



Create, Complete and Submit a Change of Investigator/s request in InfoEd

1. Locate the project in the InfoEd

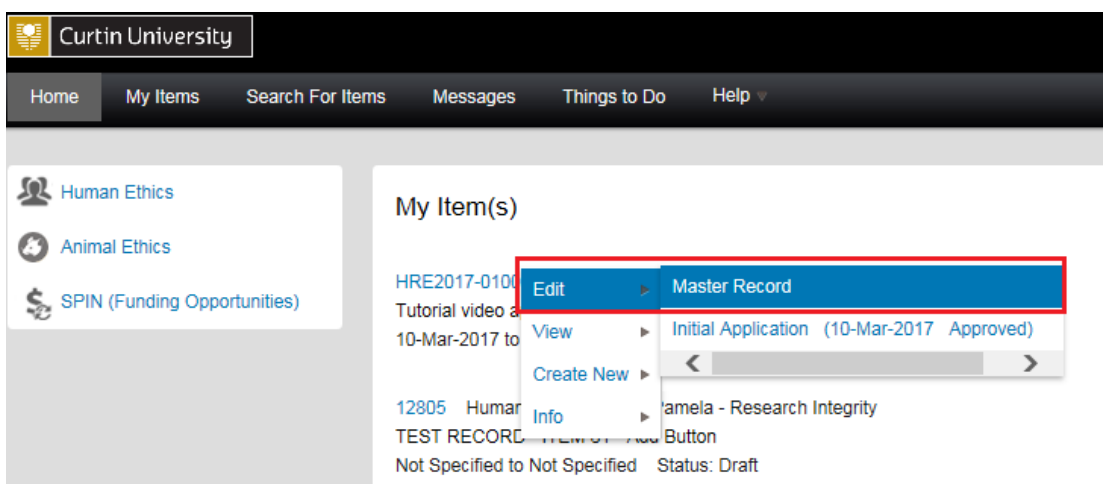
Login to [InfoEd](#).

Chief Investigator on the project: Go to 'My Items' tab and find the project requiring a change of investigator/s.

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

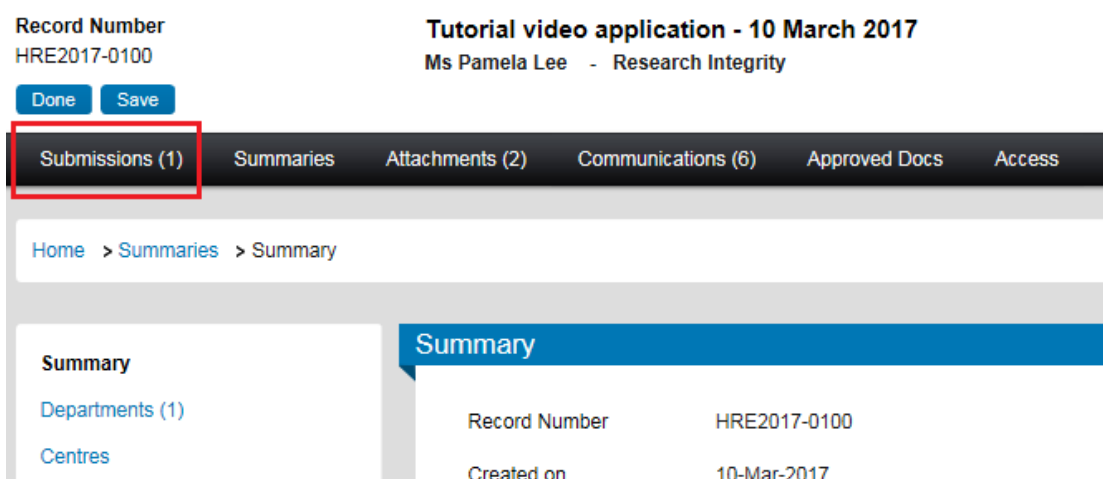
Hover the cursor over the record number and select '**Edit - Master Record**':



The record will open in a new window.

