

## INSTITUTIONAL REVIEW BOARD ADMINISTRATION

October 13, 2026

Re: Note on Reportable Events Submission Issue

To Whom It May Concern:

Please note that a system issue has been identified in the Reportable Events submission pathway in Kuali IRB.

**Issue:** The “Submit for Review” button does not work. Even after double checking that the submitter has Full Access permissions and all questions have been filled out in a Reportable Event submission, occasionally nothing happens when clicking the “Submit for Review” button. No error message displays to indicate the problem.

**Resolution:** The Kuali IRB system prevents Reportable Events from being submitted while an Event Attachments document upload is still considered “in progress,” which is why the Submit for Review action is not working.

To resolve this issue, please follow the steps below:

1. Open the reportable event and go to Event Attachments.
2. Delete the current document attachments.
3. Upload the files again and wait until the upload is fully complete and the file link appears.
4. Save the event, then click “Submit for Review” again.

We are working with the vendor to implement an error message to inform researchers if documents have not been successfully uploaded to the Kuali Reportable Event application. In the meantime, if you are having issues submitting the application, please try reuploading documents to the Event Attachments section before clicking the “Submit for Review” button again.

Sincerely,

Kacey RF Pratt  
Director, Office of IRB Administration  
University of California, San Diego