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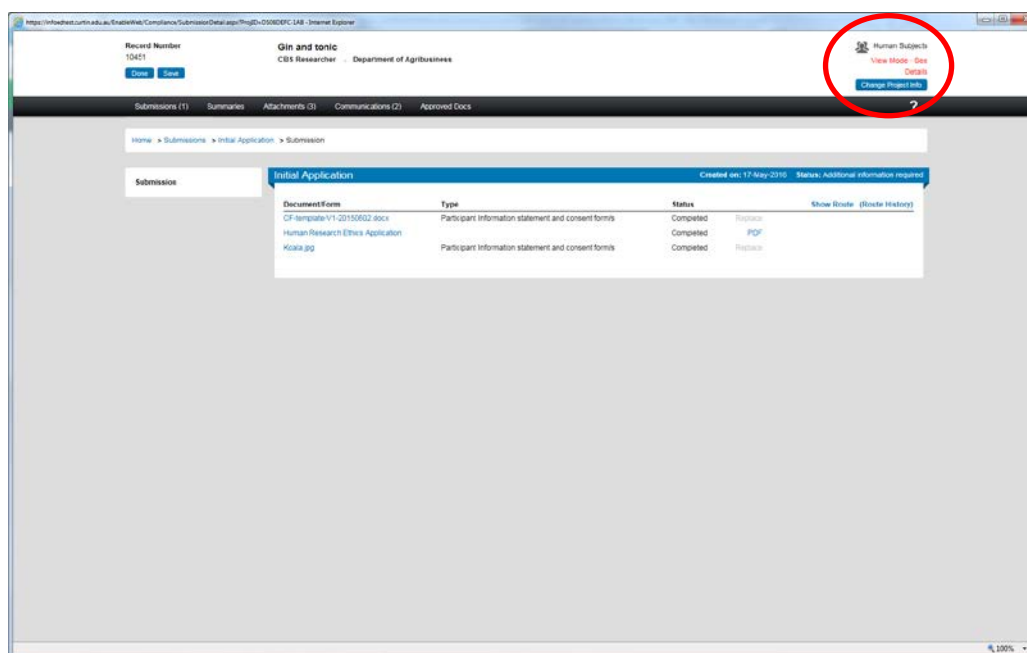
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Frequently Asked Questions

1. I AM UNABLE TO MAKE CHANGES TO MY APPLICATION PRIOR TO SUBMISSION

- Check the status of your record. This is displayed at the top right-hand side of the Initial Application window.