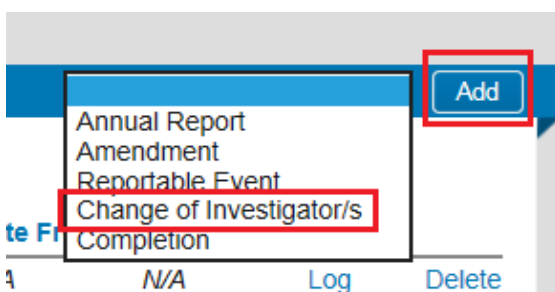
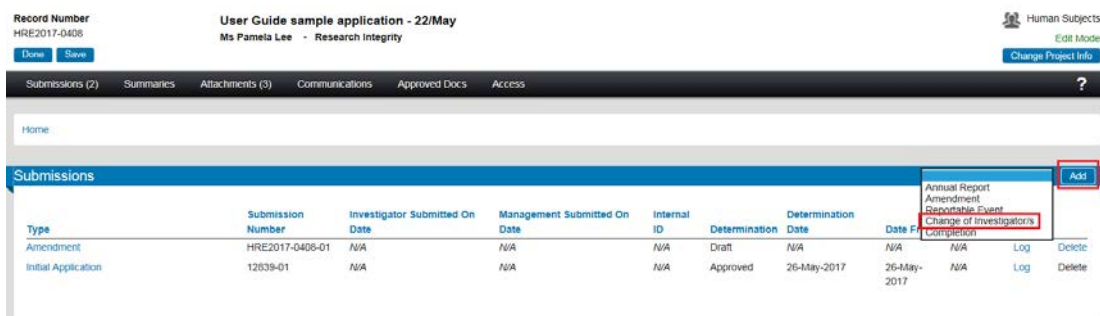
3. Create a new submission

Click on the '*Submissions*' tab:



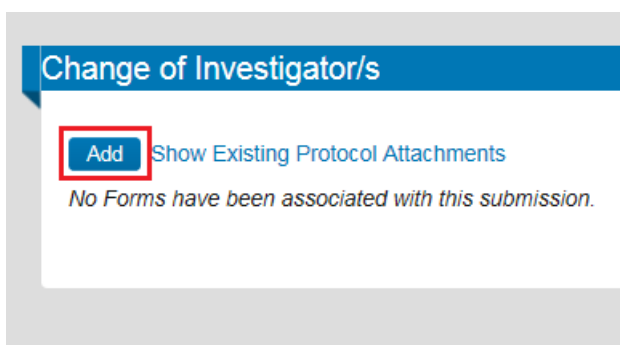
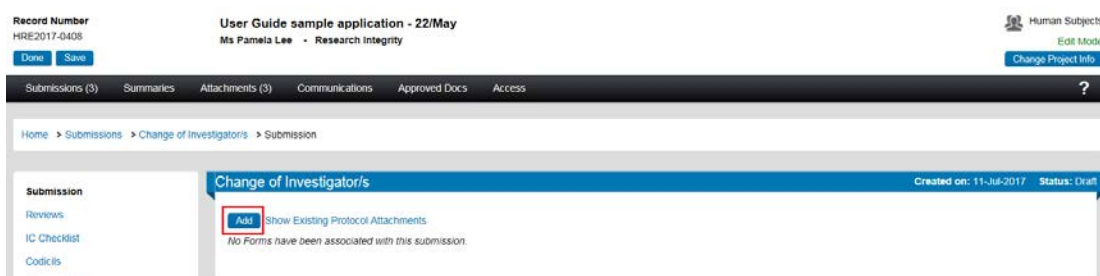


Choose the 'Change of Investigator/s' submission type from the drop down box and click 'Add' to create a new Change of Investigator request submission:



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 'Change of Investigator' form name and click 'Add' above the tick box:

The screenshot shows an 'Upload' window with the following fields:

- Name:
- Location: Browse...
- Category: Other (dropdown)
- Folder:
- Document ID:
- Document Version Number:
- Document Version Date:

Below the fields is a table with the following data:

Form Name	Type	Add
Change of Investigator	Conditional Use	<input checked="" type="checkbox"/>

The 'Add' button above the table and the tick box in the table are highlighted with red boxes.

