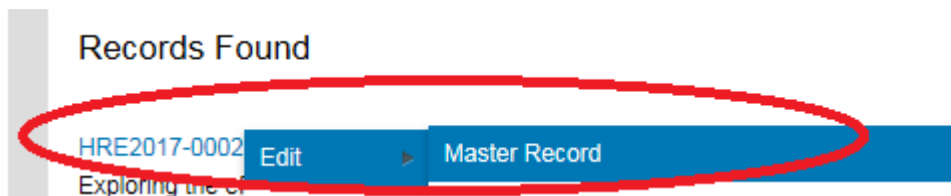


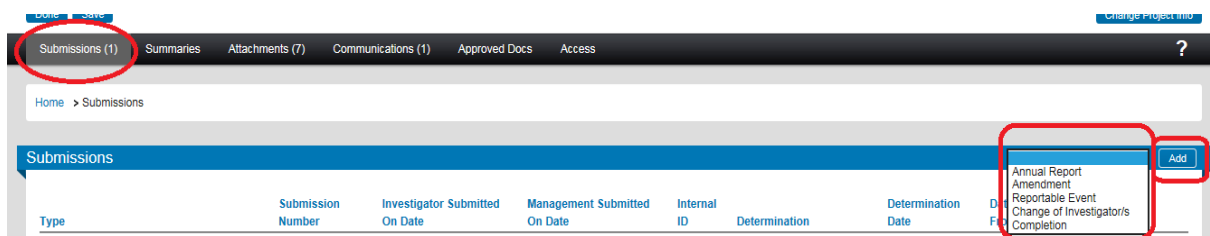


Creating, Completing and Submitting an Annual Report in InfoEd

1. **Chief Investigator (CI):** Login to [InfoEd](#). Select the 'My Items' tab and find the record requiring an Annual report. Hover the cursor over the record number and select 'Edit > Master Record'.
2. **Co-Investigator (Co-I) or Student:** Login to [InfoEd](#). Search for the record by Title or Personnel under the 'Search for Items' tab, or enter the approval number into the 'Quick Find' box which is located to the right of the screen. When you locate the record, hover the cursor over the record number and select 'Edit > Master Record'.



3. Select 'Submissions' from the left hand side of the black banner. Here you will see the list of submissions associated with this record. Select 'Annual Report' from the dropdown menu to the right of the screen and click 'Add'.



4. Under the heading 'Annual Report' click on 'Add' (next to the 'Show Existing Protocol Attachments'). A new window will open.
5. Scroll to the lower section of the screen and tick the check box opposite 'Annual Progress Report'. Click the 'Add' button above the check box. This window will close and you will be back at the 'Annual Report' window.
6. Under the heading 'Annual Report' click on the 'Annual Progress Report' link to open the form.
7. Complete the form, click 'Save' which is located to the top right hand side of the screen and then tick the box next to 'Complete'. If any questions have not been answered an error message 'Incomplete mandatory field(s) found' will appear and a box in the left hand corner will list questions/fields still to be completed.



8. Click '*Close*' to close the form and exit the window.
9. You should now be back at the '*Annual Report*' window. Click the '*Submit*' button which is located to the right of the screen.
10. If you are the CI, a separate window displaying the researcher declaration will appear, asking whether you accept or decline the declaration. Click '*Accepted > Continue > Submit*'.
11. If your Annual Report submission is successful, the determination should read '*Completed*' (if you are the CI) or '*Submitted*' (if you are the Co-I or Student).
12. The CI will receive an automated email from InfoEd notifying the Annual Progress report has been submitted. The same message will also appear under the '*Messages*' tab on the InfoEd main screen.

Support Available

Faculty	Email
CBS	ORD-ethicscbs@curtin.edu.au
Health Sciences	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