

Huron IRB Quick Reference Guide – How to Submit Reportable New Information (RNI)

This guide describes how Principal Investigators (PIs) and Study Team members submit Reportable New Information (RNI) to the IRB team in the Huron IRB system. The RNI may be submitted during any state (status).



Follow the steps below to submit RNI:

1. On the *My Inbox* or *IRB* tabs, click the **Report New Information** button. The *Reportable New Information* SmartForm displays.



Tip: You may also submit RNI in the study *Workspace* for approved studies.

2. Complete the applicable questions. Click **Continue** when finished. The *RNI Workspace* now displays.



Important: Clicking **Continue** moves your RNI into a *Pre-Submission* Status, but does **not** submit your RNI to the IRB. This allows for additional edits and/or actions to occur prior to IRB submission (e.g. editing the RNI, adding Related Submissions, etc.).

3. On the *RNI Workspace*, click the **Submit RNI** button to submit the RNI to the IRB team.

Pre-Submission

Last updated: 12/4/2018 8:54 AM

Next Steps

Edit RNI

Printer Version


[Submit RNI](#)


[Add Related Submission](#)

Once your RNI has been submitted, the state (status) updates to *Pre-Review*.

Pre-Review

Entered IRB: 9/18/2018 5:01 PM
Last updated: 9/18/2018 5:02 PM

Next Steps

View RNI

Printer Version

RNI00000071: Test Withdraw and Discard on Copied

Reported by: Rebecca Simms (pi)
Submission type: Reportable New Information

IRB office:
IRB coordinator



```

graph LR
    A([Pre-Submission]) --> B([Pre-Review])
    B --> C([IRB Review])
    C --> D([Post-Review])
    D --> E([Review Complete])
    B --> B1([Clarification Requested])
    B1 --> B
    C --> C1([Clarification Requested])
    C1 --> C
    D --> D1([Action Required])
    D1 --> D
  
```