The upload window will disappear and you will be taken back to the 'Change of Investigator/s' submission window. A blank change of investigator form will now be added to the 'Change of Investigator/s' submission window. The status of this blank form will display as 'Incomplete' until you answer all the questions in the form.

The screenshot shows the 'Change of Investigator/s' submission window. At the top, it displays 'Record Number HRE2017-0408' and 'User Guide sample application - 22/May Ms Pamela Lee - Research Integrity'. There are buttons for 'Done', 'Save', 'Human Subjects', 'Edit Mode', and 'Change Project Info'. Below this is a navigation bar with 'Submissions (3)', 'Summaries', 'Attachments (4)', 'Communications', 'Approved Docs', and 'Access'. The main content area shows a breadcrumb trail: 'Home > Submissions > Change of Investigators > Submission'. A blue header bar reads 'Change of Investigator/s' with 'Created on: 11-Jul-2017' and 'Status: Draft'. Below this is a table with the following data:

Document/Form	Type	Status	Remove
Change of Investigator		Incomplete	<input type="button" value="Remove"/>

The 'Change of Investigator' text in the table and the 'Incomplete' status are highlighted with red boxes.



5. Complete the form

Click on the 'Change of Investigator' link to open the form.

Record Number: HRE2017-0408
 User Guide sample application - 22/May
 Ms Pamela Lee - Research Integrity

Human Subjects
 Edit Mode
 Change Project Info

Done Save

Submissions (3) Summaries Attachments (4) Communications Approved Docs Access

Home > Submissions > Change of Investigator/s > Submission

Submission
 Reviews
 IC Checklist
 Codicils

Change of Investigator/s
 Created on: 11-Jul-2017 Status: Draft

Add Show Existing Protocol Attachments

Document/Form	Type	Status	
Change of Investigator		Incomplete	Remove

Submit

Fill out the form.

A) Delete Existing Investigators

Insert the comment 'No Change' in the boxes under each existing investigator.

Locate the name of the investigator to be deleted.

Enter a date in the 'End Date' field. Explain the reason for removal in the box.

Change of Investigator

Close Print Form History Save Complete

Investigators

Name
 Lee, Pamela

Chief Investigator Start Date (DD-MM-YY) 22-May-2017 End Date (DD-MM-YY) Role CI

* If you are adding a researcher, explain how the researcher has sufficient skills and experience to conduct the proposed research (NS 3.3.5).
 If you are removing a researcher, explain why the reason for removal.
 No change.

Investigators

Name
 Johnson, Heather

Chief Investigator Start Date (DD-MM-YY) End Date (DD-MM-YY) 11-Jul-2017 Role Co-Inv

* If you are adding a researcher, explain how the researcher has sufficient skills and experience to conduct the proposed research (NS 3.3.5).
 If you are removing a researcher, explain why the reason for removal.
 No longer working on this project.



Insert the comment 'No Change' in the boxes under each existing investigator.

Click 'Save' to save your changes, then tick the 'Complete' box and close the form.

Curtin University

Change of Investigator Close Print Form History Save Complete

Updated By: Pamela Lee @ 11-Jul-2017 01:30:47 PM

Introduction **INTRODUCTION**

Investigators Complete this form to add or remove investigators to the ethics application. You may also use this form to reassign the chief investigator. Refer to the Research Integrity website to determine if the [Research Integrity training](#) is required for new investigators.

All Pages

B) Add New Investigators

Insert the comment 'No Change' in the boxes under each existing investigator.

Click on the icon to add your co-investigator to the Change of Investigator request form.

Curtin University

Change of Investigator Close Print Form History Save Complete

Updated By: Pamela Lee @ 11-Jul-2017 01:30:47 PM

Introduction **INTRODUCTION**

Investigators Complete this form to add or remove investigators to the ethics application. You may also use this form to reassign the chief investigator. Refer to the Research Integrity website to determine if the [Research Integrity training](#) is required for new investigators.

All Pages

INVESTIGATORS

Investigator Add Investigators)

Investigators


Name
Lee, Pamela

Chief Investigator Start Date (DD-MM-YY) 22-May-2017 End Date (DD-MM-YY) Role

* If you are adding a researcher, explain how the researcher has sufficient skills and experience to conduct the proposed research (NS 3.3.5).
If you are removing a researcher, explain why the reason for removal.

