Reportable New Information Decision Chart

For any event involving a compliance issue, make sure you include your root cause analysis and your corrective and preventive action plan. For safety issues, please include your safety plan. Include details about reconsenting or contacting subjects if applicable.

Choose from the following options according to the event you are assessing:

- Reporting RNIs in studies reviewed by an External IRB
- Safety event
- Loss or mismanagement of identifiable information
- Complaints
- Deviation from IRB approved protocol
- Submission requested by the sponsor that does not meet our reporting criteria
- Consent process errors
- Errors involving drug administration or REMS requirements deviations
Reporting RNIs in studies reviewed by an External IRB

What and How to Report to the External IRB

When assessing the need to report an RNI, please follow the external and the Emory IRB reporting requirement, whichever is more stringent.

All events should be reported to the external IRB as they are your IRB of record.

Follow the external IRB’s SOP’s for how to report (either directly, or via the lead study team or coordinating center).

What and How to Report to the Emory IRB

In addition, you are required to report the following egregious events to the Emory IRB promptly via an RNI submission, as well as report them to the Emory Office of Compliance and the Emory Risk Management offices:

- Wrong side surgery
- Wrong drug, wrong patient
- Fabrication or falsification of data
- HIPAA privacy matter (report any inadvertent data disclosure and we will help determine further actions)

Create an RNI submission from within your external IRB study record in eIRB. Upload a copy of the report(s) made to the external reviewing IRB, and any correspondence you have already received from the reviewing IRB (but do not delay waiting for their determination).
Safety event

Is this event (possibly or probably) related to the subject’s participation in the study?

If no, this event is not reportable to the IRB. Log this event in your records to assess if the relationship to study participation may change in the future.

If yes, was this event unanticipated regarding the known risks of the study drug, device, or procedure, the subject’s disease or condition, or the subject’s predisposing risk-factor profile?

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If this event is anticipated, it is not promptly reportable. Please submit it at continuing review using our summary at CR document.

If yes, is this event serious and suggesting an increased risk for participants or others? This could be an adverse event that impacted subject’s health. For example, a subject experienced uncontrolled vomiting that required medical treatment. It could also be a serious adverse event as defined in our P&Ps.

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If yes, submit to the Emory IRB using our RNI form. If no, but you said yes to the first two questions, we recommend submitting your event to our IRB for review.

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Loss or mismanagement of identifiable information

Are you reporting loss of data that has one of the 18 HIPAA identifiers or signed consent forms?

If no, are you reporting that someone sent an unencrypted communication (for example, email or text) that included data with identifiers to people who were not approved to receive it?

If yes, please report this event to the Emory IRB via an RNI. If the data you lost does not have identifiers, review the deviations chart when discussing data integrity reports.

If no, was identifiable data from subjects published in a platform or website accessed by people who were not approved for such access?

If yes, please report this event to the Emory IRB via an RNI. If no, was this a deviation from your protocol specific information? If yes, report. If no, you may complete a note to file.

If your answer is still no, or your scenario was not considered, please consult with Team Q before reporting as it may not be a reportable issue.

If yes, please report this event to the Emory IRB via an RNI and provide the data points that were shared.
Complaints

Does the subject want to stop participation in the study?

If no, is the subject saying their experience is not what they expected?

If no, is this complaint related to something else that may affect their safety, rights or well-being? For example, subject compensation issues that have occurred on two or more occasions

If yes, submit to the Emory IRB via an RNI form. Even if the event is covered in the ICF, this matter is still reportable to the IRB.

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If your answer is still no, or your scenario was not considered, please consult with Team Q before reporting as it may not be a reportable issue.
Deviation from IRB approved protocol

Note: All eligibility deviations and failures to maintain or submit FDA regulatory information are reportable (for example, DOA, 1572, IND or IDE annual reports, etc.)

Are you reporting a deviation affecting subjects rights? For example, you consented a non-English speaker without an interpreter.

If no, does this deviation affect subject’s safety? For example, you missed protocol required labs and procedures that are needed to assess subject’s health status before treatment. Missing a pregnancy test is always reportable. All of these examples are reportable even if harm did not occur.

If no, does this deviation affect the subject’s welfare? For example, you created an unnecessary burden to the subject because of your deviation.

If no, does this deviation affect the study data integrity? For example, you missed a critical data point for several of your subjects and that will really affect the way your data are analyzed. Missing a single data point may not be reportable.

If no, did you implement changes to the protocol or consent without previous IRB approval?

If yes, submit to the Emory IRB via an RNI form.

If no, did you implement changes to the protocol or consent without previous IRB approval?

If your scenario was not considered, please consult with Team Q before reporting as it may not be a reportable issue.
Submission requested by the sponsor that does not meet our reporting criteria

Review your protocol and grant/contract to push back if you do not have the requirement to submit to the Emory IRB. If your sponsor is not aware of our reporting requirements, please review this document or this guidance.

If your sponsor is still adamant about reporting, please submit an RNI. Please explain why this matter does not meet reporting criteria and why you are reporting this event.

As a reminder, the Emory IRB does not issue letters for events that are acknowledged. Please review this memo for more information.
Consent process errors

Are you missing a signature from either the subject or the person obtaining consent?

If yes, report to the Emory IRB via an RNI submission.

If no, are you missing a date or time from either the subject or the person obtaining consent?

If no, are there any missing checks or fields where subjects should have indicated their wishes about participating in sub-studies, data sharing, etc.?

If no, are you reporting that the subject was not adequately consented? For example, the subject was rushed to consent, all the elements were not explained, or after subject was consented, they say that they do not understand one or more parts of the study after undergoing study procedures?

If yes, report to the Emory IRB via an RNI submission.

If no, did you use the wrong version of the consent?

If this is an FDA regulated study, you are required to report it.
• If this is a single instance in a non-FDA regulated study, you can file a note to file.
• If this is a repeated mistake, report.

Did someone not added to the eIRB submission consent a subject into the study?

If no, did you or the subject crossed out parts of the consent to show changes to the document that have not been IRB approved?

If your scenario was not considered, please consult with Team Q before reporting as it may not be a reportable issue.
Errors involving drug/device administration or REMS requirements deviations

1. Is this a deviation from REMS requirements?
   - Yes: Proceed to next step
   - No: If yes, submit to the Emory IRB via an RNI submission.

2. Is this a drug dosing error involving a safety concern caused by the study team (for example, if a subject was dosed incorrectly at a lower or higher dose)?
   - Yes: If yes, submit to the Emory IRB via an RNI submission.
   - No: Proceed to next step

3. Is this a drug dosing error involving a safety concern caused by a subject error (for example, a subject took more or fewer doses than directed? Please add your current subject-facing drug education to your RNI submission.
   - Yes: If yes, submit to the Emory IRB via an RNI submission.
   - No: Proceed to next step

4. Did you fail to comply with IDS policy?
   - Yes: Proceed to next step
   - No: Proceed to next step

5. Was the device not stored or maintained per manufacturer indications?
   - Yes: Proceed to next step
   - No: Proceed to next step

6. Was the drug not stored per manufacturer indications?
   - Yes: Proceed to next step
   - No: Proceed to next step

If your scenario was not considered, please consult with Team Q before reporting as it may not be a reportable issue.