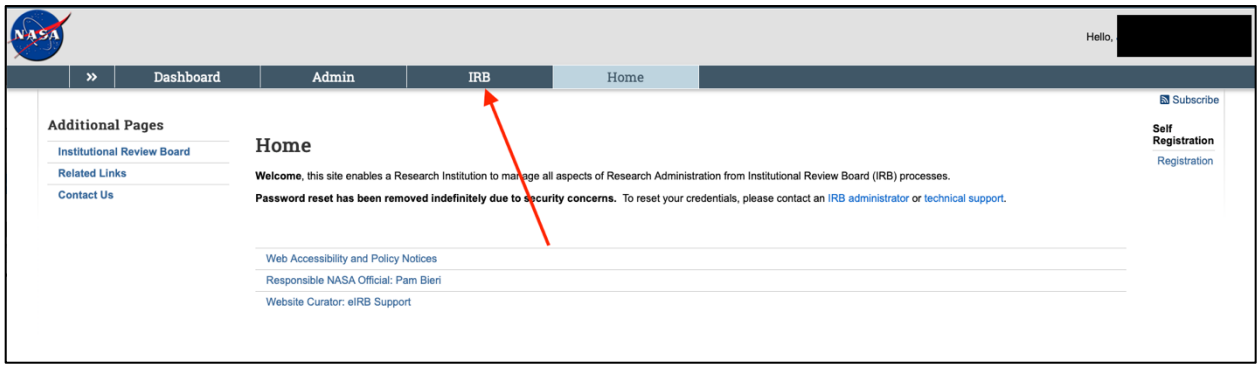
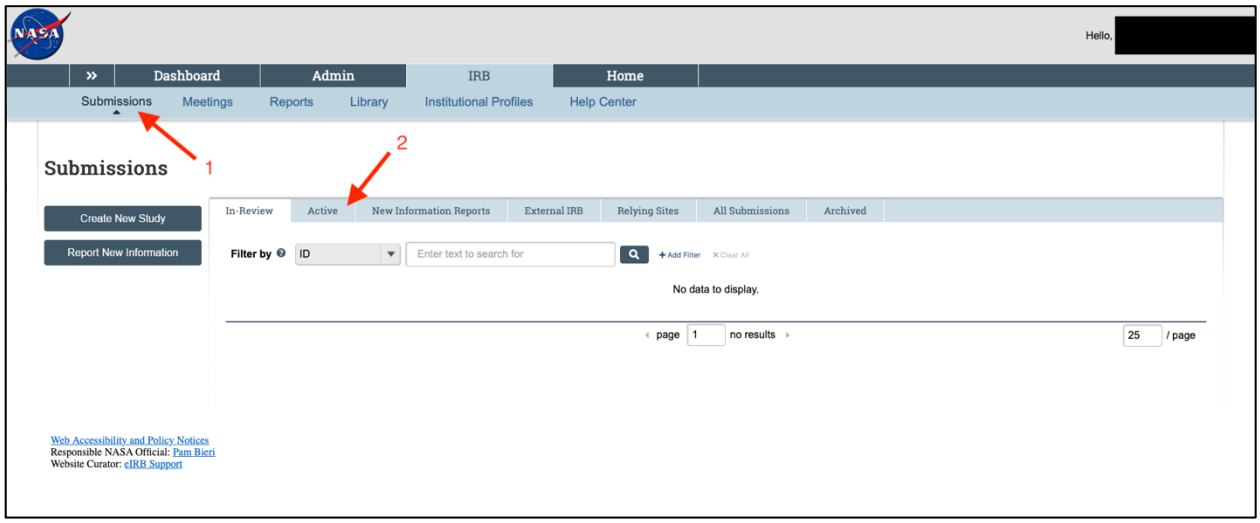
NASA IRB Huron Guide for Researchers
Report New Information

1. Visit https://eirb.jsc.nasa.gov/EIRB/ and click “Login” at the top right corner of the screen. Enter your user name and password and click “Login.”

