



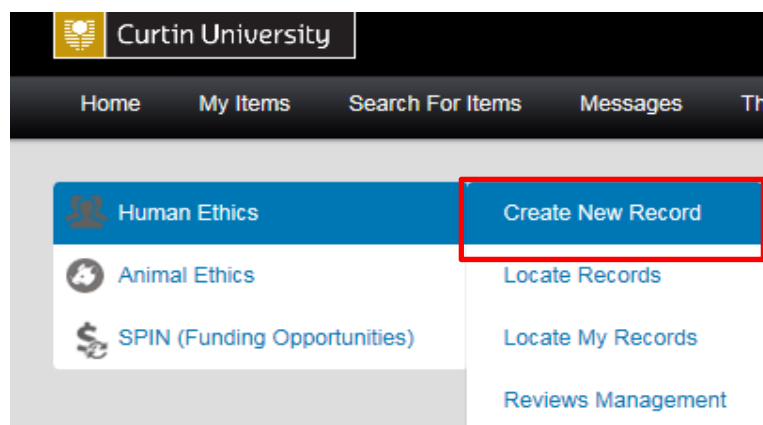
Create a new Human Research Ethics Reciprocal Application in InfoEd

Important! A Co-Investigator or Student can create, complete and submit new human research reciprocal 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 endorsed the application in InfoEd.

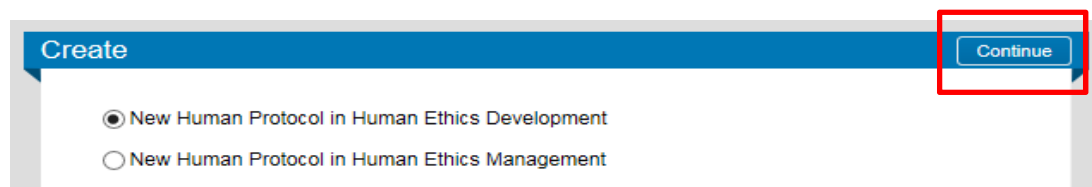
1. Create a new record

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 a '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).

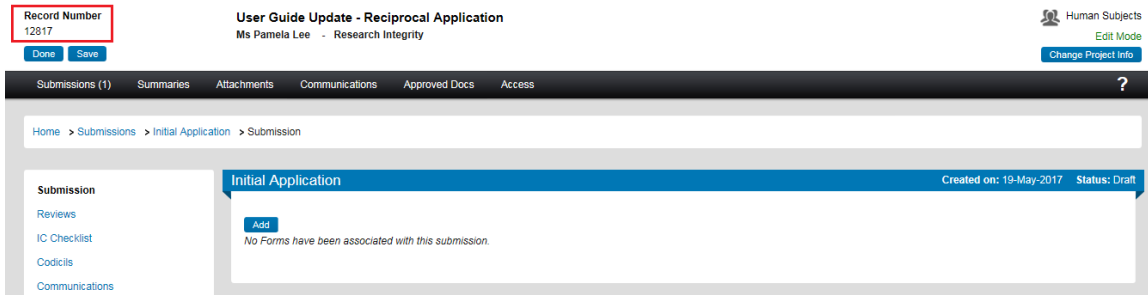
A screenshot of a 'Select CI' window. It has a blue header with the text 'Select CI'. Below the header are two buttons: 'Continue' and 'Close'. The 'Continue' button is highlighted with a red rectangular box. Below the header is a text input field labeled 'Member' containing the text 'Lee, Pamela - Research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

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 a 'Select CI' window. It has a blue header with the text 'Select CI'. Below the header are two buttons: 'Continue' and 'Close'. The 'Continue' button is highlighted with a red rectangular box. Below the header is a text input field labeled 'Member' containing the text 'moran, |'. Below the input field is a list of search results for 'moran, |'. The list items are: 'Moran, Adam - 17608048 - Curtin University', 'Moran, Angela - 09640175 - Curtin University', 'Moran, Georgina - 17094757 - Curtin University', 'Moran, Niamh - 269427J - Health Sciences Research and Graduate Studies', 'Moran, Claire - 278443B - Office of Humanities International and Marketing', and 'Moran, Chris - 269021J - Office of Research and Development'. The last item, 'Moran, Chris - 269021J - Office of Research and Development', is highlighted with a red rectangular box.

