Research Supplemental Submission ("RSS")

• This form must be filled out as part of your new IRB project, but it is **not** part of the IRB’s review and will not hold up your IRB approval.

• IRB **cannot** access this information. If you need help after reviewing the guidance you can contact:
  
  ▪ **Operational Data page:** For help with this form please send an email to: navigator@nucats.northwestern.edu. Be sure to include "RSS Operational Data Form Help" in the subject line of your email.

  ▪ **NMHC page:** For help with this form please contact Delores Purnell Crump at dpurnell@nm.org, or call (312) 926-1719. Be sure to include "RSS NMHC Data Form Help" in the subject line of your email.
Once you are in eIRB and have finished putting your study in the system--before you submit your study, on the home page, find the RSS link. Click on the RSS link to complete the form:
On this page, click on the "edit RSS"
Fill out all required questions to the best of your ability. They may not all apply so there is the option for “none”.

Once you have completed the questions, click “continue”.

Operational Data

For help with this form please send an email to navigator@nucats.northwestern.edu. Be sure to include "RSS Operational Data Form Help" in the subject line of your email.

1. * What type of research are you conducting? 
   - Retrospective Chart Review
   - Prospective (Ongoing) Chart Review
   - Clinical Trial
   - Questionnaire/Survey/Interview
   - Data Registry
   - Biorepository or Biobank
   - None of the above

   a. If Clinical Trial, which of the below ClinicalTrials.gov Record Requirements apply to this study: 
      - FDAAA Applicable Clinical Trial
      - ICMJE Journal requirements for publishing

   b. If Clinical Trial, is this a multi-site trial? 
      - Yes  No  Clear

       i. If multi-site trial, is NU the coordinating center and/or lead site? 
          - Yes  No  Clear

       a. If so, what is the maximum enrollment at all sites?

2. * Which activities will your research include? 
   - Review or collection of Protected Health Information preparatory to research for participant recruitment
   - Use of an Investigational Drug
   - Use of an Investigational Device
   - None of the above

3. * Will you or your study team access or collect Protected Health Information (PHI) from NMHC? 
   - Yes  No  Clear
If you will not be using NMHC, this page will not apply to you and you can just click “Finish”
Once you hit “Finish” that completes the RSS form. To get back to your project, click on the STU link.
Once everything is complete, hit the “Notify PI to Submit” option.