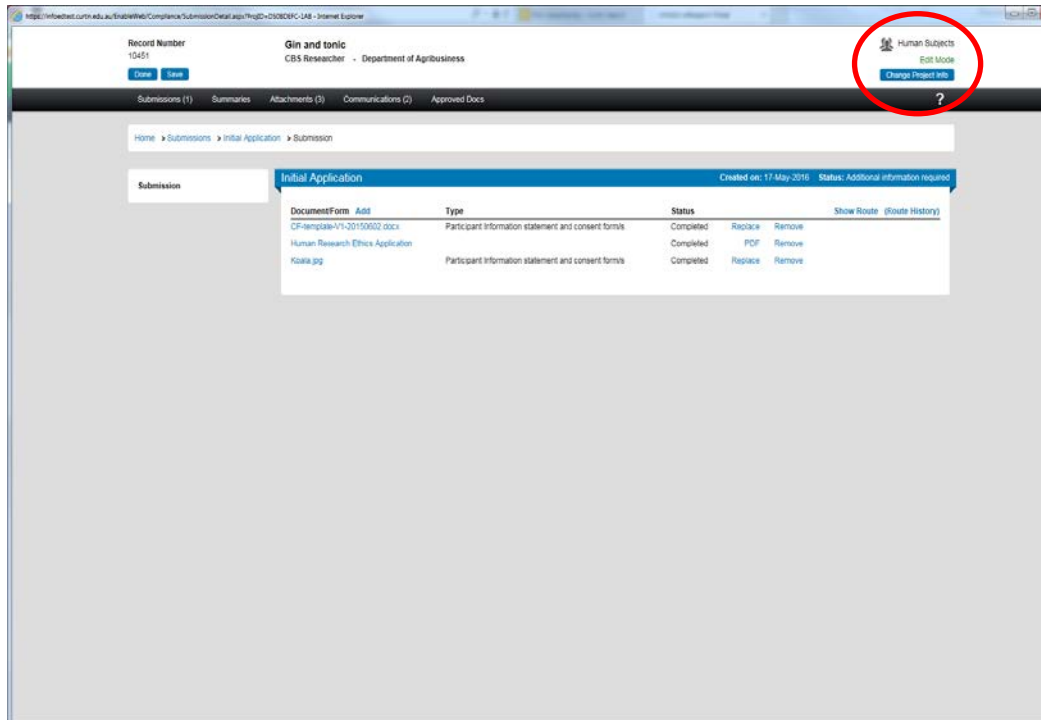


- If the status displays as 'View Mode' (in red font), this means that you are currently in view mode.
- You will not be able to make any changes to your application when you are in view mode.
- You will also not be able to add any supporting documents to your application when you are in view mode.

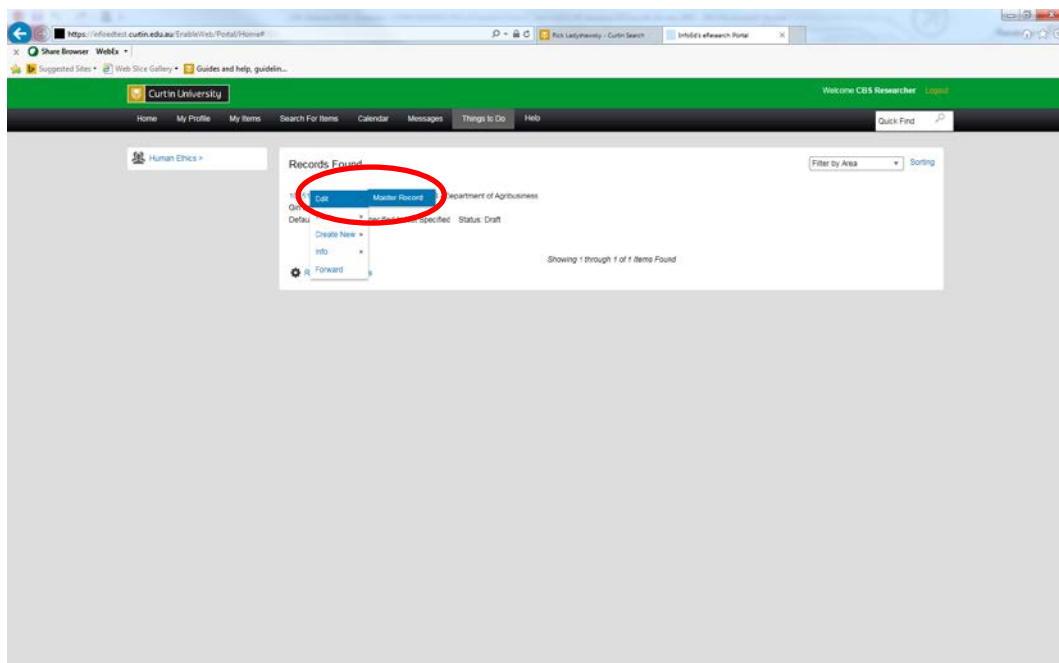
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Frequently Asked Questions

- If you need to make changes to your application, the record must be in 'Edit Mode' (green font).



- To select edit mode for your record, hover your cursor over the record number, and ensure that you select 'Edit>Master Record' instead of 'View>Master Record'.