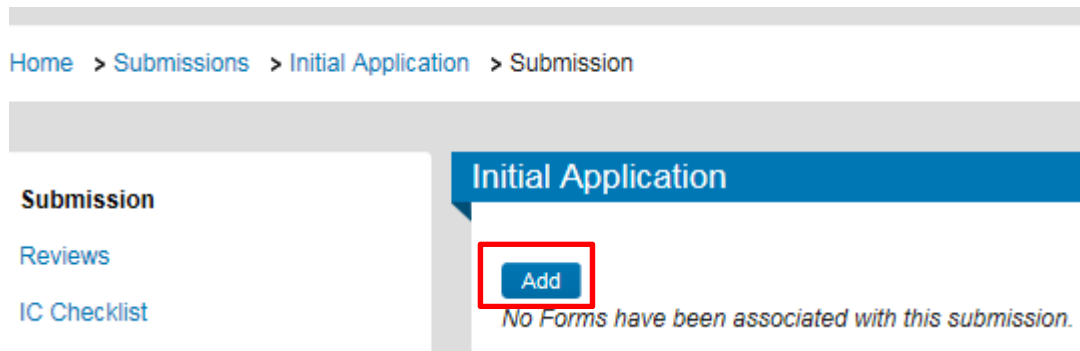


You should now be in the 'Initial Application' window. Your record number is on the top left-hand side of the "Initial Application" window



2. Add a blank reciprocal application form to the submission

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



In the upload window, tick the box against the 'Reciprocal 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 type="checkbox"/>	
Reciprocal Application	Conditional Use	<input checked="" type="checkbox"/>	

The upload window will disappear and you will be taken back to the Initial Application submission window. A blank human reciprocal 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	Reciprocal Application		Incomplete

3. Fill in the reciprocal application form

To start filling in your reciprocal ethics form, click on the 'Reciprocal Application' link in the "Initial Application" screen.

Initial Application			
	Document/Form	Type	Status
Add	Reciprocal Application		Incomplete

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

Curtin University

Recognition of Another Ethics Approval

Close Print Form History Save Complete

Updated By: Pamela Lee @ 19-May-2017 10:57:53 AM

- 1. Introduction
- 2. General Information
- 4. Investigator
- All Pages

1. INTRODUCTION

Use this form to request Curtin University Human Research Ethics Committee (HREC) to recognise ethics approval from a non-Curtin University Ethics Committee. Curtin University reserves the right to decline to recognise another committee's approval and instead ask to review the project as a new Curtin University project. Researchers should obtain ethics approval from the institution where participants are being recruited from. If the Curtin HREC accepts the ethics review process of the institution, the approval will be reciprocated by the Curtin HREC. Ethics approvals from



Important! InfoEd will not allow you to progress successfully to ‘Complete’ status if you have not answered all the mandatory questions on the reciprocal ethics application 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 reciprocal application.

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.

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, Elyn	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	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 reciprocal ethics application.



Recognition of Another Ethics Approval

Close Print Form History **Save** Complete

Updated By: Pamela Lee @ 19-May-2017 10:57:53 AM

1. Introduction

2. General Information

4. Investigator

All Pages

4. INVESTIGATOR

Investigators [+ \(Add Investigators\)](#)

Investigator

Name
Lee, Pamela

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](#)).

Investigator

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](#)).

Press 'Save' after you have updated the role and skills/experience of each investigator. You do not have to specify the End Date.

If you are a Co-Investigator who is creating a new human reciprocal 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

Reciprocal 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"/>

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

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

- Other
- Participant Information statement and consent form/s
- 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 at the top right of the form 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 instruction: 'Please click 'Close' to complete the upload of your documents.' Below this is an 'Upload' section with two radio buttons: 'document' (selected) and 'version of an existing document'. Under 'Upload new document', there are input fields for Name, Location (with a 'Browse...' button), Category (set to 'Other'), Folder, Document ID, Document Version Number, and Document Version Date. At the bottom of the form is an 'Add Initial Application Components' section with an 'Add' button. Below this is a table:

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

 The 'Close' button in the top right of the form is highlighted with a red box.

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

 A screenshot of a submission window titled 'Initial Application'. It features an 'Add' button and a table listing uploaded documents:

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

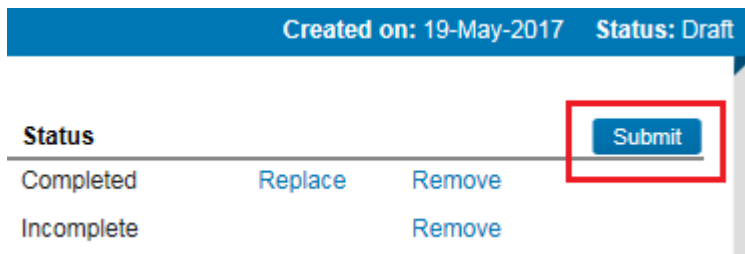
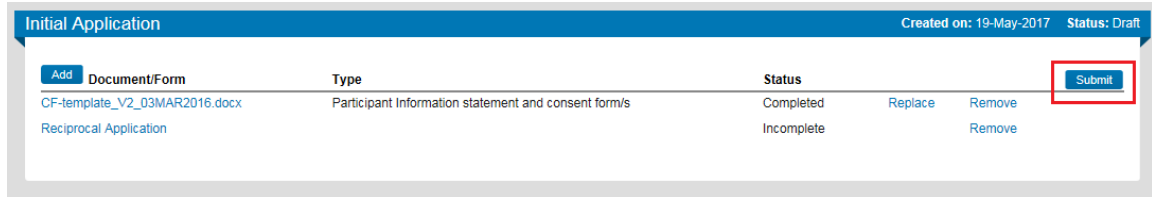
 The document name 'CF-template_V2_03MAR2016.docx' is highlighted with a red box.