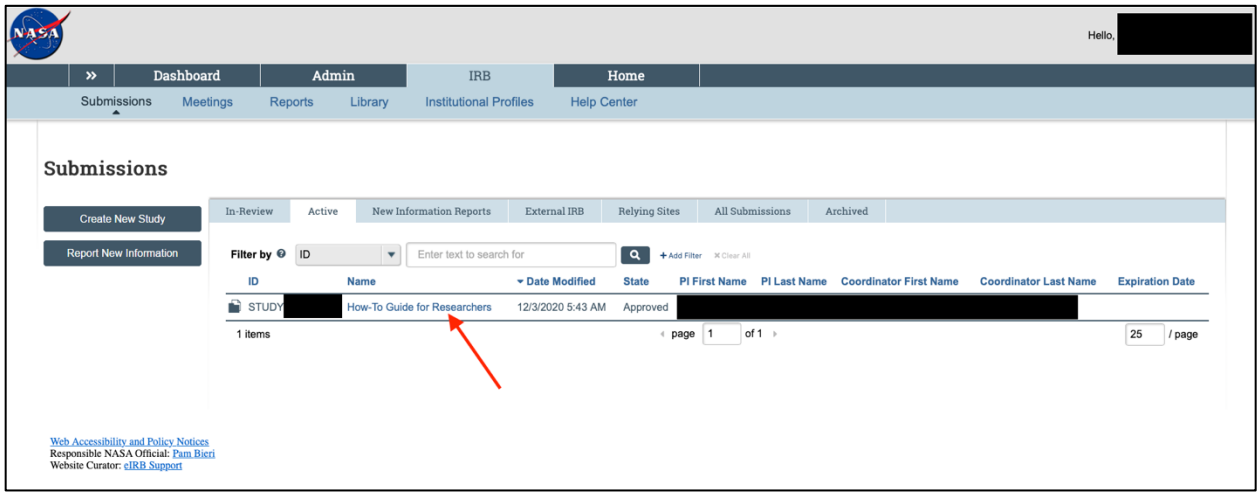
2. In the top navigator bar, click “IRB.”



3. Then, click “Submission” in the top navigator bar, then click the “Active” tab.



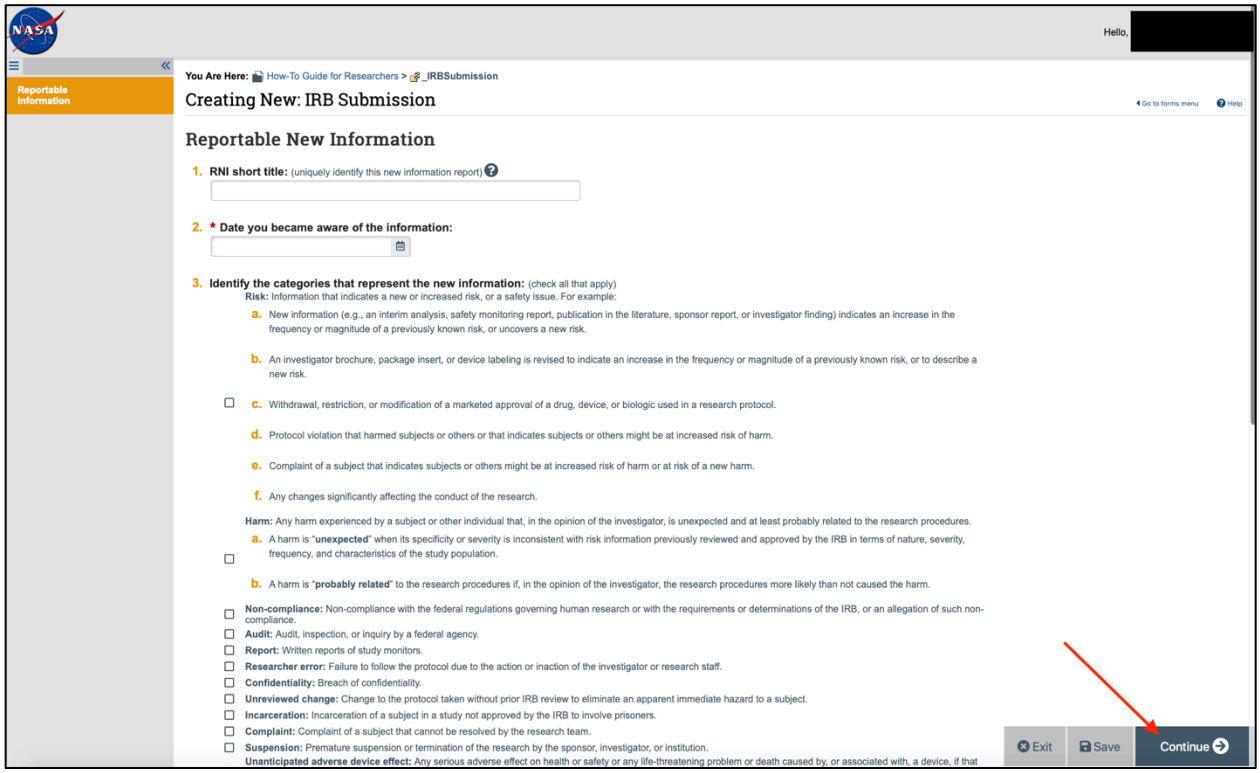
4. Click on the title of the study of interest.