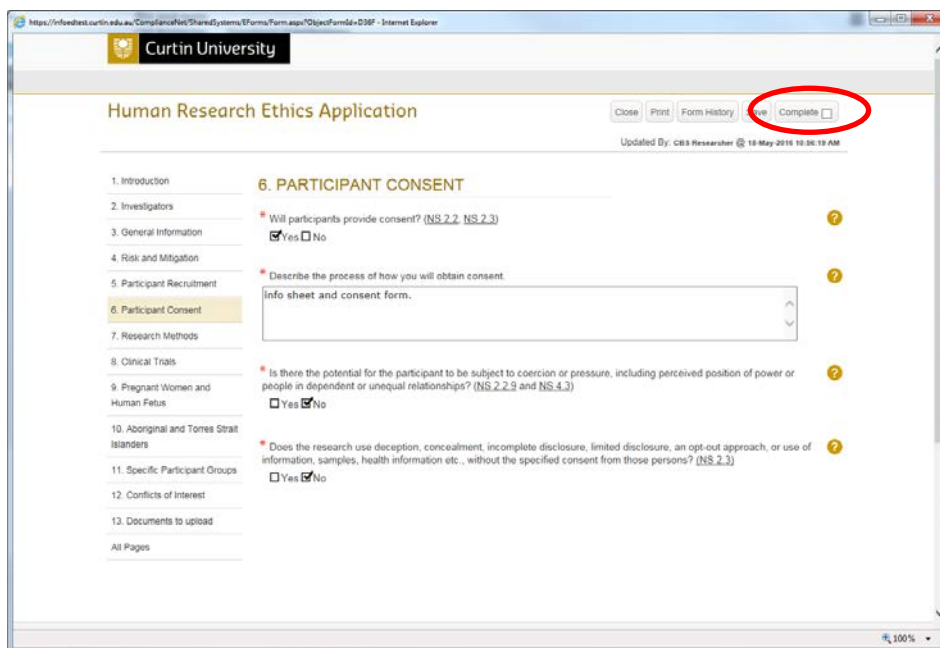


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Frequently Asked Questions

2. I AM UNABLE TO CHANGE THE ANSWERS ON MY HUMAN ETHICS APPLICATION FORM PRIOR TO SUBMISSION

- Ensure that you are in ‘Edit Mode’ (refer to FAQ #1).
- In the Human Research Ethics Application window, ensure that you have un-checked the ‘Complete’ check box.



- Important! After you have revised your answers on the form, remember to check the ‘Complete’ check box!

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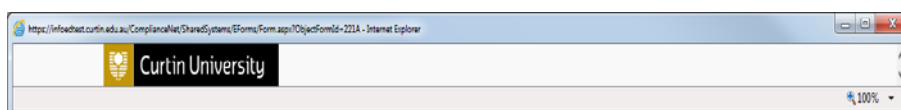
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3. I AM UNABLE TO SIGN OFF ON AN APPLICATION BECAUSE I HAVE NOT RECEIVED THE NOTIFICATION EMAIL FROM INFOED TO DO SO.

