



Create, Complete and Submit an Amendment Request in InfoEd

1. Locate the project in the InfoEd

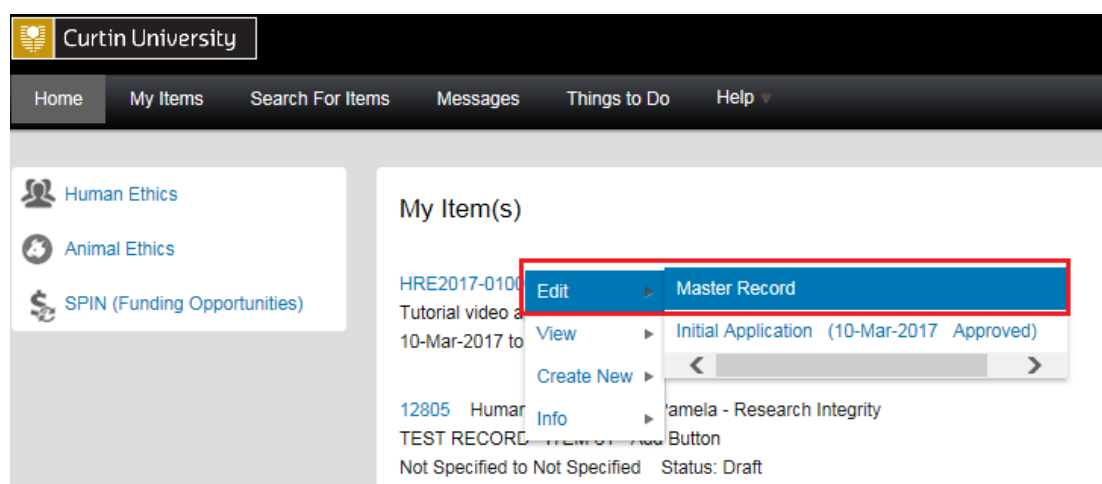
Login to [InfoEd](#).

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

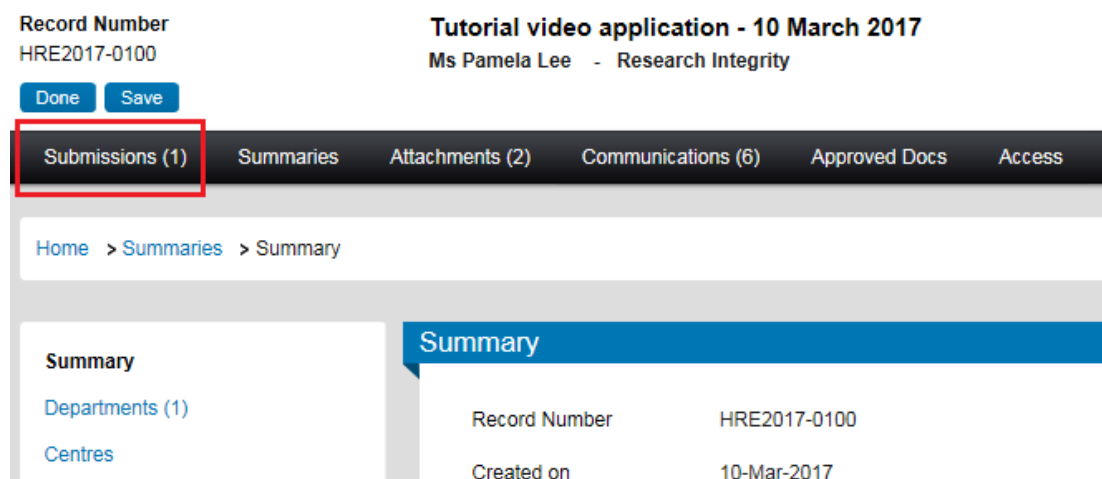
Hover the cursor over the record number, hover over edit and select '**Master Record**':



The record will open in a new window.

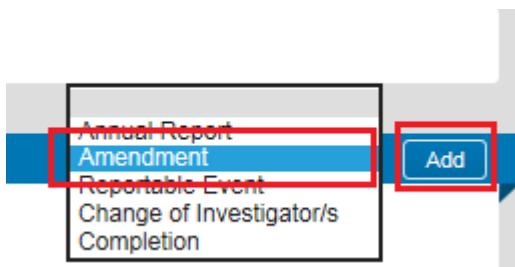
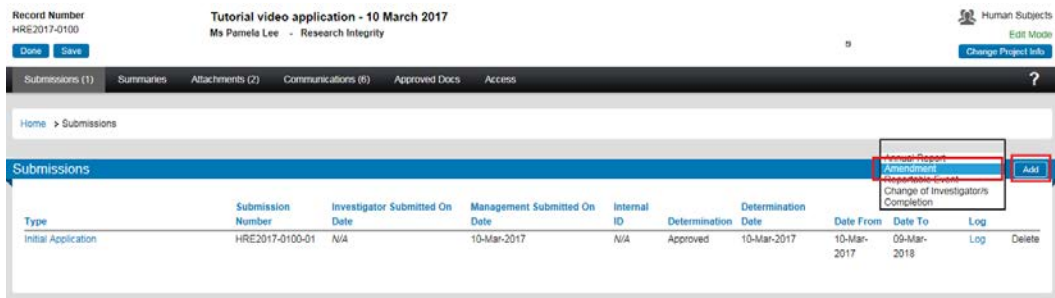
3. Create a new submission