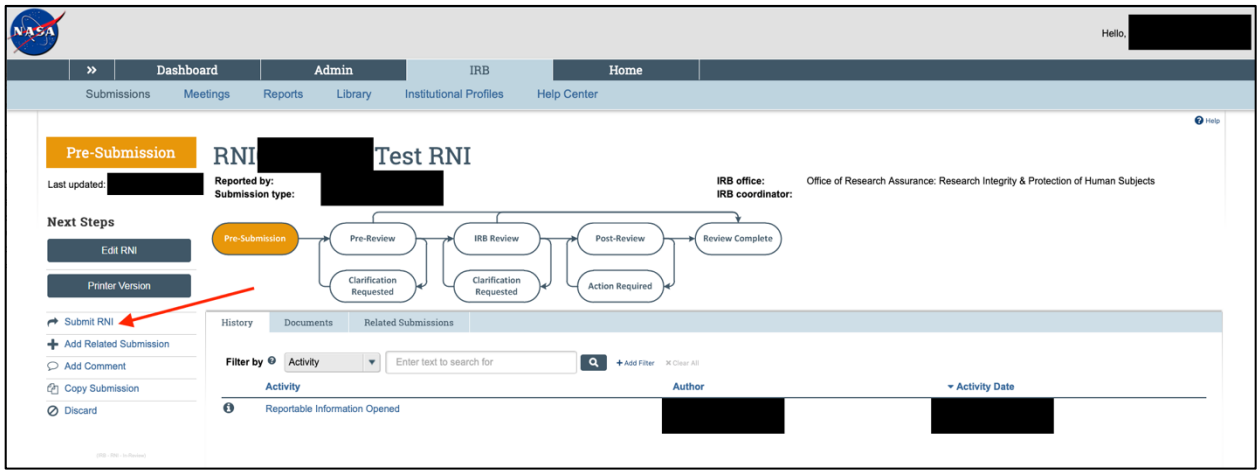
5. Click on “Report New Information” on the left side of the screen.

6. Complete numbers 1 through 4. Click “Continue” on the bottom right of the screen. **Please note, if you indicate that a study revision and/or a revised consent document is needed, you will also need to submit a study modification for review.**

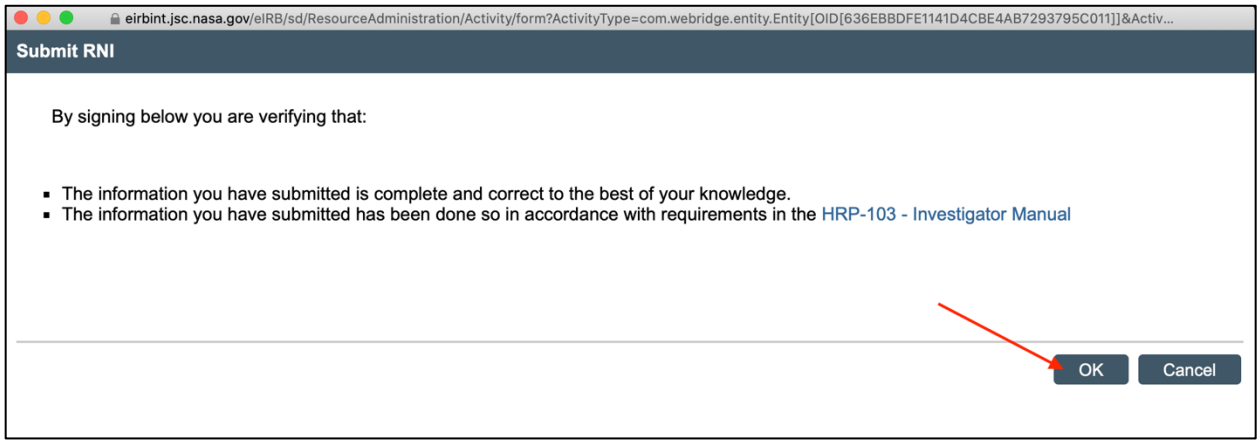
   If you are entering a **Breach of Confidentiality RNI**, please state
   1) whether the breach included personnel internal (including contract employees such as KBR, Leidos, etc.) or external to NASA, and
   2) state whether you have already submitted the Breach to the SOC.



