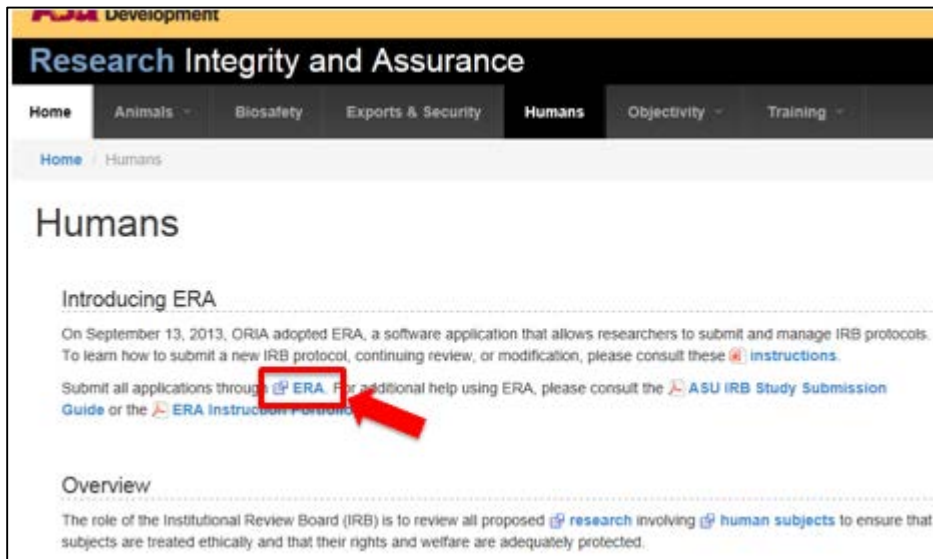


# REPORTABLE NEW INFORMATION

Step 1: You can access the new system by going to the IRB website: <http://researchintegrity.asu.edu/humans>.



Step 2: Click IRB (#1) → Click IRB records (#2) → Click “Active” (#3) → Click on the title under the heading “Name” (#4)

*\*\*This will show you All Active Studies you are designated as a team member on, not just those where you are PI (Expiration dates are shown, if no expiration date is listed, it is an exempt study)*

ASU Knowledge Enterprise Development  
Dayna Molyneaux | My Inbox

Master Data COI IRB  
IRB Records

IRB Records

### IRB Records

In-Review Active Archived New Information Reports All Submissions

Filter by ID 1301008660 Go Clear Advanced

ID	Name	Date Modified	State	PI First Name	PI Last Name	Coordinator	Expiration Date
1301008660	TEXT2COPE: A Pilot Test of an Intervention for Parents with Overweight or Obese Preschoolers	10/18/2013 9:01 AM	Approved	Eric	Hekler	Metosky	1/24/

1 to 1 of 1

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**In Review:** Any “Pending” IRB Applications (In-Progress)  
**Active:** All Active/Open IRB approved studies  
**Archived:** All Closed or Lapsed IRB studies  
**New Information Reports:** Studies with pending reports (such as adverse events, reports of non-compliance, etc.)  
**All Submissions:** All studies, open or closed

**Step 3:** Click “Report New Information”

The screenshot shows the IRB Records system interface for the study '0912004639: Intestinal Micro Ecology'. The top navigation bar includes 'Master Data', 'COI', and 'IRB'. The study title is '0912004639: Intestinal Micro Ecology'. Key details include: Entered IRB, Initial approval: 12/29/2009, Effective date, Approval end: 11/5/2013, and Modified: 10/6/2013 12:00 AM. The Principal investigator is Rosa Krajmalnik-Brown, Submission type is Initial Study, Primary contact is Susan Metosky, and IRB coordinator is Susan Metosky. A workflow diagram shows the process from Pre-Submission to Review Complete, with intermediate steps for IRB Pre-Review, IRB Review, and Post Review, each with a 'Clarifications Requested' or 'Modifications Required' loop. The 'My Current Actions' menu on the left has 'Report New Information' highlighted with a red arrow. The 'History' table below shows a 'Continuing Review Deadline Reminder' activity from the Administrator, System, dated 10/6/2013.

**Step 4:** Proceed through the questions on the application. Describe the details of the information being reported. Upload any relevant documents under supporting documentation section. Click “Continue” to save/complete form.

The screenshot shows the 'Report New Information' form. It includes a text area for describing new information. Below this is a section for the PI's opinion with three questions: 'Does this information indicate a new or increased risk, or a safety issue?', 'Does the study need revision?', and 'Does the consent document need revision?'. Each question has radio buttons for 'Yes' and 'No' and a 'Clear' button. Below the questions is a note: 'If revisions are required, describe them above and submit a study modification for review.' The 'Related studies' section shows a table with one entry: ID 1103006206, Short Title 'Molecular basis for nonadhesive properties of fibrinogen matrices'. The 'Attach files containing supporting information' section has an 'Add' button highlighted with a red arrow and a table with columns 'name' and 'description'. The text 'There are no items to display' is visible below the table. A '<< Back' button is at the bottom left.

**Step 5:** Click “Submit RNI” to send to the IRB for review.

The screenshot displays the IRB Records interface for a specific submission. At the top, the breadcrumb trail reads: IRB Records > Molecular basis for nonadhesive properties of fibrinogen matrices > \_IRBSubmission - Wed Feb 19 17:23:53. The main header shows the submission ID: **RNI00000017: \_IRBSubmission - Wed Feb 19 17:23**. Below this, the 'Pre-Submission' tab is active. The submission details include: Entered IRB: [blank], Modified: 2/19/2014 5:23 PM, Reported by: Dayna Molyneaux, Submission type: Reportable New Information, Primary contact: Dayna Molyneaux, and IRB coordinator: [blank].

On the left, under 'My Current Actions', there are buttons for 'Edit RNI', 'Printer Version', 'Submit RNI', 'Add Private Comment', and 'Add Comment'. A red arrow points to the 'Submit RNI' button. The 'Submit RNI' button has a right-pointing arrow icon. The 'Add Private Comment' and 'Add Comment' buttons have pencil icons.

On the right, there are tabs for 'History', 'Documents', and 'Related Studies'. Below the tabs is a filter section with 'Filter by' set to 'Activity', a search box, and buttons for 'Go', 'Clear', and 'Advanced'. Below the filter, there is an activity log entry: 'Activity' followed by 'Reportable Information Opened' with an information icon (i) to its left.