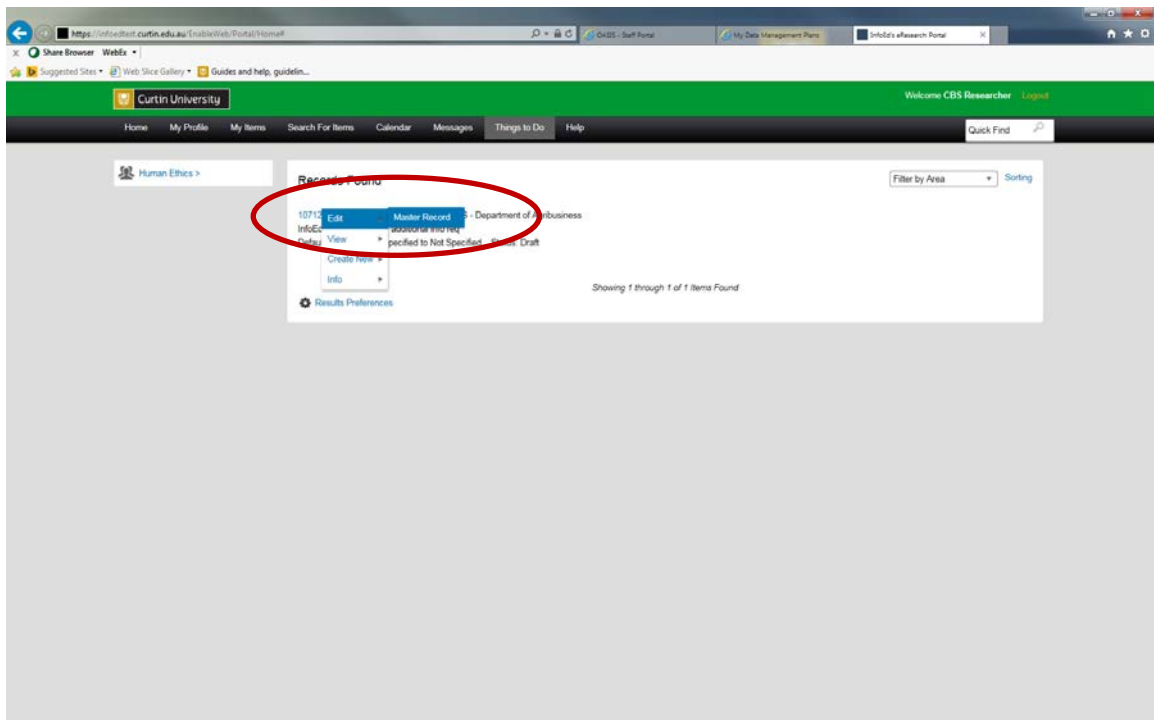




Responding to Additional Information Required in InfoEd – Co-Investigator

1. When your human ethics application has been reviewed by the Ethics Support Officer and requires additional information to be provided by the applicant;
2. **If you are the Co-Investigator (or student) and will be responding to further information required:**
 - a) Contact your supervisor to find out details of the additional information requested by the Ethics Office.
 - b) Log into InfoEd and search for your application by typing your record number in the 'Quick Find' box at the top left-side of your 'Home' screen.
 - c) Hover your cursor over the record number, then over 'Edit' and click on 'Master Record'.





d) In the 'Summary' window, click on 'Submissions'.

Record Number: 10712
 InfoEd training - 2/Aug - additional info req
 CBS Researcher - Department of Agribusiness

Submissions (2) | Summaries | Attachments (3) | Communications | Approved Docs

Home > Summaries > Summary

Summary
 Departments (1)
 Personnel

Summary
 Created in Development

Record Number	10712	Submitted on	
Created on	02-Aug-2016	Review Category	Low risk
Initial Submission Date		Original Meeting Date	
Research Type	Staff Project	Committee Name	
Risk Level		Determination	Draft
Reviewers	None Selected	Approved From	
Determination Date			
Approved To			

Full Title: InfoEd training - 2/Aug - additional info req
 Overview: fda
 Current Approved Document Set: No Approved Document sets have been assembled

Summary UDF

Clinical Trials	NO
Pregnant women and/or the fetus	NO
Gametes and/or embryos	NO
Children	NO
People in dependent relationships	NO
People dependent on medical care	NO
People with an impairment or disability	NO

e) In the 'Submissions' window, click on 'Initial Application' (listed under 'Type').

