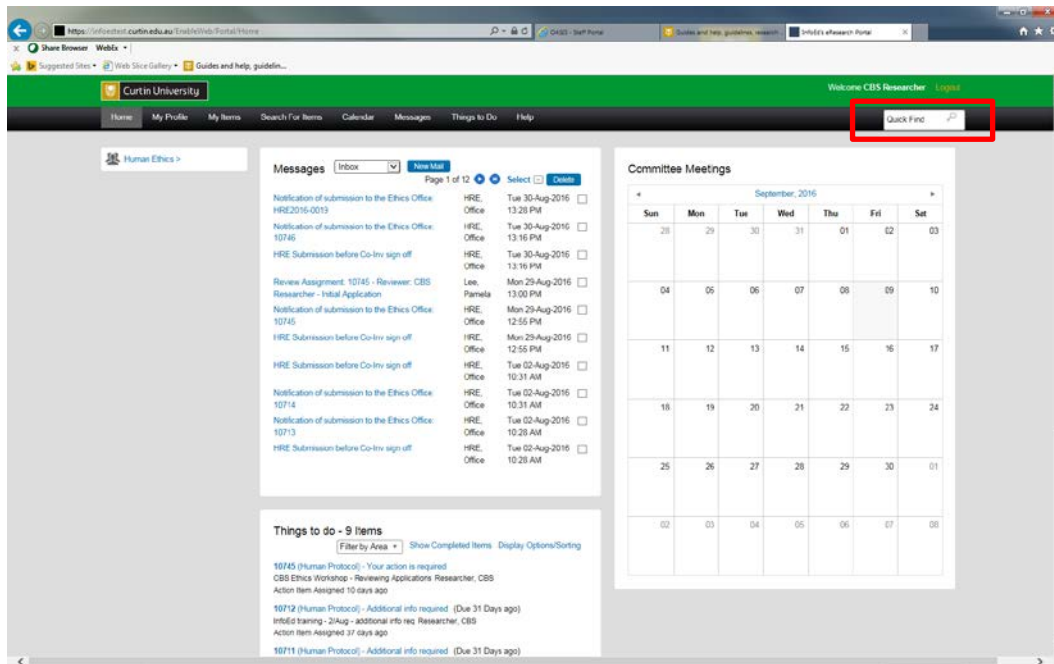




Responding to Major/Minor Amendment in InfoEd – Co-Inv/Student

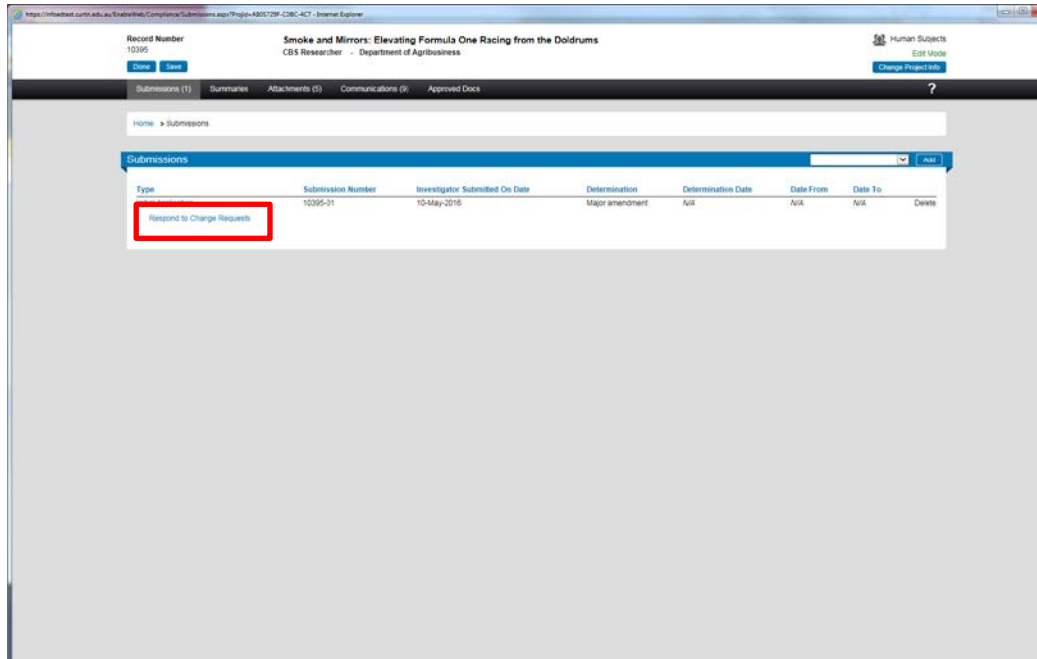
1. When your human ethics application has been reviewed by the Ethics Reviewer or the HREC, and requires further amendment/s to be made to the application, the Chief Investigator will receive an email notification in their Outlook Inbox. A copy of the amendments notification letter will be attached to the automated email.
2. To submit a response to the HREC or low risk review, log into InfoEd. Type in your 5-digit record number in the 'Quick Find' box (top right) and click on the magnifying glass icon (or press Enter on your keyboard). The record number is also listed in the subject header of the notification email.



3. When the record is located, you will see it on your screen under the title 'Records Found'.
4. Hover your mouse over the record number link, then over 'Edit', and click on "Master Record". Then click on "Submissions".



5. Click on the 'Respond to Change Requests'. A new window will appear. Select the applicable submission type (Response to the Advisory Committee or Response to the HREC or low risk review), then click 'Save'. The 'Select Submission' window will close automatically.



6. In the 'Response to the HREC or low risk review screen', you can make the necessary changes by:
 - A) Updating the human ethics application form by clicking on the 'Human Research Ethics Application' link, saving the updates, and completing the application form (refer to the separate Quick Guide on completing and submitting your human ethics applications).
 - B) Uploading revised versions of the supporting documents by clicking on the 'Replace' link next to the corresponding document (refer to the separate Quick Guide on additional information required (CI version)).
 - C) Uploading additional documents by clicking on the 'Add' link next to the 'Document/Form' header (refer to the separate Quick Guide on additional information required (CI version)).
7. Once you have made the required amendments, click on the 'Submit' button to submit your updated human research ethics application package (i.e. application form plus supporting documentation).
8. In the 'Submissions' tab, you will now see two submissions for this record – the original submission, and the re-submission ('Response to the HREC or low risk review').
9. The status of your re-submission should change from 'Draft' to 'Submitted' in the 'Response to HREC or low risk review' window. Your re-submission will go to the Chief Investigator first. They will receive a notification email asking them to sign off on the re-submission.



10. Once the Chief Investigator has signed off on the re-submission, the Co-Investigator/s and/or Student Investigators will receive notification emails asking them to sign off on the re-submission (refer to the separate Quick Guide on how to sign off as a co-investigator).
11. Once all investigators listed in the re-submission have signed off, the status of the re-submission will change from 'Submitted' to 'Faculty Ethics Support Officer review' in the 'Response to the HREC or low risk review' window.

Important!

- **Once you have re-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).**
- **The Quick Guides and iLecture tutorial videos are available on our website <http://research.curtin.edu.au/ethics-integrity/human/guides-help/>**

Support Available

Faculty	Email
CBS	ORD-ethicscbs@curtin.edu.au
Health Science	ORD-ethicshs@curtin.edu.au
Humanities	ORD-ethicshum@curtin.edu.au
Science & Engineering	ORD-ethicssae@curtin.edu.au
Non Faculty	ORD-ethicssae@curtin.edu.au
Non-low risk & reciprocals	hrec@curtin.edu.au
Technical Support	infoed@curtin.edu.au