

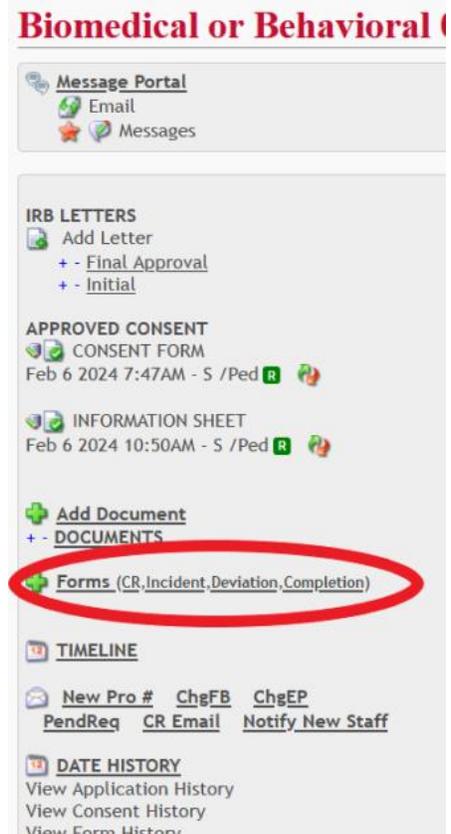


How to Submit an Incident Report

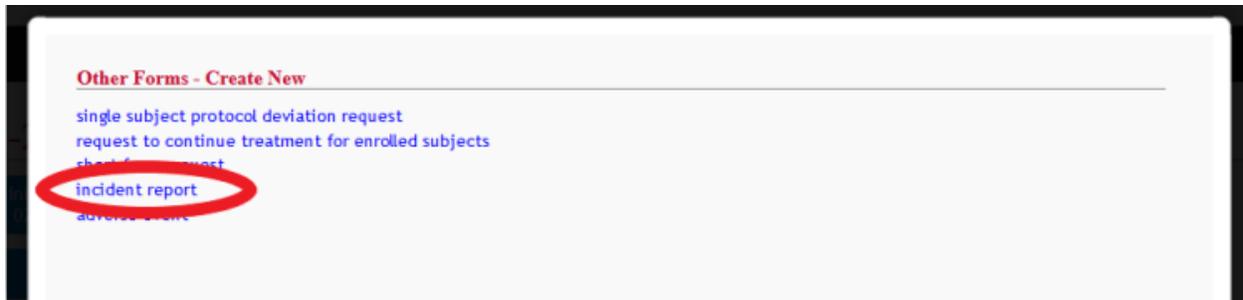
This document will explain how to submit an incident report.

NOTE: an incident report cannot be deleted once it's created. If you're unsure if one needs to be developed, please contact the analyst on the specific study.

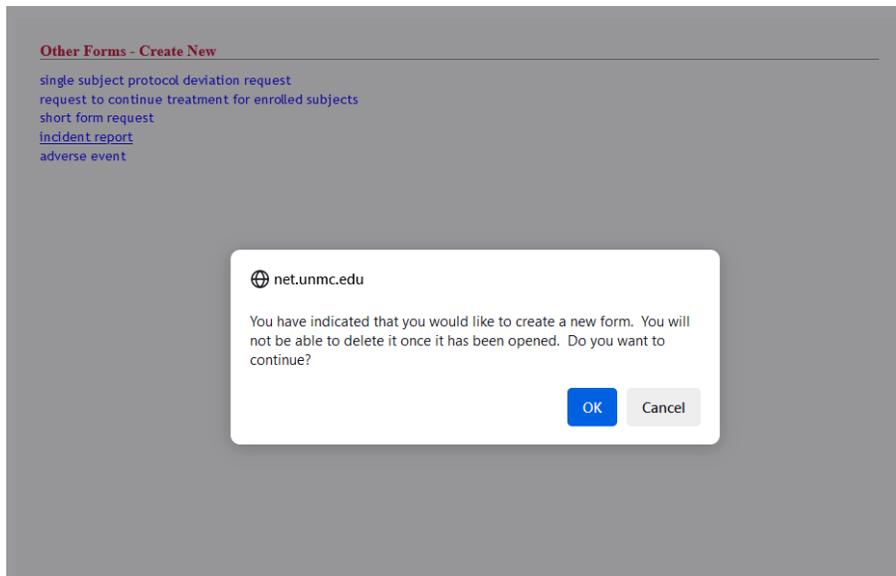
- 1) Log in to RSS and open the application you wish to submit an incident report for.
- 2) On the left-hand menu, there will be a spot that says "Forms". Click this.



- 3) A separate menu will pop up with form options. Click "incident report".



- 4) You will see a pop-up asking if you'd like to create a new form. Click **"OK"**.



- 5) You will now see a blue link under "Forms" labeled **"INCIDENT REPORT"**. Click this to go to the form.



- 6) Fill in the form completely. Be sure to address all **orange arrows** before attempting to submit.
- 7) Once all orange arrows are addressed, return to section I for the PI to certify they are aware of the incident by clicking the box that now appears. This box will not appear until the rest of the form is filled in.
- 8) Click **"Submit"** to submit the form.