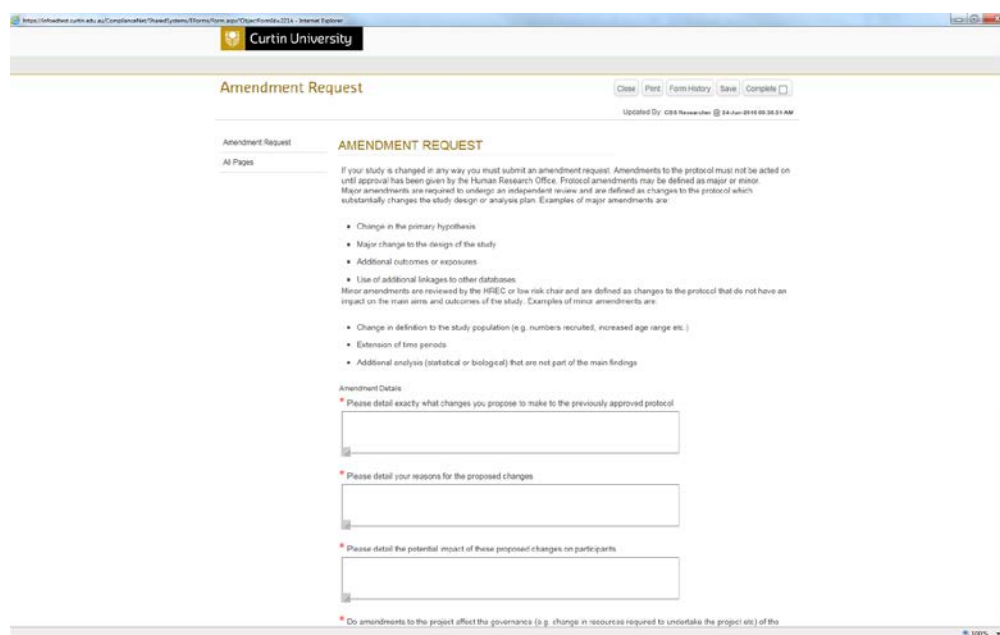
- This is due to a glitch in the InfoEd system, which is classified as top priority and is being investigated by the InfoEd Technical Support team.
- Current workaround steps:
 - Please notify the Ethics Support Officer for your faculty, or the Research Ethics Officer (reciprocal applications and non-low risk applications only) if you have encountered this issue.
 - The Ethics Support Officer or Research Ethics Officer will then initiate the manual sign-off process for you and other affected investigators listed in your ethics application.
 - You will receive an email from the Ethics Office via Outlook, with instructions on how to view the application form and supporting documents in InfoEd. The email will also contain a declaration (either for a Chief Investigator or a Co-Investigator)
 - If you require the application form and supporting documents to be provided via email, please notify your Ethics Support Officer or Research Ethics Officer.
 - Once you have reviewed the application documents, please reply to the email, confirming that you have reviewed the application documents and accept the declaration.
 - The Ethics Office will then upload your response email manually to your application record in InfoEd.

4. I AM TRYING TO ADD A COMPLIANCE FORM IN THE 'SUBMISSIONS' WINDOW. WHEN I SELECT THE FORM AND CLICK 'ADD', IT DOES NOT APPEAR ON MY COMPUTER SCREEN

- After you have clicked 'Add' in the 'Submission' window, check your web browser window to see if a new window has been opened.
- If you have located your record using Quick Find, and clicked on the applicable compliance report after hovering your cursor over the record number, and then over 'Create New', check your web browser window to see if a new window has been opened.
- If a new window has been opened, it may look like this:



- Expand the window, and your compliance form should now display correctly.



Amendment Request

Close Print Form History Save Complete

Updated By: CBS Newswater @ 24-Jun-2016 09:38:51 AM

Amendment Request

All Pages

AMENDMENT REQUEST

If your study is changed in any way you must submit an amendment request. Amendments to the protocol must not be acted on until approval has been given by the Human Research Office. Protocol amendments may be defined as major or minor. Major amendments are required to undergo an independent review and are defined as changes to the protocol which substantially changes the study design or analysis plan. Examples of major amendments are:

- Change in the primary hypothesis
- Major change to the design of the study
- Additional outcomes or exposures
- Use of additional linkages to other databases

Minor amendments are reviewed by the HREC or low risk chair and are defined as changes to the protocol that do not have an impact on the main aims and outcomes of the study. Examples of minor amendments are:

- Change in definition to the study population (e.g. numbers recruited, increased age range etc.)
- Extension of time periods
- Additional analysis (statistical or biological) that are not part of the main findings

Amendment Details

* Please detail exactly what changes you propose to make to the previously approved protocol

