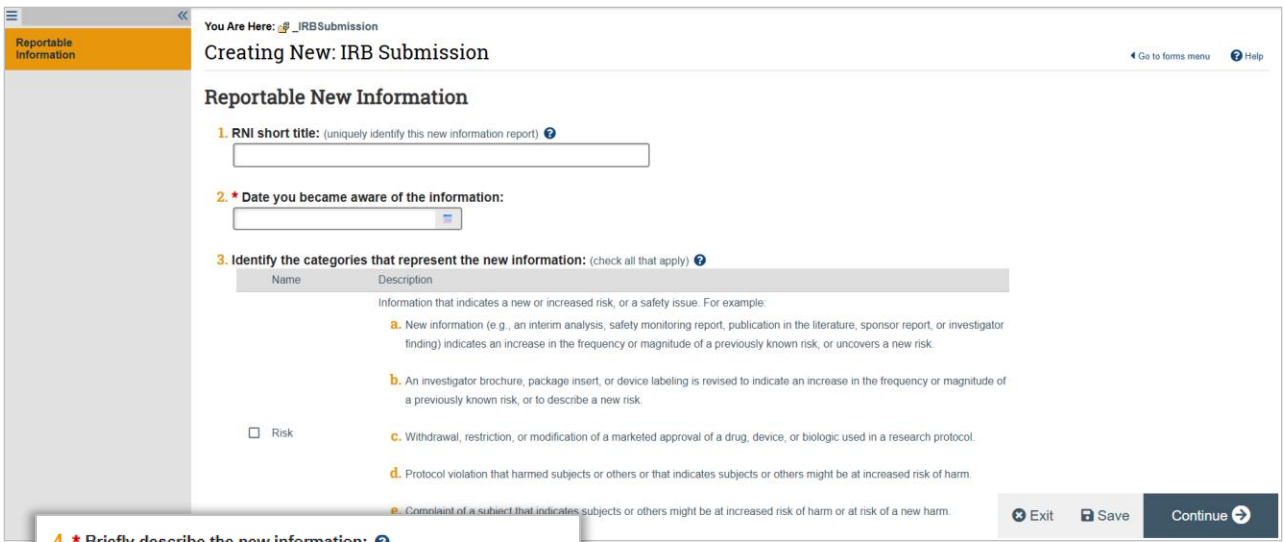
Create and Submit Reportable New Information (RNI)

This guide explains how to create and submit reportable new information (RNI). Any registered IRB user can report new information. You can create an RNI submission from three places: the Create button on the dashboard, the Report New Information button on the IRB tab, or from the Report New Information button on an active study workspace. For this training, we will start from the Dashboard.

1. **From the Dashboard, click the Create button, then select Report New Information.**

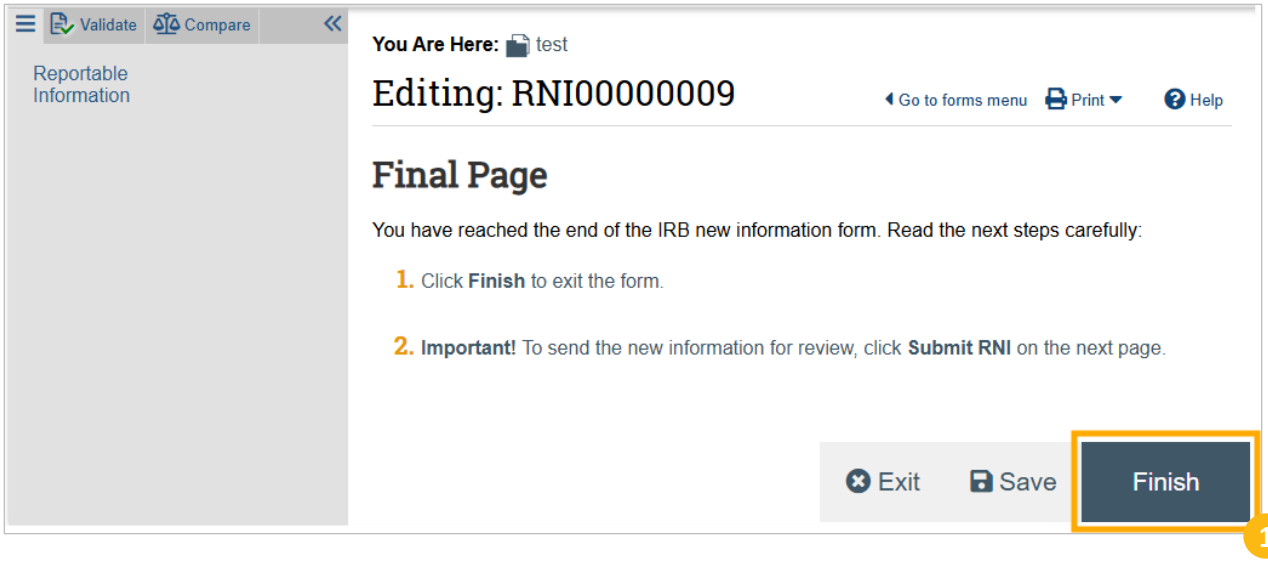


2. **The Reportable New Information form will appear. Complete all fields in the form, including a brief description of the new information. In question 8, the related studies and modification question, you can identify any studies that relate to the information you are reporting (if you create the RNI submission from an active study workspace, the name of the study will auto-populate here).**

