University at Buffalo
The State University of New York

Reportable New Information (RNI)

WORK INSTRUCTIONS:

1. Log into the Click Portal and click on the **IRB** tab in the top navigation menu.

2. Click the **Approved** tab to locate all approved studies.

3. Click the **Name** of the study.

4. Under **My Current Actions**, select the **Report New Information** button to create a **RNI**.

5. Enter the required information on the first page of the **SmartForms**.

6. Click the **Continue** button at either the top or bottom-right of the form.

7. **Navigate** through any additional **SmartForms** and complete all of the required fields
   - *Click the Help icon ( ) for more information about a question or field*

8. Click the **Hide/Show Errors** link in the navigation bar at the top or bottom of the **SmartForm** page to display any unanswered questions
   - *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 study team for updates*

9. When all of the required fields have been completed, click the **Finish** button in the footer of the last **SmartForm** page to be redirected to the **Study Workspace**.

Your submission has not yet been submitted for review.

10. 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**.

11. The ***Principal Investigator*** (or ***PI Proxy***) must click the **Submit** activity located under **My Current Actions** on the left side of the **Study Workspace**. Read the statement, and then click **OK** to submit the study for review.

    - The system will check the study to ensure that all required questions have been answered on the **SmartForms**. If any items have been missed, you will be prompted to answer them.

    - If the submission is successful, the page will refresh and the submission will transition from the **Pre-Submission** state to the **Pre-Review** state.