



Create, Complete and Submit an Amendment Request in InfoEd

1. Locate the project in the InfoEd

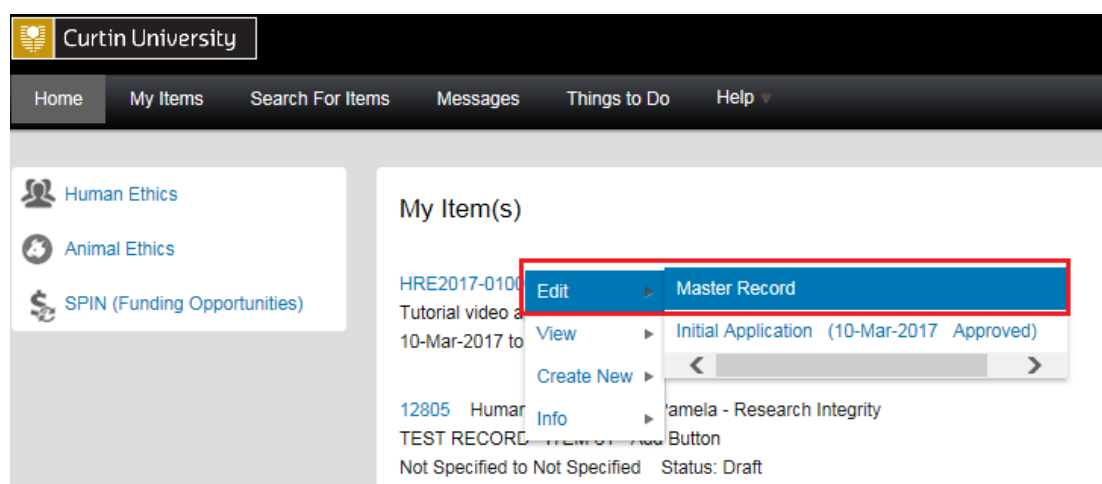
Login to [InfoEd](#).

Chief Investigator on the project: Go to 'My Items' tab and find the project requiring an amendment request.

Co-Investigator/Student on the project: Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.

2. Go into the project record

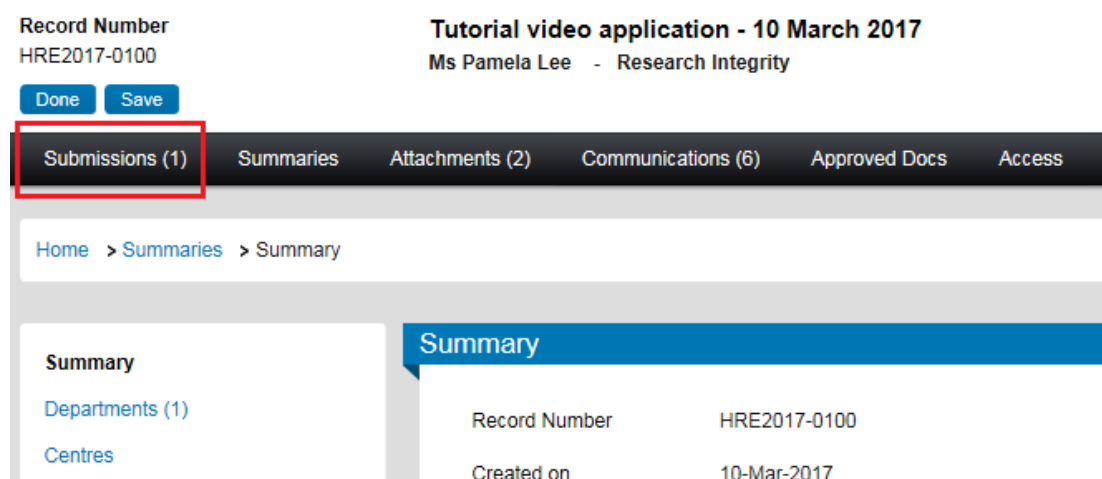
Hover the cursor over the record number and select '**Edit - Master Record**':



The record will open in a new window.

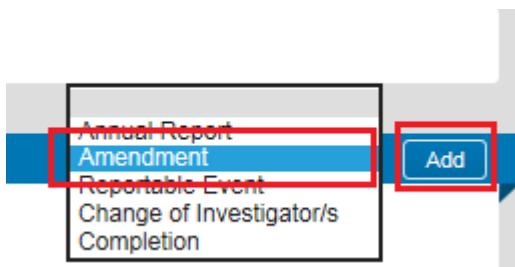
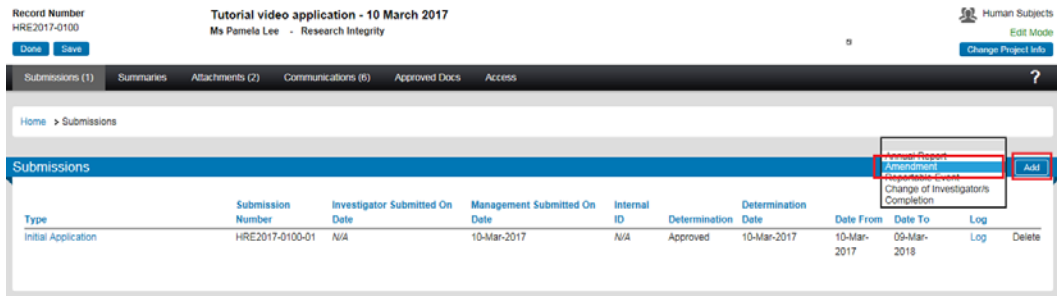
3. Create a new submission