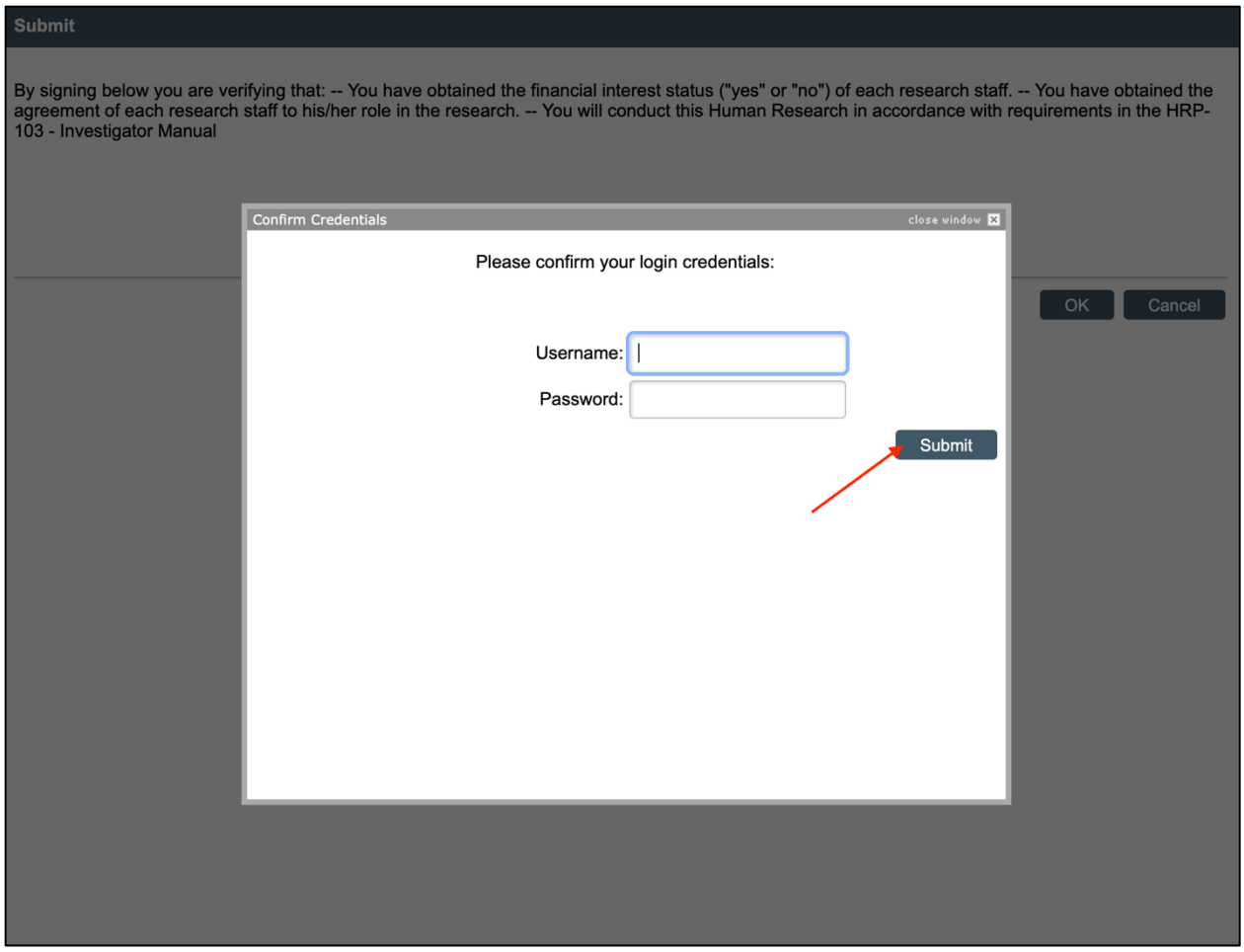
7. Click “Submit RNI” on the left side of the screen to submit the RNI to the IRB Office.



8. A new screen will open. Click “OK” to verify.



9. Enter your e-IRB user name and password. Then click “Submit.”



10. The Report of New Information status will show as “Pre-Review” when successfully submitted.