



- ¥ Possibly related to the research: There is a reasonable possibility that the adverse event, incident, experience or outcome may have been caused by the procedures involved in the research.
  1. results in death;
  2. is life-threatening (places the subject at immediate risk of death from the event as it occurred);
  3. requires inpatient hospitalization or prolongation of existing hospitalization;
  4. results in a persistent or significant disability/incapacity;
  5. results in a congenital anomaly/birth defect; or
  6. any other adverse event that, based upon appropriate medical judgment, may jeopardize the subject's health and may require medical or surgical intervention to prevent one of the other outcomes listed in this definition (examples of such events include allergic bronchospasm requiring intensive treatment in the emergency room or at home, blood dyscrasias or convulsions that do not result in inpatient hospitalization, or the development of drug dependency or drug abuse).
- ¥ Unanticipated problem involving risks to subjects or others: Any incident, experience, or outcome that meets all of the following criteria:

## Guidance on Reporting

As recommended by OHRP, the following operational details for complying with reporting requirements of HHS regulations at 45 CFR 46.103(b)(5) are provided to assist KSU researchers in reporting unanticipated problems to the IRB.

### I. Information for Inclusion in Reports of Unanticipated Problems

The following information must be provided to the IRB:

#### Study Information

- ¥ a. Study number and name
- ¥ b. Names of all study investigators
- ¥ c. Contact information (phone, email) for all investigators
- ¥ d. Status of study and recruitment: open to accrual; closed to accrual, but participants are still receiving required research intervention; closed to accrual; data analysis is ongoing; other (explain)

#### Problem/Event Information

- ¥ a. Provide name of subject or subject identifying code
- ¥ b. Provide a detailed description of the problem/event
- ¥ c. Problem/event was (include all that apply):
  - i. Unexpected
  - ii. Related or possibly related (more likely related than unrelated to the research)
  - iii. The research placed or may have placed, subjects or others at a greater risk of physical, psychological, economic or social harm than was previously known or recognized
- ¥ d. Date the PI at KSU recognized/learned of the problem or event; explain any delay in reporting the problem/event to the IRB
- ¥ e. Is problem/event resolved
- ¥ f. Describe the current status of the subject's participation in the study
- ¥ g. Describe any likelihood that this problem/event was related to the research
- ¥ h. Report any additional information relevant to this problem/event

#### Corrective Action by the KSU Investigator

- ¥ a. Describe actions taken to address/correct/resolve the problem/event
- ¥ b. Describe actions being implemented to minimize the likelihood of a future recurrence of the problem/event
- ¥ c. Provide copies of relevant reports or correspondence submitted by KSU PI to institutional officials, the sponsor, or any federal officials regarding the problem/event
- ¥ d. In the judgment of the KSU PI, if the occurrence of the problem/event is not consistent with information included in the current, IRB- approved consent form and the frequency and/or severity of the problem/event is not consistent with available published information, describe necessary revisions to the current consent form or protocol
- ¥ e. Describe plans to notify, re-consent, or inform current or past participants of the problem/event (if necessary)

In some cases, requirements for prompt reporting may be met by submitting a preliminary report to the IRB with a subsequent follow-up report being submitted when more information is available. All reporting questions should be directed to the IRB by email at [irb@kennesaw.edu](mailto:irb@kennesaw.edu)

## II. Responsibility for Reporting Unanticipated Problems

KSU's Assurance of Compliance with the Department of Health and Human Services Regulations for Protection of Human Research Participants states that researchers conducting research under the KSU assurance are to report to the IRB any injuries to human participants, emergency changes in procedure or any unanticipated problems that involve risk to human participants or to others involved in the