



Create a new Human Research Ethics Application in InfoEd

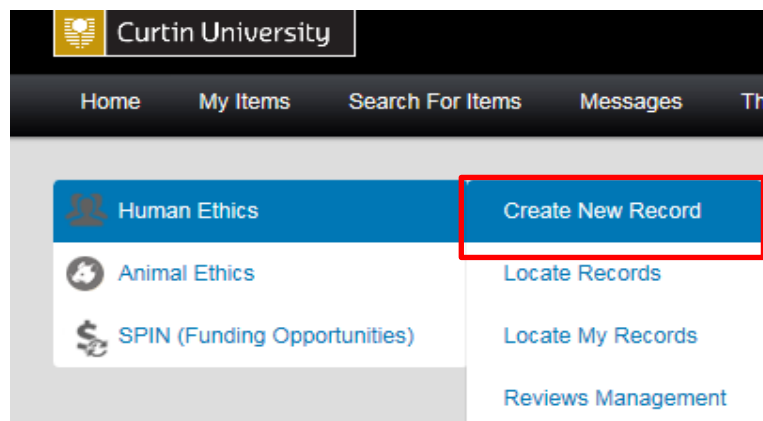
IMPORTANT!

- A Co-Investigator or Student can create, complete and submit new human research ethics applications in InfoEd on behalf of the Chief Investigator (CI). The Research Ethics Office will not receive the application until after the Chief Investigator and all Co-Investigators or Students have reviewed and signed off on the ethics application in InfoEd.
- A Student who is also a Curtin University staff member must be listed as a student investigator if they are applying for ethics approval for their (student) project. They must select their student personnel profile when adding themselves as an investigator in the ethics application form in InfoEd. The student's supervisor must be added and selected as the Chief Investigator of the ethics application.

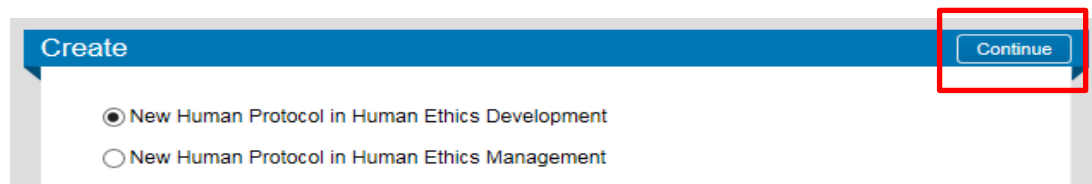
1. Create a new record

Log in to InfoEd => <https://infoed.curtin.edu.au>

In the Home page, hover your cursor over 'Human Ethics' and click on 'Create New Record'.



A separate window will appear on your screen with the following message "New Human Protocol in Human Ethics Development". Click 'Continue'.





A "Protocol Creation" window will appear on your screen. Type or copy/paste your project title in the text box, and click 'Continue'.

A screenshot of the "Protocol Creation" window. It has a blue header with the text "Protocol Creation". Below the header is a text input field labeled "Title" containing the text "User Guide Update - Project Title". At the bottom of the window are three buttons: "Cancel", "Spell Check", and "Continue". The "Continue" button is highlighted with a red rectangular box.

A "Select CI" window will appear on your screen. **Please note that the Chief Investigator (CI) must be a Curtin University staff member!** Click 'Continue' if you are the Chief Investigator (CI).

