



## Create, Complete and Submit a Completion Report in InfoEd

### 1. Locate the record in InfoEd

**Chief Investigator on the project:** Login to [InfoEd](#). Go to 'My Items' tab and find the record requiring a Completion report.

**Co-Investigator/Student on the project:** Login to [InfoEd](#). Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.

### 2. Go into the record

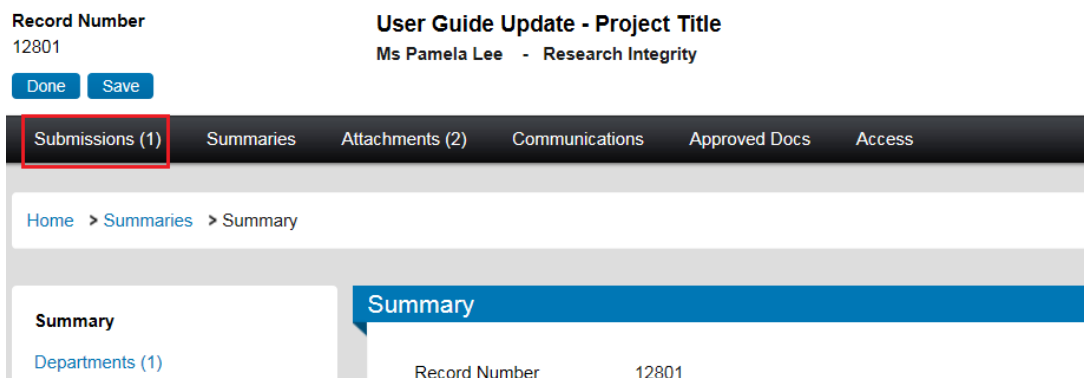
Hover the cursor over the record number, then over '**Edit**' and click on '**Master Record**':

A screenshot of the InfoEd 'My Item(s)' page. The page has a dark navigation bar with 'Curtin University' and 'My Items' selected. Below the navigation bar, there are three menu items: 'Human Ethics', 'Animal Ethics', and 'SPIN (Funding Opportunities)'. The main content area is titled 'My Item(s)' and lists several records. The record with ID '12801' is highlighted, and a dropdown menu is open over it. The dropdown menu has 'Edit' selected, and a sub-menu is open over 'Edit', showing 'Master Record' as the selected option. Other options in the dropdown include 'View' (with a sub-menu for 'Initial Application (17-May-2017 Draft)'), 'Create New', and 'Info'. The record details for '12801' are: 'Human Protocol Lee, Pamela - Research Integrity', 'Tutorial video application - 10 March 2017', and '10-Mar-2017 to 09-Mar-2018 Status: Draft'. Another record '12800' is partially visible below it.

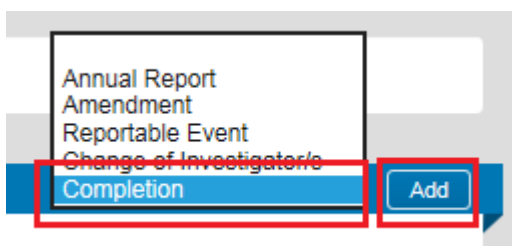
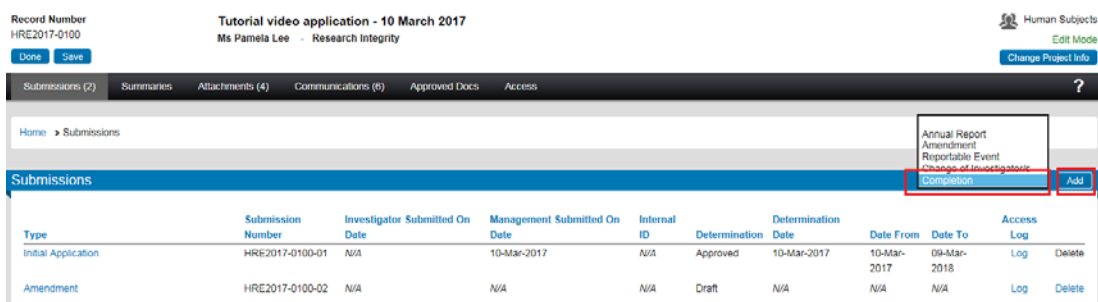


### 3. Create a new submission

In the 'Summary' window, click on *Submissions*'.



