# Responding to Major/Minor Amendment in InfoEd - CI

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.
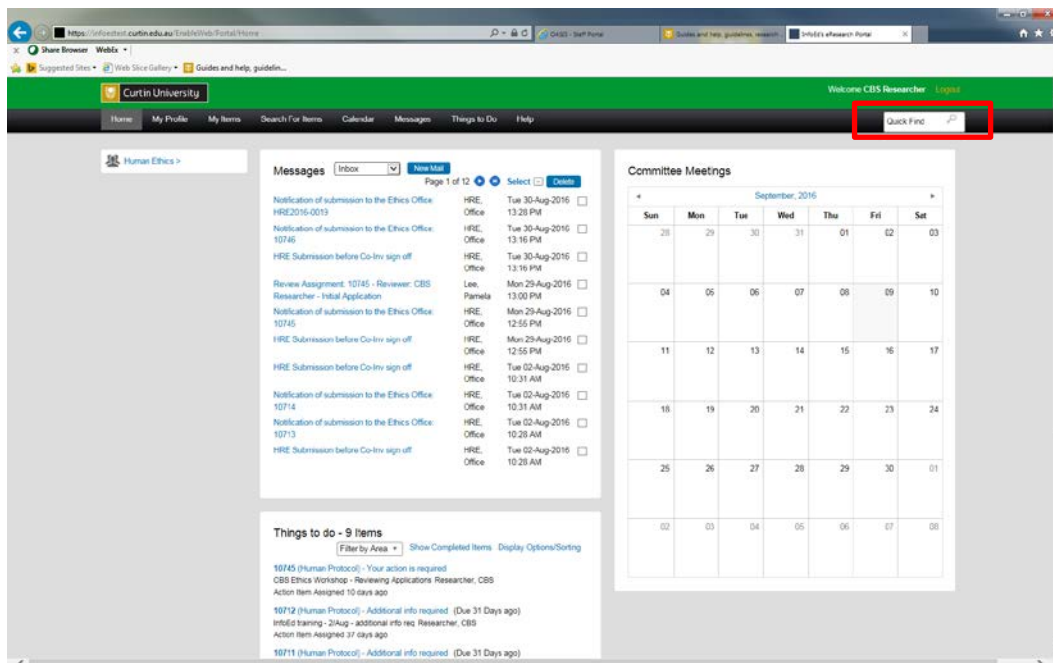
3. When the record is located, you will see it on your screen under the title 'Records Found'.

4. Hover your mouse over the record number link, 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.
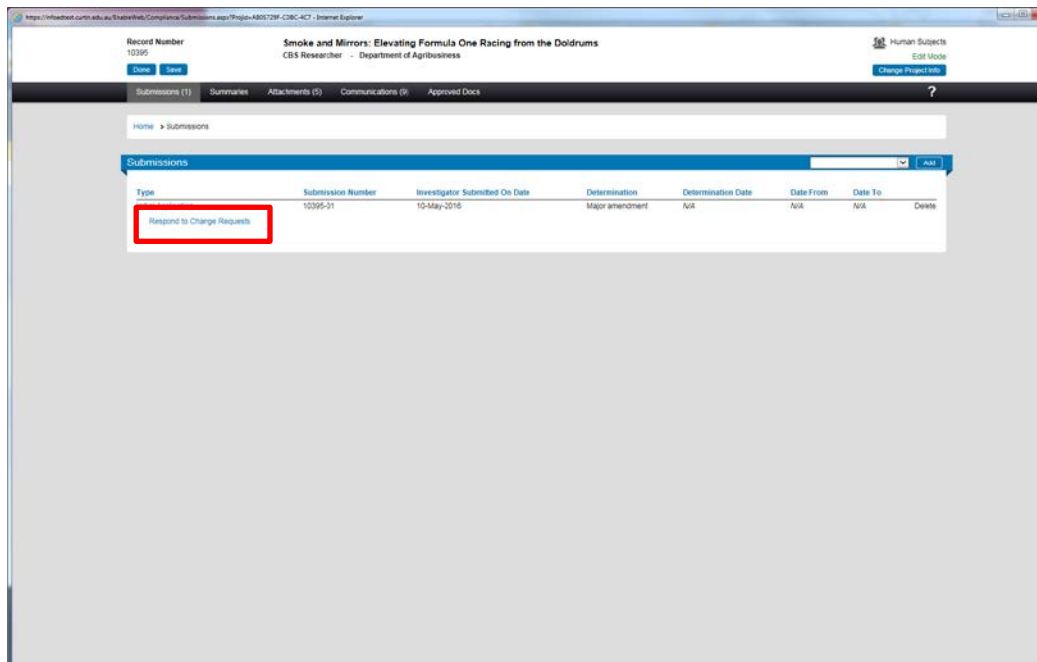
6. In the 'Response to the HREC or low risk review screen', you can make the necessary changes by:
   A) Updating the human ethics application form by clicking on the 'Human Research Ethics Application' link, saving the updates, and completing the application form (refer to the separate Quick Guide on 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 as a Co-Investigator/Student).
   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 as a Co-Investigator/Student).
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. A separate window will appear, displaying the researcher declaration. Select 'Accepted' and click the 'Continue' button.
9. If the application has been successfully submitted, the status of your re-submission should change from 'Draft' to 'Ethics Support Officer review'.

10. 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').

11. If you are the Chief Investigator, you will also receive an automated notification email from InfoEd in your Outlook inbox.

12. The same notification message will also appear in the Chief Investigator's message queue in the 'Messages' tab in their InfoEd main screen.

Important!

- **Once you have submitted or 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