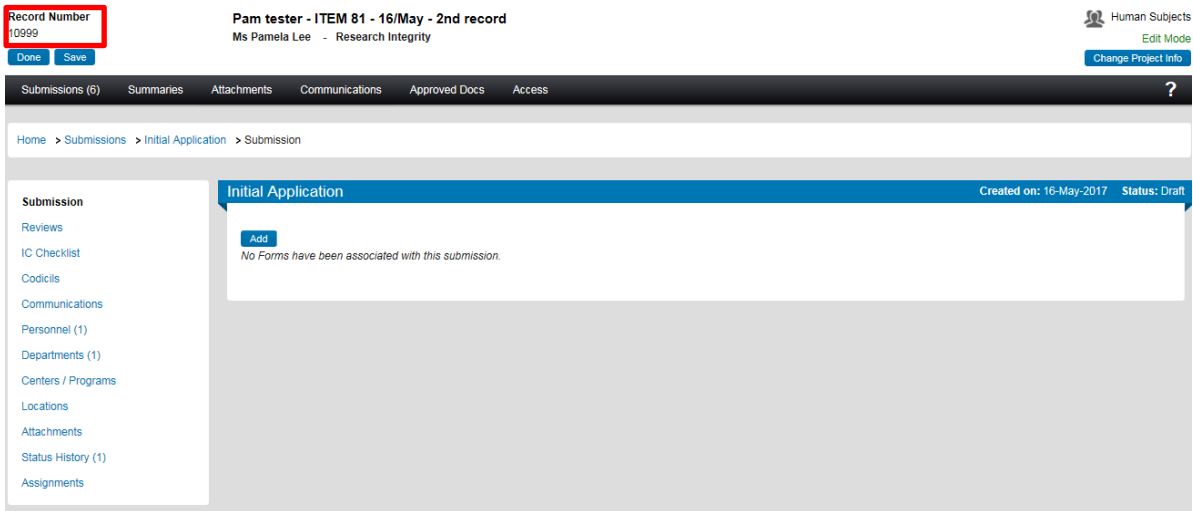
A screenshot of the "Select CI" window. It has a blue header with the text "Select CI". On the right side of the header are two buttons: "Continue" and "Close". Below the header is a text input field labeled "Member" containing the text "Lee, Pamela - Research Integrity". The "Continue" button is highlighted with a red rectangular box.

Otherwise, delete your name and start typing in the last name of the Chief Investigator (CI). A list should appear once you start typing, hence select the correct CI name and then click 'Continue'.

A screenshot of the "Select CI" window. It has a blue header with the text "Select CI". On the right side of the header are two buttons: "Continue" and "Close". Below the header is a text input field labeled "Member" containing the text "moran,". A dropdown list of search results is displayed below the input field. The list contains several entries, with the last entry, "Moran, Chris - 269021J - Office of Research and Development", highlighted in green. The "Continue" button is highlighted with a red rectangular box.

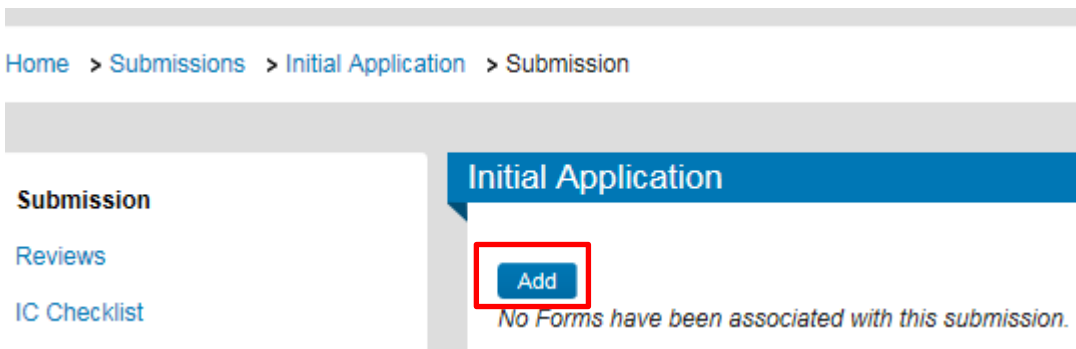


You should now be in the 'Initial Application' window. Your record number is on the top left-hand side of the "Initial Application" window



2. Add a blank human ethics application form to the submission

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



In the upload window, tick the box against the 'Human Research Ethics Application' form name and click 'Add' above the tick box:

Add Initial Application Components			Add
Form Name	Type		Add
Human Research Ethics Application	Conditional Use	<input checked="" type="checkbox"/>	
Reciprocal Application	Conditional Use	<input type="checkbox"/>	



The upload window will disappear and you will be taken back to the Initial Application submission window. A blank human ethics application form has been added to the Initial Application window. The status of this blank form will display as 'Incomplete' until you answer all the questions in the form.