Click on the '*Submissions*' tab:



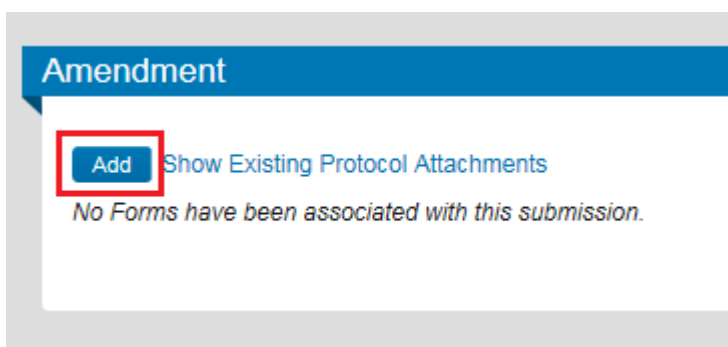
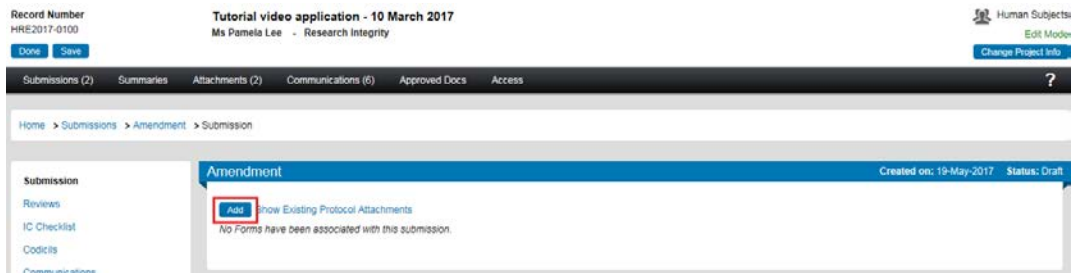


Choose the 'Amendment' submission type from the drop down box and click 'Add' to create a new amendment request submission:



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 checkmark is present in the 'Add' column for this row, and the 'Add' button above the table is highlighted with a red box.

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 Amendment Request submission window. A blank amendment request form will now be added to the Amendment Request 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 web application showing the 'Amendment' submission window. At the top, it displays 'Record Number HRE2017-0100' and 'Tutorial video application - 10 March 2017' by 'Ms Pamela Lee - Research Integrity'. There are navigation tabs for 'Submissions (2)', 'Summaries', 'Attachments (3)', 'Communications (6)', 'Approved Docs', and 'Access'. The main content area shows a table with columns for 'Document Form', 'Type', 'Status', and 'Remove'. One row is visible with 'Amendment Request' as the document form, 'Conditional Use' as the type, and 'Incomplete' as the status. The 'Amendment Request' and 'Incomplete' cells are highlighted with red boxes.

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.** Once you have answered all the questions click 'Save' to save your answers. Then tick the check box in the 'Complete' button and click on 'Close':

 This screenshot shows the 'Amendment' page in the Human Subjects system. At the top, it displays the record number 'HRE2017-0100' and the title 'Tutorial video application - 10 March 2017' by 'Ms Pamela Lee - Research Integrity'. A navigation menu includes 'Submissions (2)', 'Summaries', 'Attachments (3)', 'Communications (6)', 'Approved Docs', and 'Access'. The main content area shows a table with one entry:

Type	Status	Remove
Amendment Request	Incomplete	Remove

 The status 'Incomplete' is highlighted with a red box. A 'Submit' button is visible to the right of the table.

 This screenshot shows the 'Amendment Request' form. At the top, it has the Curtin University logo and the title 'Amendment Request'. Below the title, there are buttons for 'Close', 'Print', 'Form History', 'Save', and 'Complete'. The 'Save' and 'Complete' buttons are highlighted with red boxes. 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 of text:

If your study is changed in any way you must submit an amendment request. Amendments to the protocol must not be acted on until approval has been given by the Human Research Office. Protocol amendments may be defined as major or minor. Major amendments are required to undergo an independent review and are defined as changes to the protocol which substantially changes the study design or analysis plan. Examples of major amendments are:

The form status would have changed to 'Completed':

 This screenshot shows the same 'Amendment' page as the previous one, but the status of the amendment request has changed. The table now shows:

Type	Status	Remove
Amendment Request	Completed	Remove

 The status 'Completed' is highlighted with a red box. The 'Remove' button is now labeled 'PDF' and 'Remove'.

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. Choose a category from the drop down menu. 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'. You can repeat this step if you have more than one supporting document to 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:

 A screenshot of a web application interface for submitting an amendment. 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 (4)', 'Communications (6)', 'Approved Docs', and 'Access'. The main content area is titled 'Amendment' and shows a table of attachments. One attachment, 'Payments in research-V1-06OCT20151.pdf', is highlighted with a red box. A 'Submit' button is visible at the bottom right of the attachment list.

Document/Form	Type	Status		
Amendment Request		Completed	PDF	Remove
Payments in research-V1-06OCT20151.pdf	Other	Completed	Replace	Remove

7. Submit the amendment request

Click the 'Submit' button:

A second screenshot of the same submission window, but with the 'Submit' button at the bottom right of the attachment list highlighted with a red box. The rest of the interface is identical to the previous screenshot.

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

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