Record Number: 10712
 InfoEd training - 2/Aug - additional info req
 CBS Researcher - Department of Agribusiness

Submissions (2) | Summaries | Attachments (3) | Communications | Approved Docs

Home > Submissions

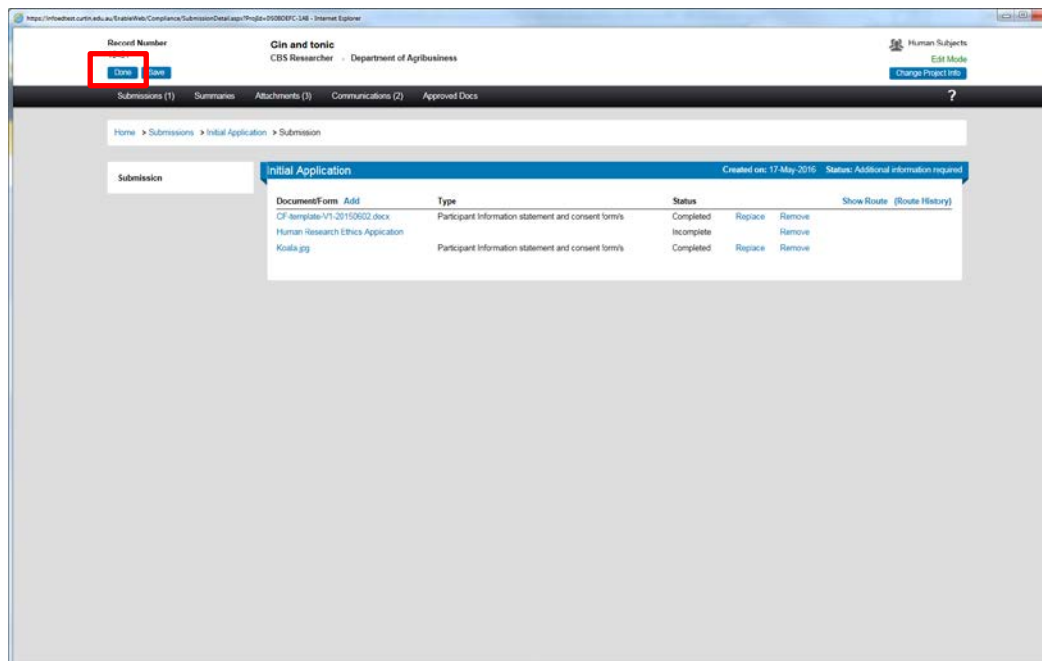
Submissions

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Date From	Date To	
Initial Application	10712-01	02-Aug-2016	Additional information required	N/A	N/A	N/A	Delete
	10712-02	N/A	Draft	N/A	N/A	N/A	Delete

f) In the 'Initial Application' window, click on the 'Human Research Ethics Application' link if you need to change your answers in the online form.



- g) In the online form window, you must uncheck the 'Complete' box in order to edit your answers. Once all changes to the online form have been made, click the 'Complete' box once more to finalise your form prior to re-submission.
- h) Click 'Save' at the top left-hand side of the 'Initial Application' window to save the changes you just made!**
- i) In the 'Initial Application' window, click on 'Add' next to the 'Document/Form' header to add additional documents to your submission.
- j) In the 'Upload' section, click on 'Browse' to locate the file you wish to attach with the initial submission.
- k) Once you have located and selected the document, click 'Open' to continue.
- l) The location of the selected document should now be listed in the 'Location' field of the 'Upload' section in the 'Add Components' window. Click on 'Upload'. Repeat the browse/open/upload steps if you have multiple documents to upload. The 'Add Components' window will close once all document uploads is completed and you click the 'Close' button.
- m) Click 'Save' at the top left-hand side of the 'Initial Application' window to save the changes you just made!**



- n) Once you have make all the required change, please notify your supervisor so that he/she can communicate this to the Ethics Office through InfoEd. (Supervisors to follow the instructions in the 'Responding to Additional Information Required in InfoEd – CI' quick guide).



Important!

- 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 after it has been submitted, please email your Faculty Ethics Support Officer (low-risk applications), or the Research Ethics Officer (reciprocals and non-low risk).

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