Initial Application		
Document/Form	Type	Status
Add Human Research Ethics Application		Incomplete

3. Fill in the ethics application form

To start filling in your ethics form, click on the 'Human Research Ethics Application' link in the "Initial Application" screen.

Click 'Save' to save your answers. Once you have answered all the questions, tick the 'Complete' box and close the form.

The screenshot shows the top of the application form. It includes the Curtin University logo and name. The title of the form is "Human Research Ethics Application". There are buttons for "Close", "Print", "Form History", "Save", and "Complete" with a checkbox. The "Save" and "Complete" buttons are highlighted with red boxes. Below the title, there is a navigation menu with three items: "1. Introduction", "2. Investigators", and "3. General Information". The "1. INTRODUCTION" section is currently selected and expanded, showing a brief instruction: "Use this form to apply for an ethical review of human research projects conducted by Curtin University staff or students. On submission your application will be triaged as either low-risk or non-low-risk."

Important! InfoEd will not allow you to progress successfully to 'Complete' status if you have not answered all the mandatory questions on the ethics form in InfoEd.

After successful completion of the form, click 'Close' to close the window.



4. Add investigators to your application form

Click on 'Investigators' on the left side of the form window.

In the 'Investigators' page, click on the '+' icon to add your co-investigator to the application.

 A screenshot of the '2. INVESTIGATORS' section of an application form. On the left is a navigation menu with items 1 through 9, where '2. Investigators' is highlighted with a red box. The main content area shows an 'Investigator' entry for 'Lee, Pamela'. A red circle highlights a '+' icon next to the 'Investigator' label. Below the name are fields for 'Chief Investigator' (checked), 'Start Date' (17-May-2017), 'End Date', and 'Role'. A red asterisk indicates a required field: '* Explain how the researcher has sufficient skills and experience to conduct the proposed research (NS 3.3.5)'. Below this is a large empty text box.

If you have more than one co-investigator, you will have to repeat this action for each co-investigator you need to add.

Once you have clicked on the '+' icon, a separate window titled "Personnel" will appear on your screen.

 A screenshot of a 'Personnel' search window. At the top is a 'Close' button. Below is a row of alphabet links from A to Z. A search bar contains 'Aamir, Sohaib' with 'Curtin University' and '17673884' in dropdown menus, and a 'Select' button. Below the search bar is a 'Search for a particular entry' text box (highlighted with a red box) and a 'Filter by Position' dropdown menu. At the bottom, a note states: '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, Evyn	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	18367573

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

Personnel - Internet Explorer

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

Johnson, Heather Research Integrity 263057E Select

Search for a particular entry Filter by Position

Johnson, Heather

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

Press ‘Select’. The separate ‘Personnel’ window will disappear, and the name of your selected co-investigator will appear in the ‘Investigators’ section.

Repeat the same steps as above in this section for each Co-Investigator to be added to your human research ethics application.



https://infoed.curtin.edu.au/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=1770F79E - Internet Explorer

Human Research Ethics Application

Close Print Form History Save Complete

Updated By: Pamela Lee @ 17-May-2017 02:21:42 PM

- 1. Introduction
- 2. Investigators
- 3. General Information
- 4. Risk and Mitigation
- 5. Participant Recruitment and Consent
- 6. Research Methods
- 7. Clinical Trials
- 8. Pregnant Women and Human Fetus
- 9. Aboriginal and Torres Strait Islanders
- 10. Specific Participant Groups
- 11. Conflicts of Interest
- 12. Documents to upload
- All Pages

2. INVESTIGATORS

Investigator (Add Investigator)

Name
Lee, Pamela

Chief Investigator Start Date (DD-MM-YY) 17-May-2017 End Date (DD-MM-YY) Role

* Explain how the researcher has sufficient skills and experience to conduct the proposed research (NS 3.3.5).