Click on the '*Submissions*' tab:



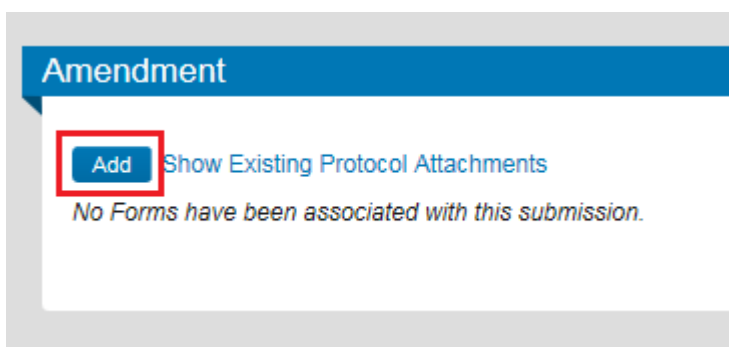
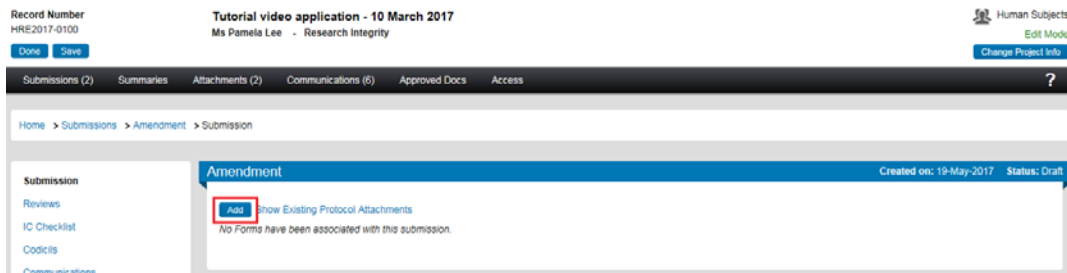


Choose the 'Amendment' submission type from the drop down box and click 'Add' to create a new amendment request submission:



4. Add a blank form to the submission

Click on the 'Add' button to open the upload window:





In the upload window, tick the box against the 'Amendment Request' form name and click 'Add' above the tick box:

 A screenshot of a web application window titled 'Upload'. It contains a form for uploading a new document with fields for Name, Location (with a 'Browse...' button), Category (set to 'Other'), Folder, Document ID, Document Version Number, and Document Version Date. Below the form is a section titled 'Add Amendment Components' which contains a table. The table has columns for 'Form Name', 'Type', and 'Add'. One row is visible with 'Amendment Request' as the form name and 'Conditional Use' as the type. A red box highlights the 'Add' button above the row, and another red box highlights the checked checkbox in the 'Add' column for the 'Amendment Request' row.

Form Name	Type	Add
Amendment Request	Conditional Use	<input checked="" type="checkbox"/>

The upload window will disappear and you will be taken back to the Annual Report submission window. A blank annual progress report form will now be added to the Annual Progress Report submission window. The status of this blank form will display as 'Incomplete' until you answer all the questions in the form.

 A screenshot of a submission management interface. At the top, it shows 'Record Number HRE2017-0100' and 'Tutorial video application - 10 March 2017' by 'Ms Pamela Lee - Research Integrity'. There are buttons for 'Done', 'save', 'Change Project Info', and 'Edit Mode'. A navigation bar includes 'Submissions (2)', 'Summaries', 'Attachments (3)', 'Communications (6)', 'Approved Docs', and 'Access'. A breadcrumb trail reads 'Home > Submissions > Amendment > Submission'. The main content area shows a 'Submission' section with a table of 'Amendment' forms. The table has columns for 'Document Form', 'Type', 'Status', and 'Remove'. One row is shown with 'Amendment Request' as the form name, 'Conditional Use' as the type, and 'Incomplete' as the status. Red boxes highlight the 'Amendment Request' text and the 'Incomplete' status.

Document Form	Type	Status	Remove
Amendment Request	Conditional Use	Incomplete	Remove



5. Complete the form

Click on the 'Amendment request' link to open the form. Fill out the form. **Please ensure you provide sufficient information about the proposed changes to your project.** Click 'Save' to save your answers. Once you have answered all the questions, click 'Complete' and close the form:

 A screenshot of a web application interface. At the top, it shows "Record Number HRE2017-0100" and "Tutorial video application - 10 March 2017" by "Ms Pamela Lee - Research Integrity". There are "Done" and "Save" buttons. A navigation bar includes "Submissions (2)", "Summaries", "Attachments (3)", "Communications (6)", "Approved Docs", and "Access". The main content area shows a table with one row: "Document Form" with status "Incomplete". A red box highlights the "Amendment Request" link in the table. The status "Draft" is shown in the top right of the table header.