* Please detail your reasons for the proposed changes

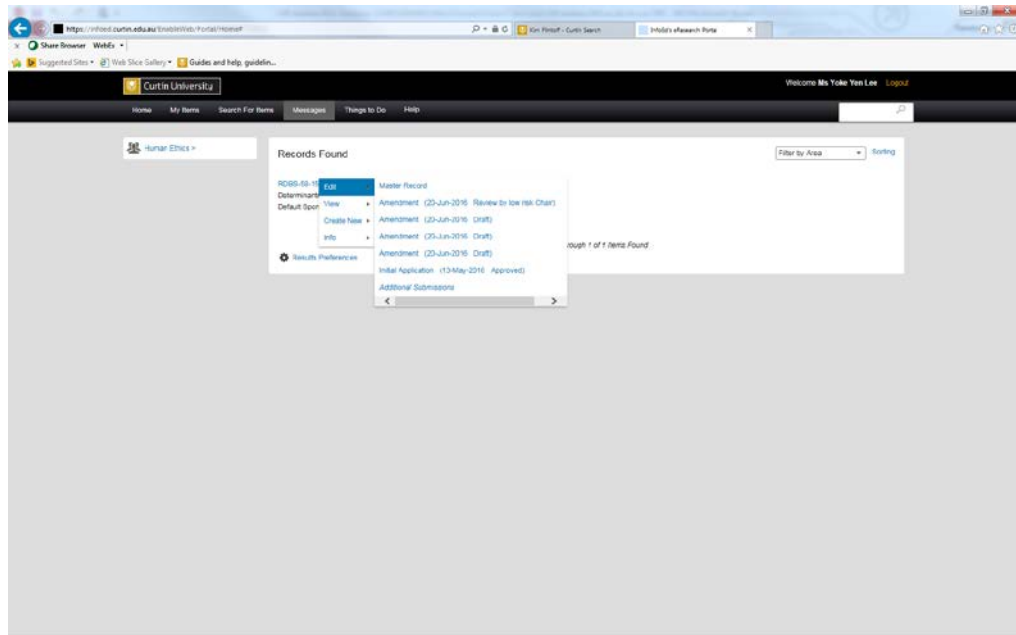
* Please detail the potential impact of these proposed changes on participants

* Do amendments to the project affect the governance (e.g. change in resources required to undertake the project etc.) of the

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- If a new window has not opened, hover your cursor over the record number, then over 'Edit'. If the compliance report has been created previously, it will be listed as an option under 'Master Record'.

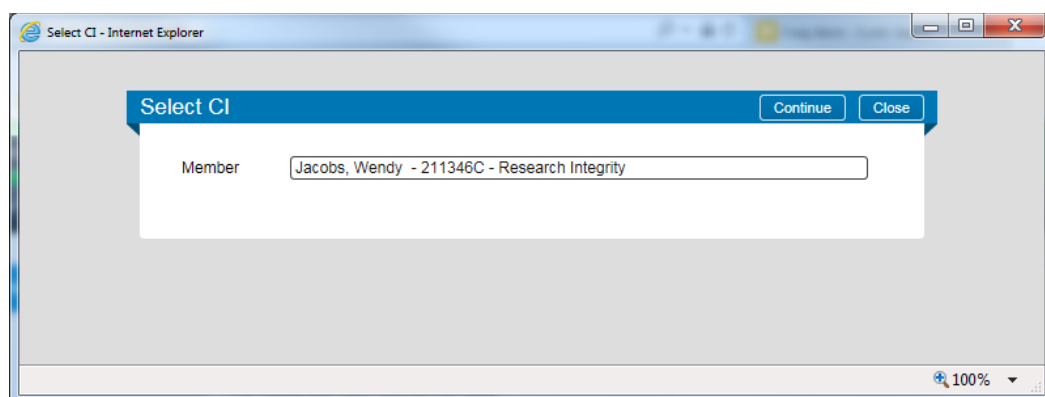
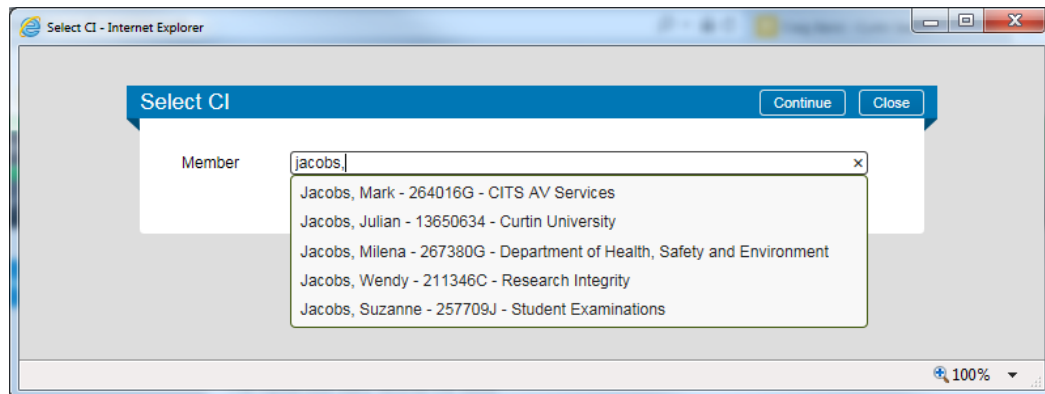


