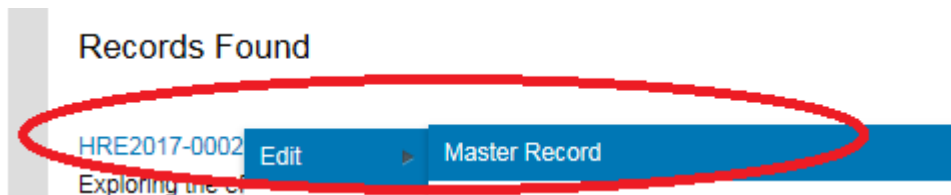


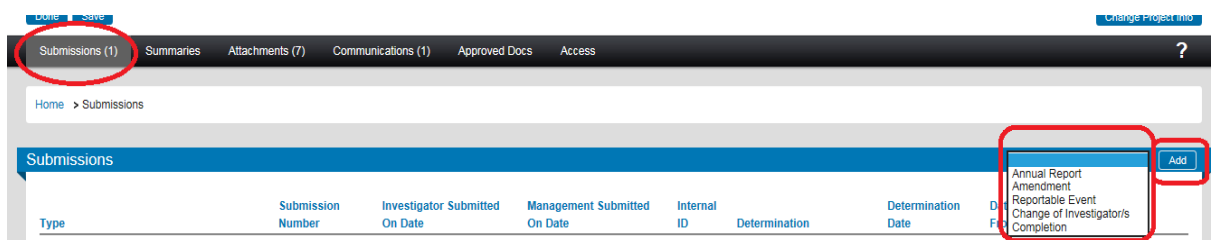


Creating, Completing and Submitting a Change of Investigator/s Request in InfoEd

1. **Chief Investigator (CI):** Login to [InfoEd](#). Select the 'My Items' tab and find the record requiring a Change of Investigator/s. 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 'Change of Investigator/s' from the dropdown menu to the right of the screen and click 'Add'.



4. Under the heading 'Change of Investigator/s' 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 'Change of Investigator'. Click the 'Add' button above the check box. This window will close and you will be back at the 'Change of Investigator/s' window.
6. Under the heading 'Change of Investigator/s' click on the 'Change of Investigator' link to open the form.

To Delete Existing Investigators

- A Find the investigator's name. Enter a date in the 'End Date' field. Explain the reason for removal in the box.



- B. Click the '*rubbish bin icon*' located near '*Personnel – Review*' above the researcher's name. A pop-up window will ask '*Are you sure you want to remove this item?*' Click '*OK*'.
- C. The name of the researcher will disappear from the form. Go to step 7.

To Add New Investigators

- A. Click on the yellow '+' icon. A new window '*Personnel – InfoEd's eResearch Portal*' will open.
- B. Click on the surname initial from the alphabet list. You can find the person from the dropdown menu left of the '*Select*' button, or by typing the surname in the '*Search for a particular entry*' box.

NOTE: There may be more than one entry for the same person. Please select the correct location and staff or student identification number. If you are unable to locate the person's name please email InfoEd Technical staff (infoed@curtin.edu.au) and ask them to be added.

- C. When the person's name is showing in the dropdown box click '*Select*'. The new investigator will appear in the '*Change of Investigator*' form. Leave the '*Start Date*' and '*End Date*' blank. These fields will self-populate. Select the '*Role*' from the dropdown menu. Enter the researcher's skills and experiences in the box. Go to Step 7.
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- 7. Before you click '*Save*' (top right hand side of the screen) please annotate the boxes under each existing investigator with '*No change*'.
 - 8. 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.
 - 9. Click '*Close*' to close the form and exit the window.
 - 10. You should now be back at the '*Change of Investigator/s*' window. Click the '*Submit*' button which is located to the right of the screen,
 - 11. 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*'.
 - 12. If the Change of Investigator/s submission is successful, the determination should read '*Completed*' (if you are the CI) or '*Submitted*' (if you are the Co-I or Student).
 - 13. The CI will receive an automated email from InfoEd notifying the Change of Investigator/s report has been submitted. The same message will also appear under the '*Messages*' tab on the InfoEd main screen.