In the 'Submissions' window, choose the 'Completion Report' submission type from the drop down box and click 'Add' to create a new completion report submission:

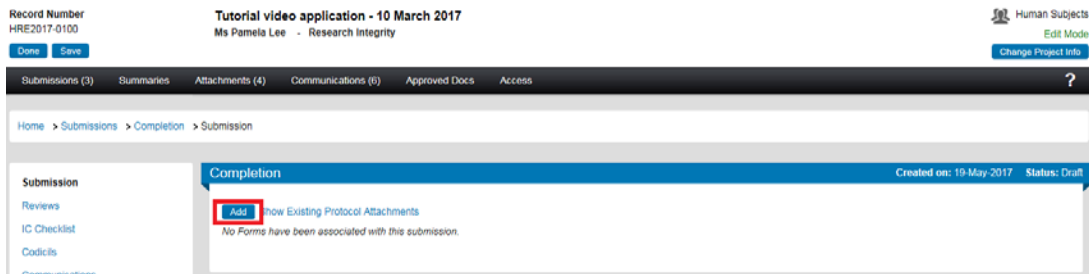


After you click on the 'Add' button, the system will now take you to the newly—created Completion submission window.

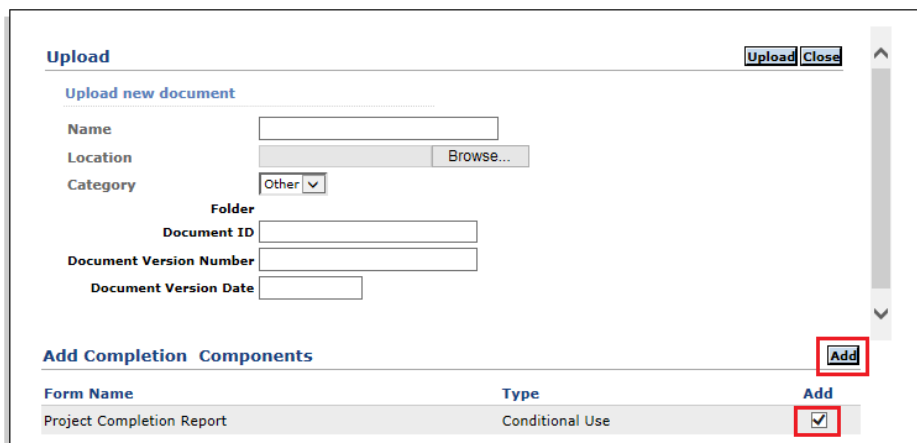


#### 4. Add a blank form to the submission

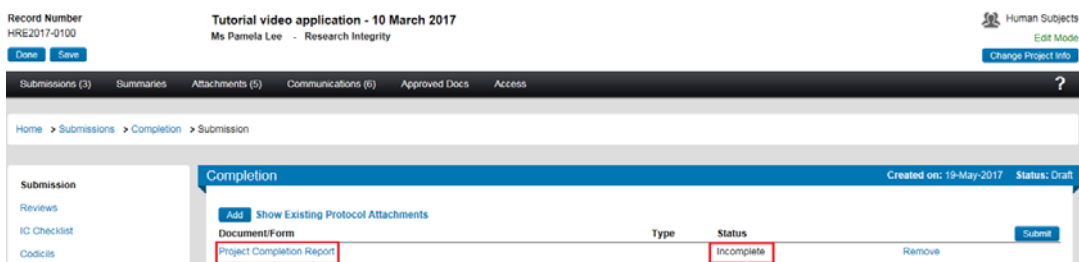
Click on the 'Add' button to open the upload window:



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



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





## 5. Complete the form

Click on the 'Project Completion Report' link to open the form. Fill out the form. **Please ensure you provide sufficient information about the completion of project to date.** Click 'Save' to save your answers. Once you have answered all the questions, click 'Complete' and close the form:

Project Completion Report Close Print Form History Save Complete

Updated By: Pamela Lee @ 19-May-2017 04:10:41 PM

Project Completion Details **PROJECT COMPLETION DETAILS**

All Pages

Complete this form if your project has stopped. Your project may be stopped as it may be:

- Completed
- Discontinued
- Withdrawn
- Never started

Projects are considered completed if you are no longer collecting data from participants. Projects using secondary data only are considered completed when you have finished all the data analysis.  
Projects are archived once they are completed and can only be reopened under exceptional circumstances.

The form status will now change to 'Completed':

Completion Created on: 19-May-2017 Status: Draft

[Add](#) [Show Existing Protocol Attachments](#)

Document/Form	Type	Status		<a href="#">Submit</a>
Project Completion Report		Completed	PDF Remove	

## 6. Attach additional documents (optional)

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

Completion Created on: 19-May-2017 Status: Draft

[Add](#) [Show Existing Protocol Attachments](#)

Document/Form	Type	Status		<a href="#">Submit</a>
Project Completion Report		Completed	PDF Remove	



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

**Upload** Upload Close

Upload new document

Name

Location  Browse...

Category

Folder

Document ID

Document Version Number

Document Version Date

**Add Annual Progress Report Components** Add

Form Name	Type	Add
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Click 'Upload'. To complete the upload of the documents, close the upload window.

**Upload** Upload Close

Upload new document

Name

Location  Browse...

Category

Folder

Document ID

Document Version Number

Document Version Date

**Add Annual Progress Report Components** Add

Form Name	Type	Add
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The document/s you uploaded will appear in the submission window:

**Completion** Created on: 19-May-2017 Status: Draft

Add Show Existing Protocol Attachments

Document/Form	Type	Status		
<span>Payments-in-research-V1-06OCT20151.pdf</span>	Other	Completed	<a href="#">Replace</a>	<a href="#">Remove</a>
Project Completion Report		Completed	<a href="#">PDF</a>	<a href="#">Remove</a>

Submit

## 7. Submit the report

Click the 'Submit' button:

**Completion** Created on: 19-May-2017 Status: Draft

Add Show Existing Protocol Attachments

Document/Form	Type	Status		
<span>Payments-in-research-V1-06OCT20151.pdf</span>	Other	Completed	<a href="#">Replace</a>	<a href="#">Remove</a>
Project Completion Report		Completed	<a href="#">PDF</a>	<a href="#">Remove</a>

Submit



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'.

If you are the Co-Investigator/Student, the status of the submission will change from 'Draft' to 'Submitted'. The completion report submission will have to be endorsed by the Chief Investigator and all other listed investigators before it is assigned to the Research Ethics Office for processing.

### Support Available

Faculty	Email
CBS	<a href="mailto:ORD-ethicscbs@curtin.edu.au">ORD-ethicscbs@curtin.edu.au</a>
Health Science	<a href="mailto:ORD-ethicshs@curtin.edu.au">ORD-ethicshs@curtin.edu.au</a>
Humanities	<a href="mailto:ORD-ethicshum@curtin.edu.au">ORD-ethicshum@curtin.edu.au</a>
Science & Engineering	<a href="mailto:ORD-ethicssae@curtin.edu.au">ORD-ethicssae@curtin.edu.au</a>
Non Faculty	<a href="mailto:ORD-ethicssae@curtin.edu.au">ORD-ethicssae@curtin.edu.au</a>
Non-low risk & reciprocals	<a href="mailto:hrec@curtin.edu.au">hrec@curtin.edu.au</a>
Technical Support	<a href="mailto:infoed@curtin.edu.au">infoed@curtin.edu.au</a>