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Frequently Asked Questions

5. I AM A STUDENT RESEARCHER WHO IS CREATING AN APPLICATION IN INFOED. WHO SHOULD BE THE CHIEF INVESTIGATOR OF THE APPLICATION?

- The Chief Investigator (CI) must always be a Curtin University staff member! This is the person who is ultimately responsible for the project.
- If you are a student researcher, it is important to remember that in the ‘Select CI’ window, you must remove your name from the ‘Member’ box, and type in the name of your Curtin University supervisor!
- To search for your supervisor’s name, type in your supervisor’s last name (surname) in the ‘Member’ box followed by a comma. Select your supervisor’s name from the drop-down list, and then click ‘Continue’ to proceed to the next step.

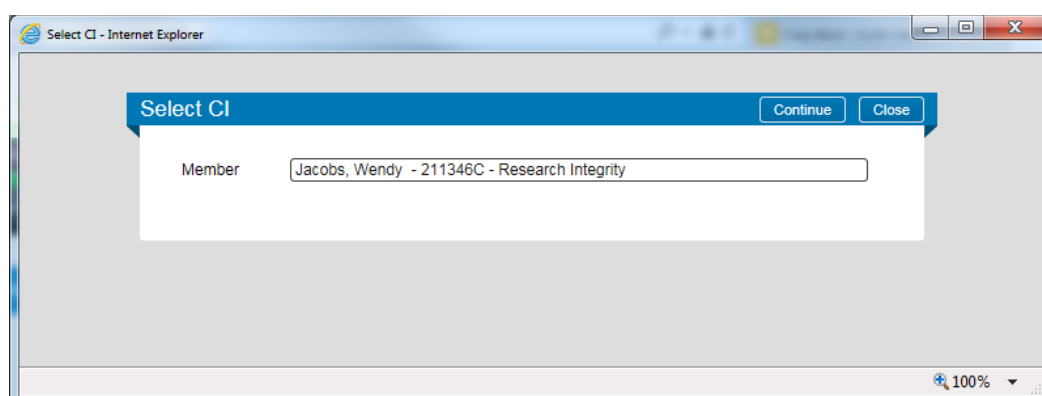
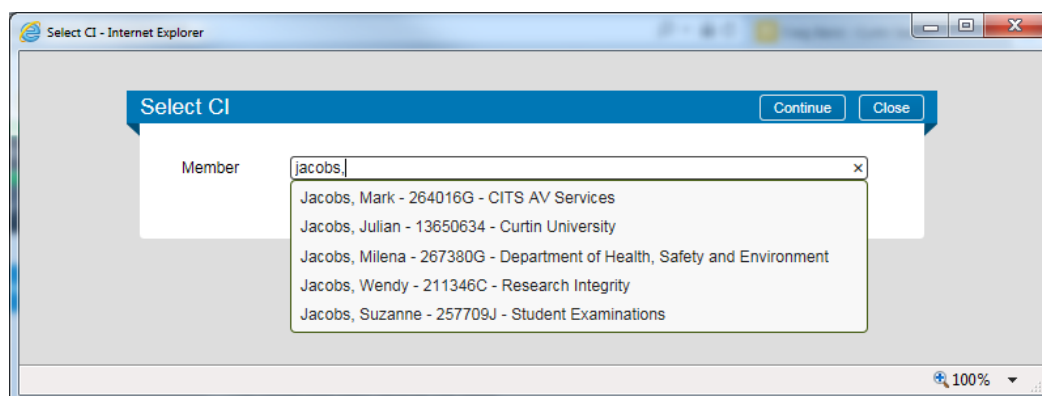


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Frequently Asked Questions

6. I AM A STAFF CO-INVESTIGATOR WHO IS CREATING AN APPLICATION IN INFOED ON BEHALF OF THE CHIEF INVESTIGATOR. HOW DO I ENSURE THAT THIS IS STATED CORRECTLY IN INFOED?