Name
Johnson, Heather

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

* Explain how the researcher has sufficient skills and experience to conduct the proposed research (NS 3.3.5).

https://infoed.curtin.edu.au/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=1770F79E-EF85-49DB-BE18-9FA4D253676B&recordid=9900697&system=HS 100%

If you are a Co-Investigator who is creating a new human research ethics application on behalf of the Chief Investigator, you must check the 'Chief Investigator' box under the name of the Chief Investigator.

5. Attach supporting documents to your submission

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

Initial Application

Add	Document/Form	Type
	Human Research Ethics Application	



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

 A screenshot of a web browser window titled 'Add Components - Internet Explorer'. The main content area is titled 'Upload' and contains a form for uploading a new document. The form fields include:

- Name:** An empty text input field.
- Location:** A greyed-out text input field with a 'Browse...' button next to it, which is highlighted with a red box.
- Category:** A dropdown menu currently set to 'Other'.
- Folder:** A label above the 'Document ID' field.
- Document ID:** An empty text input field.
- Document Version Number:** An empty text input field.
- Document Version Date:** An empty text input field.

 Below the form is a section titled 'Add Initial Application Components' with an 'Add' button. At the bottom, there is a table:

Form Name	Type	Add
Reciprocal Application	Conditional Use	<input type="checkbox"/>

 In the top right corner of the 'Upload' section, there are 'Upload' and 'Close' buttons.

Select a category from the 'Category' drop-down menu, and click 'Upload'.

 A second screenshot of the same 'Upload' form in Internet Explorer. The 'Category' dropdown menu is now open, showing a list of options:

- Other
- Participant Information statement and consent form/s (highlighted in blue)
- Parent Information statement and consent form/s
- Child Information statement and assent form/s
- Questionnaires/survey instrument
- Peer review documents
- Protocol/research proposal
- Recruitment materials
- Investigator brochure or Product Information
- Research Data Management Plan
- Research Integrity training certificate

 The 'Upload' button in the top right corner is now highlighted with a red box. The 'Name' field contains the text 'CF-template_V2_03MAR2016.doc:', and the 'Location' field shows a file path: 'C:\Users\256980k\Desktop\Browse...'.



To complete the upload of the documents, close the upload window.

 A screenshot of a web browser window titled "Add Components - Internet Explorer". The main content area has a red message: "Please click 'Close' to complete the upload of your documents." Below this is an "Upload" section with a sub-header and two buttons: "Upload" and "Close" (the "Close" button is highlighted with a red box). The form asks "Would you like to upload a new" with radio buttons for "document" (selected) and "version of an existing document". Under "Upload new document", there are input fields for Name, Location (with a "Browse..." button), Category (a dropdown menu showing "Other"), Folder, Document ID, Document Version Number, and Document Version Date. Below the form is an "Add Initial Application Components" section with an "Add" button. At the bottom, there is a table with columns for Form Name, Type, and Add.

Form Name	Type	Add
Reciprocal Application	Conditional Use	<input type="checkbox"/>

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

 A screenshot of a submission window titled "Initial Application". It features a blue header bar with the title. Below the header is a table with columns for "Document/Form" and "Type". The "Document/Form" column has an "Add" button next to each entry.

Document/Form	Type
CF-template_V2_03MAR2016.docx	Participant Information statement and consent form/s
Human Research Ethics Application	



6. Submit your human ethics application

When you are ready to submit your ethics application, click the 'Submit' button in the "Initial Application" window.

Initial Application Created on: 17-May-2017 Status: Draft

Add	Document/Form	Type	Status		
	CF-template_V2_03MAR2016.docx	Participant Information statement and consent form/s	Completed	Replace	Remove
	Human Research Ethics Application		Completed	PDF	Remove

Submit

Created on: 17-May-2017 Status: Draft

Status

Completed	Replace	Remove	Submit
Completed	PDF	Remove	

If a Chief Investigator submits the ethics application:

A new window will appear, displaying the investigator declaration. Select 'Accepted', and then press 'Continue' to proceed with the submission.

