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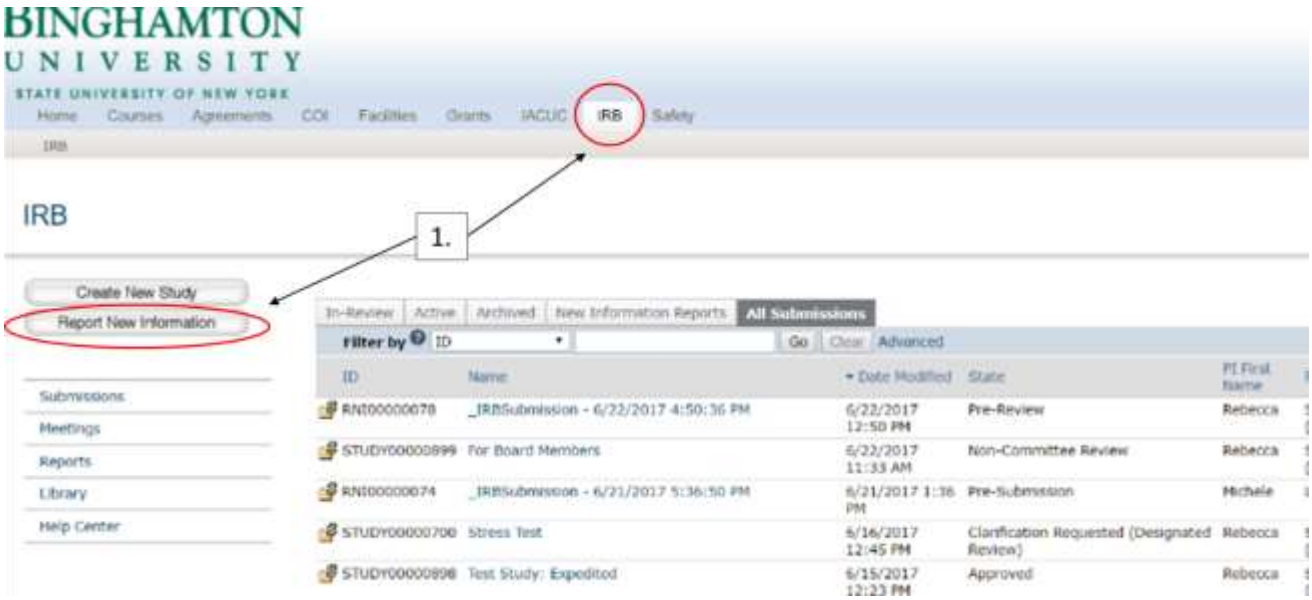
Reportable New Information (RNI)

WORK INSTRUCTIONS

1. Log into PACS Portal and select the **IRB** tab. You can create an RNI from a study workspace by clicking on the **Report New Information** button in the left hand navigation area.



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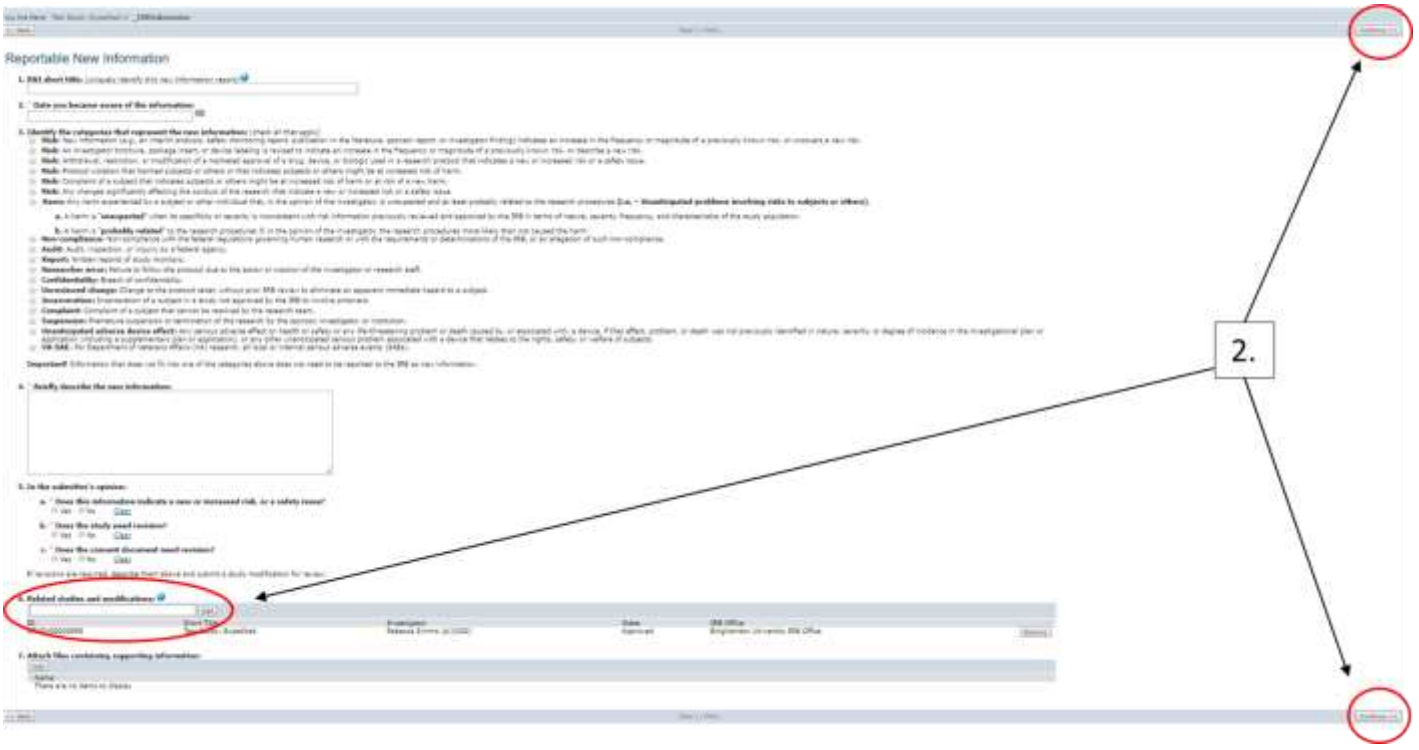
2. Enter the required information marked with asterisks (*) on the first page of the SmartForm and click **Continue** from either the top right or bottom right of the page.
    - Indicate which study this RNI is for by adding the study in the **Related studies and modifications.**
    - Use this same activity to link multiple studies to one RNI submission, when appropriate.



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3. You will now be viewing the workspace page and see a notation under **Activity** stating **Reportable Information Opened.** If you need to review or edit the RNI, click on **Edit RNI** under **My Current Actions**.

4. If you are ready to submit the RNI, click on **Submit RNI** in the left hand navigation. A pop up box will appear and if your submission is in order, it will direct you to click the **OK** button.

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5. You will now be directed back to the workspace where you will see a new message under **Activity** stating **RNI Submitted**. You may view the RNI by clicking on **View RNI** under **My Current Actions**.