



BUFFALO STATE
The State University of New York

Reportable New Information (RNI)



WORK INSTRUCTIONS:

1. Log into the SUNY RF PACS portal and click on the **IRB** tab in the top navigation menu.
2. Click the **Active** 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** and click the **Continue** button at either the top or bottom-right of the form.
 - Click the **Help icon** (?) for more information about a question or field
6. 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**.
7. The **Principal Investigator** (or **PI Proxy**) must click the **Submit RNI** activity located under **My Current Actions** on the left side of the **Study Workspace**. Read the statement, and then click **OK** to submit the RNI 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.