- The Chief Investigator (CI) must always be a Curtin University staff member! This is the person who is ultimately responsible for the project.
- If you are a staff co-investigator, it is important to remember that in the ‘Select CI’ window, you must remove your name from the ‘Member’ box, and type in the name of the CI.
- To search for the CI’s name, type in their last name (surname) in the ‘Member’ box followed by a comma. Select your CI’s name from the drop-down list, and then click ‘Continue’ to proceed to the next step.



7. I HAVE SUBMITTED MY ETHICS APPLICATION WITH THE INCORRECT CHIEF INVESTIGATOR (CI) NAME. HOW DO I CHANGE THE CI NAME?

- Do not attempt to change the investigator name/s in the record yourself!
- Please contact your Faculty Ethics Support Officer or Research Ethics Officer via email, advising them who should be the correct Chief Investigator (CI).

8. I AM SEARCHING FOR THE NAME OF AN INVESTIGATOR I WISH TO ADD TO MY ETHICS APPLICATION. I AM UNABLE TO FIND THE PERSON I AM SEARCHING FOR.

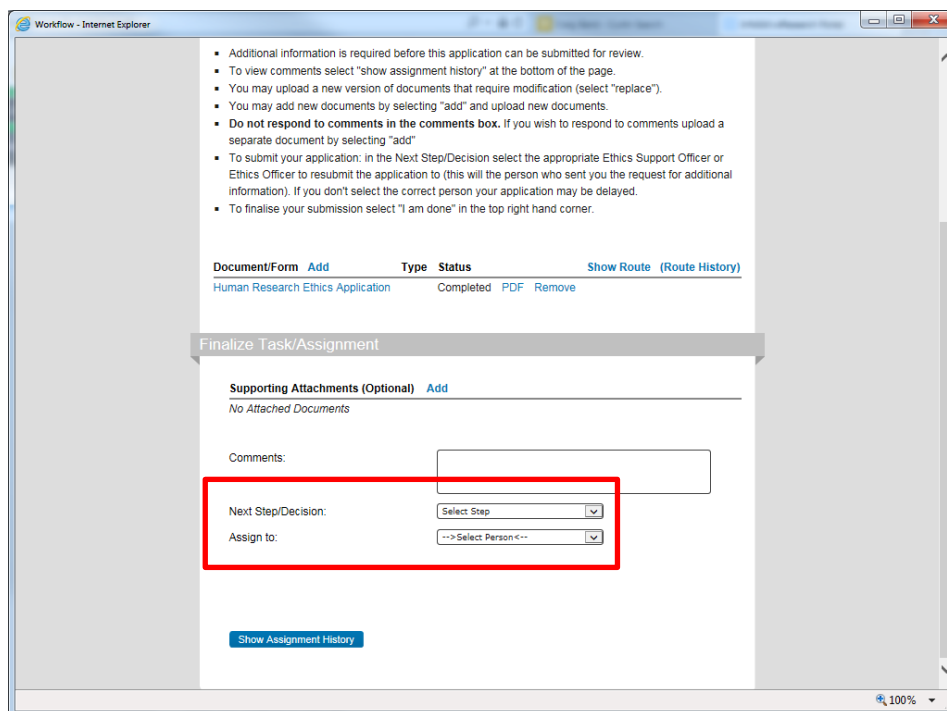
- InfoEd collects data from Alesco, and uses Names, and not Preferred Names.
- If you have checked and confirmed that the investigator's name (not preferred name) cannot be found, this means that the person does not have a personnel record in InfoEd.
- You must send a InfoEd Personnel Creation Request email to infoed@curtin.edu.au
- Please provide the following details in your request email:
 - If the request is for Curtin staff and/or students – Full Name, Staff/student ID, Curtin email address
 - If the request is for non-Curtin investigators – Full Name, Institution Name (e.g. UWA), Institution email address

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Frequently Asked Questions

9. I HAVE PROVIDED THE ADDITIONAL INFORMATION REQUIRED BY THE ETHICS OFFICE. WHO SHOULD I ASSIGN THIS TO?

- After you have made your revisions, and uploaded additional documents in the Task window (under the 'Document/Form' section), scroll down to the 'Finalize Task' section.



