HARVARD
Human Research Protection Program

Creating and Viewing Reportable New Information

Reportable New Information can be created in one of two places: the study workspace or your personal workspace.
1. Log in to irb.harvard.edu
2. Navigate to either a study workspace or your personal page (see below)

	Within a Main Study Workspace [to link to a study]	From your Personal Page [to submit privately]
Create	3. Click "Report New Information" under "My Current Actions"	3. Click the "Report New Information" button from your personal page
View	4. Select the "follow on submissions" tab from the main study workspace.	4. Select the New Information Reports tab from your personal page.
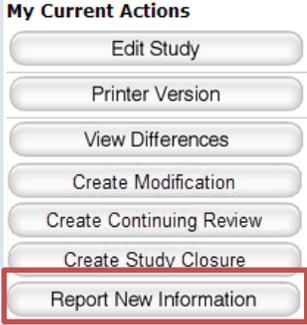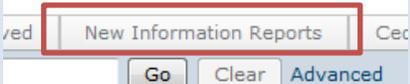
5. Complete the Report of New Information and attach required items.
6. Select 'continue' to save and page through the SmartForm.
7. From the RNI submission workspace, select 'submit'.

Tips

✓ **Changes to the study CANNOT be submitted via an RNI.** If the RNI is associated with a change in the study (such as a revised protocol or consent form), a separate modification must be created.
✓ **If the RNI is associated with a specific study, it must be noted within the RNI.**
✓ If the RNI submission must be kept confidential, so that only the person submitting the Report and the IRB office can view it, do not associated the Report with a study within the form.