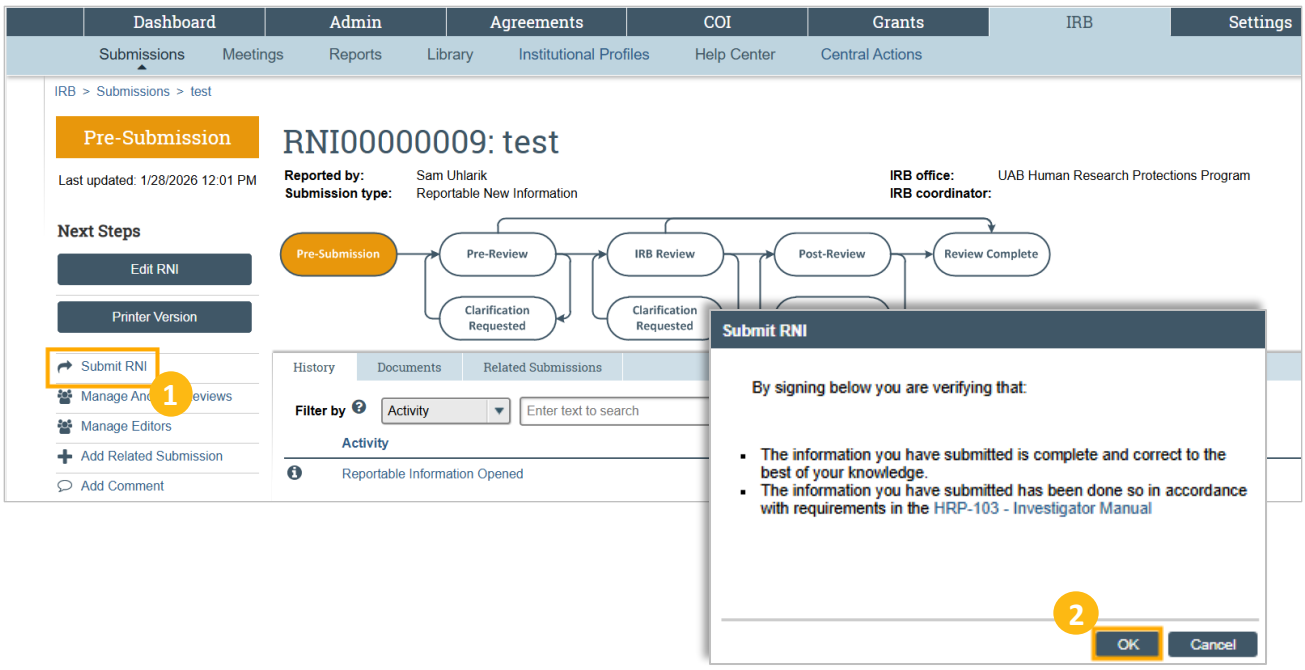


3. Attach any supporting files, then click Continue to move to the next page. On the final page, click Finish.

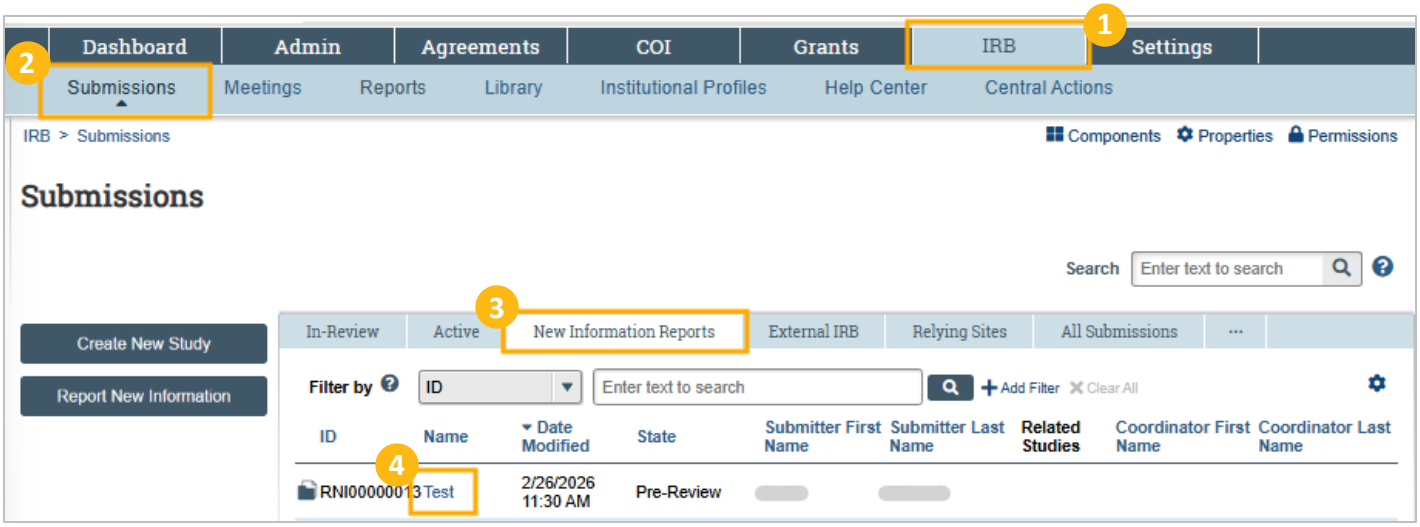




4. On the RNI workspace, click Submit RNI, then click OK to verify that the information you are submitting is complete and correct and follows the requirements in the Investigator Manual.



5. **The RNI has now been submitted to the IRB for review. To view the RNI, click on the IRB tab, then the Submissions tab, then the New Information Reports tab. Click on the name of the RNI.**



You have now completed the process of creating and submitting Reportable New Information (RNI).

If you need to delete the RNI you created, navigate to the RNI workspace, and click on the Discard button on the left side, Then click OK to agree to discard the submission. This will permanently remove the submission.