No change.



Once you have clicked on the  icon, a separate window titled “Personnel” will appear on your screen.

Personnel Close

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Aamir, Sohaib Curtin University 17673884 Select

Search for a particular entry Filter by Position

Profiles with more than one department are listed with Primary Department first.

In the “Personnel” window, you can search by clicking on the alphabet link matching the first letter of the co-investigator’s last name, to bring up the list of surnames matching your selection.

Once you have done this, type in the **LAST NAME** of the co-investigator in the ‘Search for a particular entry’ text box.

This will narrow down your search results, and you can click on the drop-down arrow next to the ‘Select’ button to display the results.

Johnson, Ellyn	Curtin University	18813199
Johnson, Emma	Ethics, Equity and Social Justice	261644J
Johnson, Emma	CITS AV Services	261644J
Johnson, Emma	Office of the Pro Vice Chancellor Health Sciences	261644J
Johnson, Eryn	Curtin University	19136758
Johnson, Fran	Centre for Aboriginal Studies	225386A
Johnson, Gabrielle	School of Nursing, Midwifery and Paramedicine	267281B
Johnson, Genevieve	School of Education	248730J
Johnson, Glenn	Curtin University	17993854
Johnson, Heather	Research Integrity	263057E
Johnson, Jacob	Curtin University	17223470
Johnson, Jan	Building Operations	245997D
Johnson, Jane	School of Education	243758K
Johnson, Jessica	Curtin University	18365991
Johnson, Jovetta	Curtin University	19197564
Johnson, Kerry	Contract Management - Building Services	270994E
Johnson, Kevin	Curtin University Sustainability Policy Institute	224824E
Johnson, Kim	Ngala	
Johnson, Kirsty	Curtin University	19129114
Johnson, Korina	Counselling and Disability Services	271813I
Johnson, Korina	Curtin University	09702059
Johnson, Kristel Lynette	Curtin University	14307449
Johnson, Laura	Curtin University	13952204
Johnson, Lea-Anne	Curtin University	18367373

Close

Select

NOTE: There may be more than one personnel profile 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 Support (infoed@curtin.edu.au) with a request for a new profile to be created for them. You can subsequently add the new investigator to your Change of Investigator/s request form.



Once you have located the name of the co-investigator, click on the name and it will display in the "Personnel" window.

Press 'Select'. The separate 'Personnel' window will disappear, and the name of your selected co-investigator will appear in the 'Change of Investigator/s' form.

Repeat the same steps as above in this section for each new investigator to be added to your Change of Investigator/s request form.

Click 'Save' to save your changes, then tick the 'Complete' box and close the form:

Introduction

INTRODUCTION

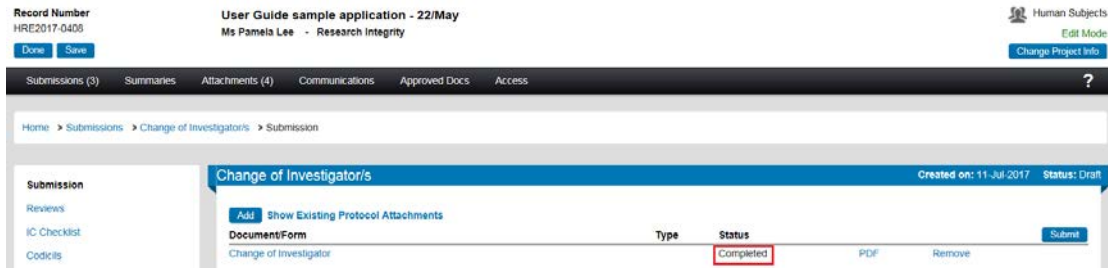
Investigators

Complete this form to add or remove investigators to the ethics application. You may also use this form to reassign the chief investigator. Refer to the Research Integrity website to determine if the [Research Integrity training](#) is required for new investigators.