Fill out the form. Tick 'Complete' box and close the form:

 A screenshot of the "Amendment Request" form. At the top left is the Curtin University logo. The title "Amendment Request" is centered. On the right, there are buttons for "Close", "Print", "Form History", "Save", and "Complete" (with a checked checkbox). Below the buttons, it says "Updated By: Pamela Lee @ 19-May-2017 09:20:52 AM". The main content area has a heading "AMENDMENT REQUEST" and a paragraph explaining that amendments require approval from the Human Research Office.

The form status would have changed to 'Completed':

 A screenshot of the web application interface, similar to the first one but with the status changed. The table now shows the "Amendment Request" with a status of "Completed", which is highlighted with a red box. The status "Draft" has been replaced by "Completed".



6. Attach supporting documents (optional)

Click on the 'Add' button to open the upload window:

Record Number: HRE2017-0100
 Tutorial video application - 10 March 2017
 Ms Pamela Lee - Research Integrity

Done Save

Submissions (2) | Summaries | Attachments (3) | Communications (6) | Approved Docs | Access

Home > Submissions > Amendment > Submission

Submission

- Reviews
- IC Checklist
- Codicils

Amendment

Add Show Existing Protocol Attachments
 Document/Form
 Amendment Request

Click 'Browse' to locate the document you would like to upload. You can only upload one document at a time.

Upload Upload Close

Upload new document

Name:

Location: Browse...

Category: Other

Folder:

Document ID:

Document Version Number:

Document Version Date:

Add Annual Progress Report Components Add

Form Name	Type	Add

Click 'Upload'. To complete the upload of the documents, close the upload window.

Upload Upload Close

Would you like to upload a new document version of an existing document

Upload new document

Name: Payments-in-research-V1-06OCT2

Location: C:\Users\256989k\Desktop\ Browse...

Category: Other

Folder:

Document ID:

Document Version Number:

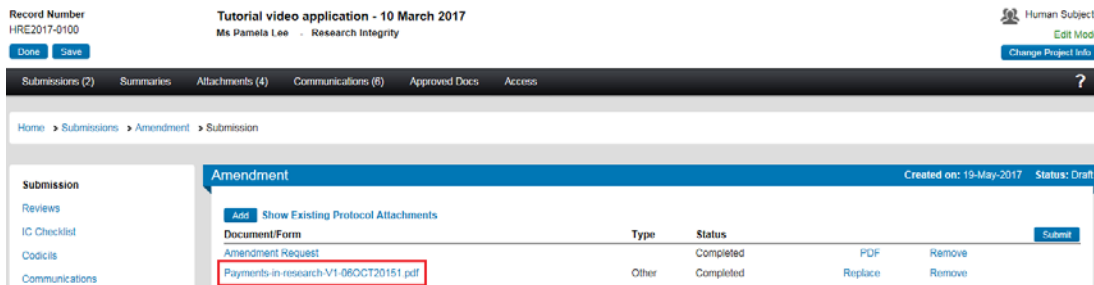
Document Version Date:

Add Amendment Components Add

Form Name	Type	Add

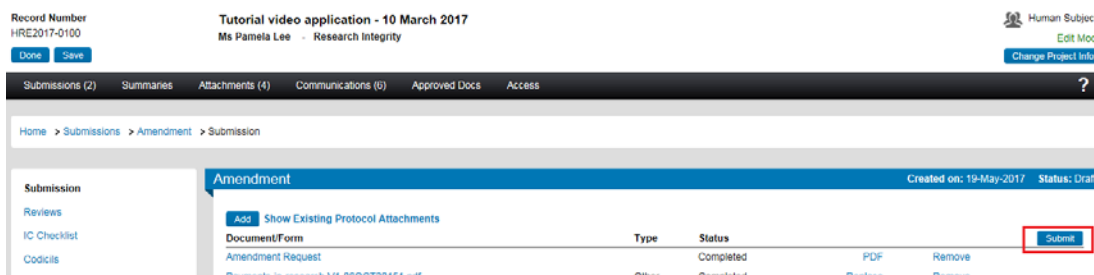


The document/s you uploaded will appear in the submission window:



7. Submit the amendment request

Click the 'Submit' button:



If you are the Chief Investigator, a separate window displaying the researcher declaration will appear, asking whether you accept or decline the declaration. Click 'Accepted > Continue'. The amendment request submission will automatically come to the Ethics Office for review.

If you are a co-investigator/student submitting the amendment request, the status of the submission will change from 'Draft' to 'Submitted'. The submission will first go to the Chief Investigator for endorsement. After the CI has endorsed the submission it will automatically come to the Research Ethics Office for processing.



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