Quick Start / Reference Sheet
For All Study Personnel who access the new eIRB system:

Reporting New Information

NOTE: Unlike a modification or CR, an RNI submission can be associated with one or more studies or with no study at all. The following actions are divided into two sections to provide guidance in either situation. Please always refer to our website instructions on types of events that require reporting to the IRB. Instructions are posted at: http://www.kumc.edu/human-research-protection-program/institutional-review-board/how-to-submit-to-the-irb/reporting-new-information-events.html

Accessing the System and Logging In

1. The KUMC eIRB system can be accessed at https://ecompliance.ku.edu or from the HRPP home page under Electronic IRB Submission
2. Log in using your KUMC Online ID and password.

To View Existing Studies and Report New Information

1. Select “IRB” on the RED BAR at the top left to view all studies.
2. Choose the Active tab for a list of existing studies.
3. If you know the IRB number or the PI name, you may filter the list by “PI Last Name” OR by IRB number under “Name” using “%” as a wildcard to narrow your list.
4. Click on the title of the study for which you will be reporting new information. This action takes you to the Study Workspace, with the title, investigator, submission type and primary contact listed. (If you do NOT see the study for which you would file the RNI, contact the IRB office 8-1240.)
5. At that point, you may select the button to Report New Information under "My Current IRB Actions."
6. Answer Questions 1-5 as prompted.
7. The study you selected in Step 4 will be indicated in Question 6. You have the option to add additional related studies to this RNI if needed.
8. Attaching any files of supporting information on Question 7. Click “continue” when this screen is completed.
9. The RNI Submission screen will appear, with the activity “Reportable Information Opened” listed under the History tab.
10. When ready, click on the Submit RNI under My Current Actions on the left panel, adding private or public comment as needed.

NOTE: Please do not select the “Notify PI” option. Unlike other activities in eIRB, the notify function for RNI’s only notifies the person who is submitting the report.

To Report New Information NOT Associated with a Study

1. Select the “HOME” button on the RED BAR to Report New Information under "My Current IRB Actions."
2. Answer Questions 1-5 as prompted and leave Question 6 blank. Attaching any files of supporting information on Question 7. Click “continue” when this screen is completed.
3. The RNI Submission screen will appear, with the activity “Reportable Information Opened” listed under the History tab.
4. Select the IRB that should review the new information.
5. When ready, click on the Submit RNI under My Current Actions on the left panel, adding private or public comment as needed. As noted above, do not select the “Notify PI” option.

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