Please ensure that you attach all your supporting documents (Ethics approval letter, application form, annual reports, amendments, adverse events from the Lead HREC) before submitting your application!



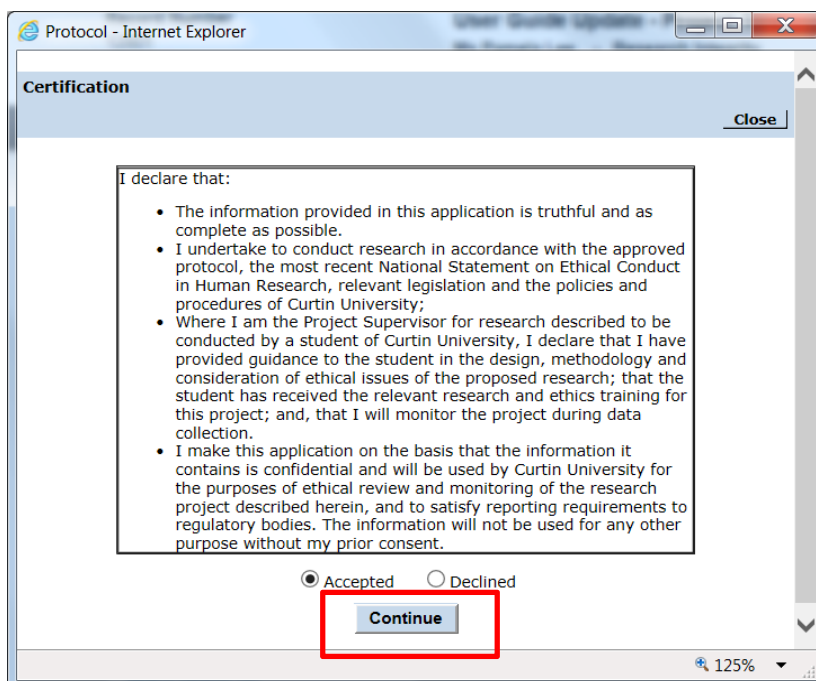
6. Submit your reciprocal ethics application

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



If a Chief Investigator submits the reciprocal ethics application:

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



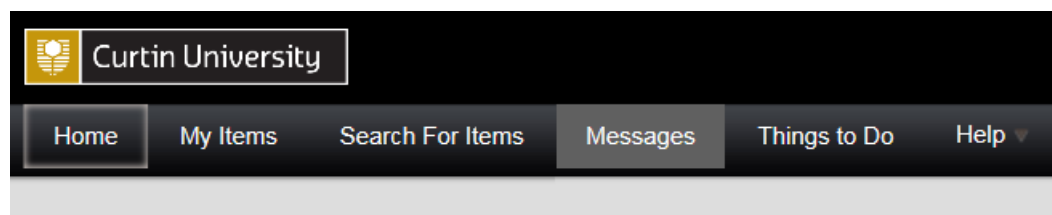


If the reciprocal ethics application has been successfully submitted, the status of your application should change from “Draft” to “Ethics Officer review” in the “Initial Application” window.



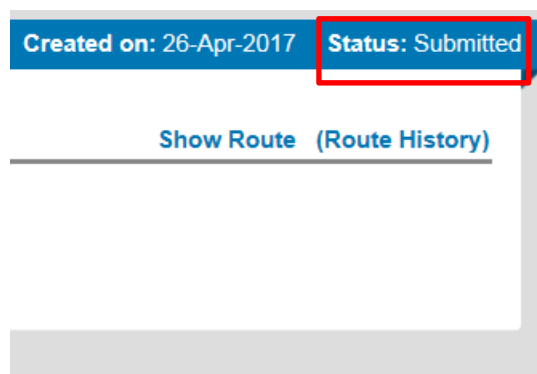
Once all listed investigators have signed off on the reciprocal ethics application, you will receive an automated email from InfoEd in your Outlook inbox, notifying you that the application has been submitted.

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



If a Co-Investigator submits the ethics application:

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



The reciprocal ethics application will now be assigned to the Chief Investigator for their endorsement.



When the Chief Investigator has endorsed the reciprocal ethics application, all listed Co-Investigators will each receive an automated notification email, requesting for them to endorse the application.

When all listed investigators in the reciprocal ethics application have provided their endorsement, the application will be assigned to the Research Ethics Office for processing.

Important: Your human research reciprocal ethics application will not proceed in InfoEd until all listed investigators have endorsed (signed off on) the application.

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