- Select the following:
 - Next Step/Decision:
 - Select your faculty '... Ethics Support Officer review' (low-risk applications)
 - Select 'Ethics Officer review' (reciprocals and non-low risk applications)
 - Assign To:
 - Select your Faculty Ethics Support Officer Name (low-risk applications)
 - If you had selected 'Ethics Officer review' in Next Step/Decision, you can omit this step as it will state 'Automatic as per configurations'.
- Then scroll up and click on the 'I am done' button at the top right-hand side of the Task/Assignment window.
- This will assign your application back to the Ethics Officer or Ethics Support Officer handling your application.



10. I HAVE SUBMITTED MY ETHICS APPLICATION, BUT REALISED THAT I FORGOT TO ATTACH A SUPPORTING DOCUMENT. WHAT SHOULD I DO?

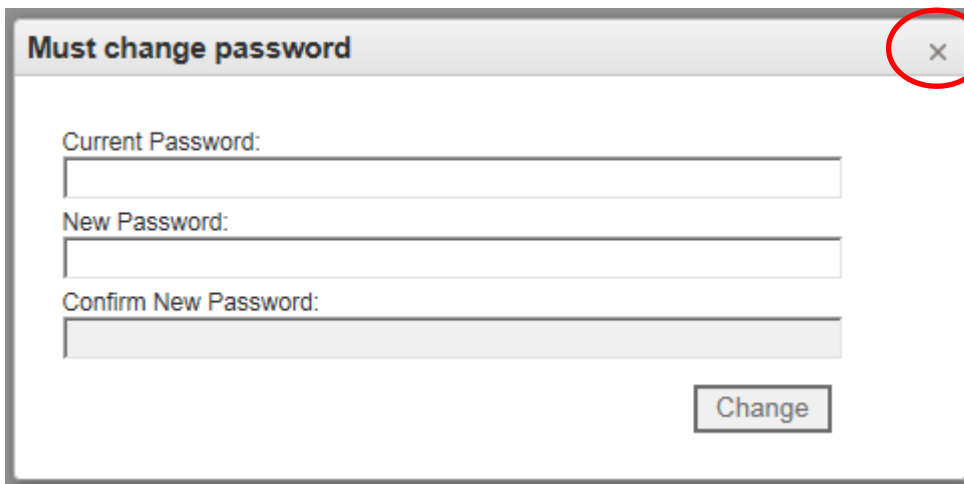
- Once you have submitted your ethics application, you will not be able to add additional documents to it.
- If you need to add additional supporting documents to your ethics application, please email your Faculty Ethics Support Officer (low-risk applications), or the Research Ethics Officer (reciprocals and non-low risk).
- Please provide electronic copies of the supporting documents to be added to your application. These can be attached to the email to your Faculty Ethics Support Officer or Research Ethics Officer.

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Frequently Asked Questions

11. I AM TRYING TO SAVE MY WORK IN INFOED, BUT I KEEP GETTING A POP-UP WINDOW ASKING ME TO CHANGE MY PASSWORD.

- This is due to a glitch in the InfoEd system, is being investigated by the InfoEd Technical Support team.
- This glitch happens when users have InfoEd or their browser open and they click on the link from their InfoEd notification emails.



- If the 'Change Password' pop-up window appears, do not go ahead and change your InfoEd password!
- Close the pop-up window by clicking on the 'X' button at the top right-hand side, and press 'F5' to refresh your browser window.
- If the 'Change Password' window still appears after you have refreshed your browser window, you will have to close all open windows in web browser.
- Re-open your web browser, log into InfoEd, search for the application you were working on, and you should now be able to continue working on it, and saving all changes without the appearance of the 'Change Password' pop-up window.