



Administrative Check In

Human Research Protection Program

(Last Updated: 12/14/2023)



This PowerPoint will guide you through how to submit an Administrative Check In in Huron.

Getting started

1. Navigate to the **IRB workspace**
2. Select **Submissions** tab
3. Select **All Submissions** tab
4. Note: **Filter by** allows you to sort through your studies by name, PI first and last name, and submission type.
5. Open your study by selecting the **folder symbol** or the **name** of the study.

The screenshot shows the IRB workspace interface. At the top, there is a navigation bar with tabs: Dashboard, Admin, COI, IRB (highlighted with a red box and callout 1), and Settings. Below this is a secondary navigation bar with tabs: Submissions (highlighted with a red box and callout 2), Meetings, Reports, Library, Institutional Profiles, Help Center, and Central Actions. The main content area is titled 'IRB' and contains a search bar (callout 3) and a filter bar (callout 4). The filter bar has a dropdown menu with 'All Submissions' selected. Below the filter bar is a table of studies. The first row of the table is highlighted with a red box and callout 5. The table has columns: ID, Name, Date Modified, State, PI First Name, PI Last Name, and Coordinator First Name.

ID	Name	Date Modified	State	PI First Name	PI Last Name	Coordinator First Name
STUDY2023-0039	New Study 9.19.2023	12/14/2023 3:51 PM	<input type="checkbox"/>	Denise	Puga	



Reportable New Information

1. Select **Reportable New Information**

Note: the Administrative Check In for a study is submitted via the Reportable New Information form in Huron.

Approved

Entered IRB: 12/1/2022 11:25 AM
Initial approval: 12/1/2022
Initial effective: 12/1/2022
Effective: 12/9/2022
Approval end: 11/30/2023
Last updated: 4/6/2023 10:44 AM

Next Steps

View Study

Printer Version

Create Modification/CR

1

Report New Information



Reportable New Information

- When completing the **Reportable New Information** page:
 - All questions marked with a red asterisk (*) require a response.
- Important instructions** for completing the Reportable New Information page (**Note: these instructions are only to be used when submitting an Administrative Check In**):
 - Q1** – Type in “Administrative Check In” and the current year
 - Q2** – Select the current date
 - Q3** – Check Administrative Check In

Reportable Information

Creating New: IRB Submission [Go to forms n](#)

Reportable New Information

- RNI short title:** (uniquely identify this new information report) [?](#)
- * Date you became aware of the information:**
- Identify the categories that represent the new information:** (check all that apply) [?](#)

Name	Description
<input type="checkbox"/> Risk	Information that indicates a new or increased risk, or a safety issue. For example: <ol style="list-style-type: none">New information (e.g., an interim analysis, safety monitoring report, publication in the literature, sponsor report, or investigator finding) indicates an increase in the frequency or magnitude of a previously known risk, or uncovers a new risk.An investigator brochure, package insert, or device labeling is revised to indicate an increase in the frequency or magnitude of a previously known risk, or to describe a new risk.Withdrawal, restriction, or modification of a marketed approval of a drug, device, or biologic used in a research protocol.Protocol violation that harmed subjects or others or that

Administrative Check-in Report Periodic report for studies that do not require continuing review.

Reportable New Information continued

- ❑ **Important instructions** for completing the Reportable New Information page (**Note: these instructions are only to be used when submitting an Administrative Check In**):

- **Q4** – Type in “Administrative Check In” and the current year
- **Q5** – Provide answer
- **Q6** – Provide answer*
- **Q7** – Provide answer*

If you select **Yes to Questions 6 or 7, please submit a Modification to the IRB.*

4. * Briefly describe the new information: ?

5. * Does this information indicate a new or increased risk, or safety issue? ?

Yes No [Clear](#)

6. * Does this study need revision?

Yes No [Clear](#)

7. * Does the consent need revision?

Yes No [Clear](#)

 If revisions are required, describe them above and submit a study modification for review.

Reportable New Information continued

- ❑ **Important instructions** for completing the Reportable New Information page (**Note: these instructions are only to be used when submitting an Administrative Check In**):
 - **Q8** – The study you submitted the form under automatically populates
 - **Q9** – Attach the Administrative Check In form
 1. The Administrative Check In template can be found [here](#).
 2. Complete the template and attach it to the Huron submission.
 3. Instructions on how to attach the Administrative Check In template to the submission can be found on the next slide.

8. Related studies and modifications: ⓘ

ID	Short Title	Investigator	State	IRB Office
STUDY2023-0012	Test	Denise Puga	Approved	IRB 1

9. Attach files containing supporting information:

+ Add

Name

There are no items to display

✕ Exit Save Continue ➔

How to attach the Administrative Check In

1. Click **+Add** in Question 9 of the Reportable New Information page
2. Click **Choose File** to locate the desired document from your desktop
3. Click **OK**

The Administrative Check In template can be located on the HRPP website: <https://vpr.tamu.edu/human-research-protection-program/toolkit/templates/>

The screenshot displays a web interface for reporting. At the top, it says "7. * Attach the protocol: ?". Below this is a table with columns "Document", "Category", "Date Modified", and "Document History". The table is currently empty, with the text "There are no items to display" below it. A red circle with the number "1" is next to a "+ Add" button. A red arrow points from this button to a modal window titled "Add Attachment".

The "Add Attachment" modal has a red circle with the number "2" in the top right corner. It contains three fields:

1. * File to attach: A text input field followed by a "Choose File" button.
2. Name: (if not supplied, the file name will be shown) ? A text input field.
3. Version number: A text input field.

At the bottom of the main interface, there are "Save" and "Continue" buttons.

Submitting the Reportable New Information to the IRB

1. Click **Continue** to be directed to the **Final Page**
2. From the Final Page, click **Finish**
3. From the study workspace, click **Submit RNI**
4. Click **OK**