Protocol - Internet Explorer

Certification Close

I declare that:

- The information provided in this application is truthful and as complete as possible.
- I undertake to conduct research in accordance with the approved protocol, the most recent National Statement on Ethical Conduct in Human Research, relevant legislation and the policies and procedures of Curtin University;
- Where I am the Project Supervisor for research described to be conducted by a student of Curtin University, I declare that I have provided guidance to the student in the design, methodology and consideration of ethical issues of the proposed research; that the student has received the relevant research and ethics training for this project; and, that I will monitor the project during data collection.
- I make this application on the basis that the information it contains is confidential and will be used by Curtin University for the purposes of ethical review and monitoring of the research project described herein, and to satisfy reporting requirements to regulatory bodies. The information will not be used for any other purpose without my prior consent.

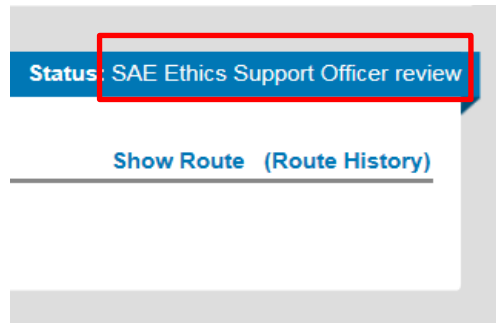
Accepted Declined

Continue

125%

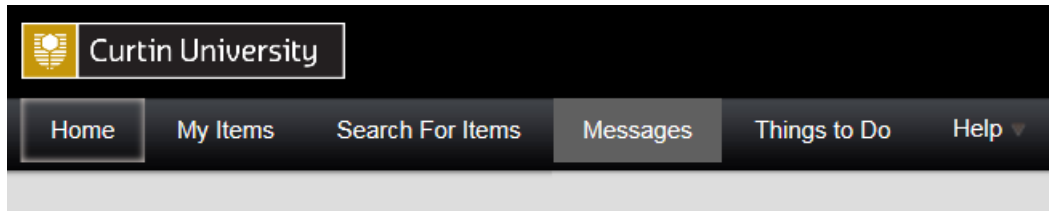


If the application has been successfully submitted, the status of your application should change from “Draft” to “Faculty Ethics Support Officer review” in the “Initial Application” window.



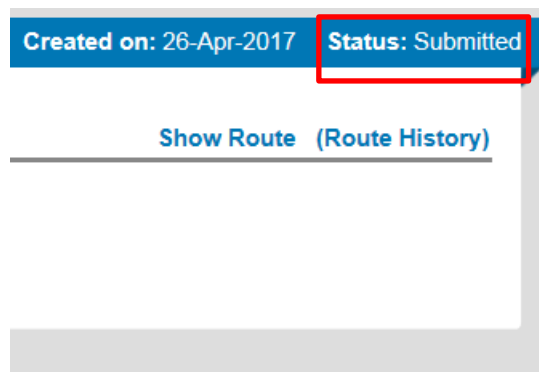
Once all listed investigators have signed off on the application, you will receive an automated email from InfoEd in your Outlook inbox, notifying you that the application has been submitted.

The same message will also appear in the ‘Messages’ page on your InfoEd ‘Home’ screen.



If a Co-Investigator/Student submits the ethics application:

If the application has been successfully submitted, the status of your application should change from “Draft” to “Submitted” in the “Initial Application” window.





The application will now be assigned to the Chief Investigator for their electronic sign-off.

When the Chief Investigator has signed off on the application, all listed Co-Investigators/Students will receive an automated notification email, requesting for them to provide electronic sign-off for the application.

When all listed investigators in the human ethics application have completed their sign-off, the application will be assigned to the Research Ethics Office for processing.

IMPORTANT!

- Your human ethics application will not proceed in InfoEd until all listed investigators have signed off on it.
- If you need to make changes to your ethics application after you have submitted it, please contact the Ethics Officer or Ethics Support Officer for your faculty at first instance for assistance. Please DO NOT create and submit another ethics application or submission to do so, e.g. please do not submit additional supporting documents as an Amendment Request!

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