All Pages

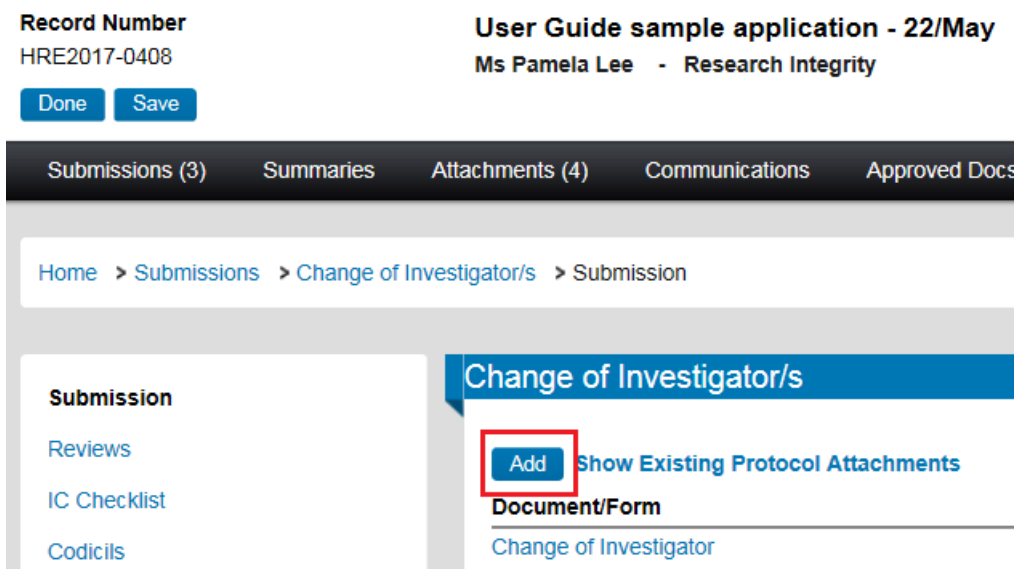


The form status would have changed to 'Completed':

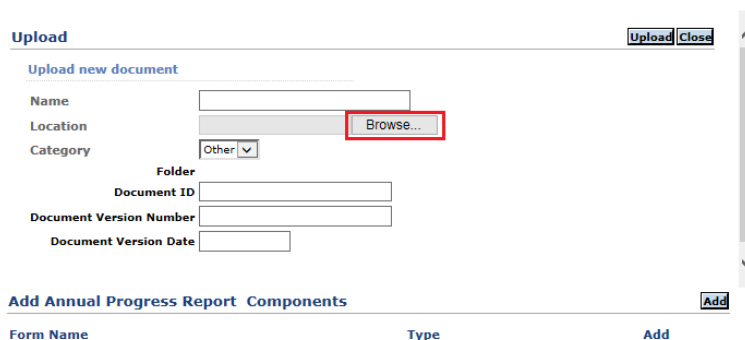


6. Attach supporting documents (optional)

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



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

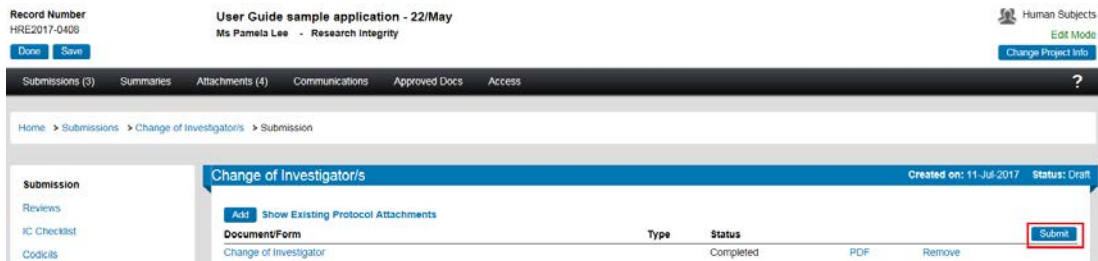


Click 'Upload'. To complete the upload of the documents, close the upload window.



7. Submit the Change of Investigator 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 Change of Investigator submission will automatically come to the Ethics Office for review.

If you are a co-investigator/student submitting the Change of Investigator 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