



## How to Respond to a Review Outcome in InfoEd

When your human ethics application has been reviewed by the Ethics Reviewer, Advisory Committee or the Human Research Ethics Committee, and requires major or minor amendment/s to be made to the application, the Chief Investigator (CI) will receive an email notification in their Outlook Inbox. A copy of the review outcome letter will be attached to the automated email.

### 1. Find out the details of the requested amendments from the Chief Investigator

***This step applies only to Co-Investigator or Student who are responding on behalf of the Chief Investigator.***

Contact the Chief Investigator (CI) to obtain details of the minor/major amendments required for the ethics application.

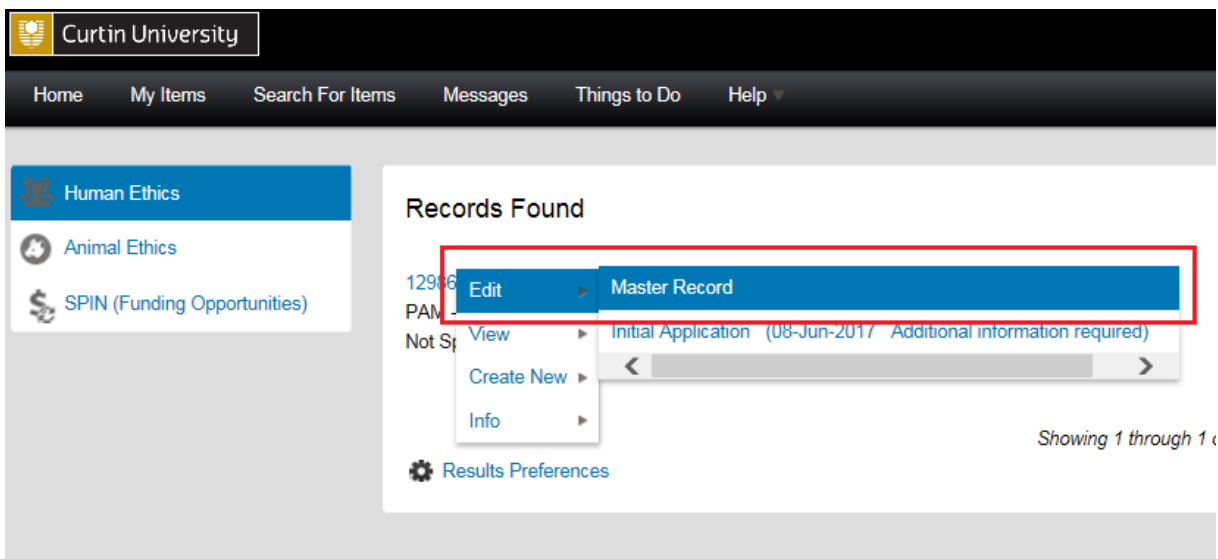
### 2. Locate the project in InfoEd

Log in to [InfoEd](#). Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.



### 3. Go into the project record

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



The record will open in a new window.



#### 4. Create the response submission

Click on the 'Submissions' tab:

Record Number 12986      PAM - User Guide screen grabs - 8 June 2017  
 Ms Pamela Lee - Research Integrity

Human Subjects      Edit Mode      Change Project Info

Done Save

Submissions (1)   Summaries   Attachments (2)   Communications (3)   Approved Docs   Access

Home > Summaries > Summary

Summary      Created in Development

Departments (1)

Record Number 12986      Change      Get Management #

Click on the 'Respond to Change Requests' link:

Record Number 13004      PAM - User Guide screen grabs - 14 June 2017  
 Ms Pamela Lee - Research Integrity

Human Subjects      Edit Mode      Change Project Info

Done Save

Submissions (1)   Summaries   Attachments (2)   Communications (2)   Approved Docs   Access

Home > Submissions

Submissions      Add

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access Log
Initial Application	13004-01	14-Jun-2017	14-Jun-2017	N/A	Minor amendment	N/A	N/A	N/A	Log Delete

Respond to Change Requests

Select the submission by clicking on the drop-down arrow:

Select Submission      Save      Close

Submission

Select Submission      Save      Close

Submission Response to the Advisory Committee  
Response to the HREC or low risk review

**Click on one of the two response types, and then click 'Save'.**



You will now see the response window, and the list of documents which were part of the initial application submission:

Response to the HREC or low risk review				Created on: 14-Jun-2017	Status: Draft
<a href="#">Add</a> <a href="#">Show Existing Protocol Attachments</a>					
Document/Form	Type	Status			<a href="#">Submit</a>
Human Research Ethics Application		Completed	<a href="#">PDF</a>	<a href="#">Remove</a>	
Sample DMP.pdf	Research Data Management Plan	Completed	<a href="#">Replace</a>	<a href="#">Remove</a>	

### 5. Amend the submission documents

To edit the ethics application form/report, click on the document name to open it.

Response to the HREC or low risk review				Created on: 14-Jun-2017	Status: Draft
<a href="#">Add</a> <a href="#">Show Existing Protocol Attachments</a>					
Document/Form	Type	Status			<a href="#">Submit</a>
<a href="#">Human Research Ethics Application</a>		Completed	<a href="#">PDF</a>	<a href="#">Remove</a>	
Sample DMP.pdf	Research Data Management Plan	Completed	<a href="#">Replace</a>	<a href="#">Remove</a>	

The form/report will open in a new window. Untick the 'Complete' box to unlock the form and make the necessary amendments. Click the Save button to save your changes to the form as you make them:

## Human Research Ethics Application

Close Print Form History Save Complete

Updated By: Pamela Lee @ 08-Jun-2017 03:37:07 PM

1. Introduction

2. Investigators

3. General Information

### 1. INTRODUCTION

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.

Tick the 'Complete' box again to lock the form. Close the form.

You have an option to replace and remove documents:

Response to the HREC or low risk review				Created on: 14-Jun-2017	Status: Draft
<a href="#">Add</a> <a href="#">Show Existing Protocol Attachments</a>					
Document/Form	Type	Status			<a href="#">Submit</a>
Human Research Ethics Application		Completed	<a href="#">PDF</a>	<a href="#">Remove</a>	
Sample DMP.pdf	Research Data Management Plan	Completed	<a href="#">Replace</a>	<a href="#">Remove</a>	

**Important note: DO NOT REMOVE the 'Human Research Ethics Application' form or 'Reciprocal Application' form under any circumstances!**



If you need to upload additional documents, click on the 'Add' button:

Response to the HREC or low risk review Created on: 14-Jun-2017 Status: Draft

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

Document/Form	Type	Status		
Human Research Ethics Application		Completed	PDF	Remove
Sample DMP.pdf	Research Data Management Plan	Completed	Replace	Remove

[Submit](#)

An upload window will open. Click on 'Browse' to search for the document you would like to upload (you can only upload one file at a time). Select the document from your computer or USB drive, then click 'Upload', and close the window to finalise the upload of documents.

**Upload** [Upload](#) [Close](#)

Would you like to upload a new  document  version of an existing document

**Upload new document**

Name

Location  [Browse...](#)

Category

Folder

Document ID

Document Version Number

Document Version Date

## 6. Send the response submission back to the Ethics Office

When you are ready to submit your response, click the 'Submit' button:

Response to the HREC or low risk review Created on: 14-Jun-2017 Status: Draft

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

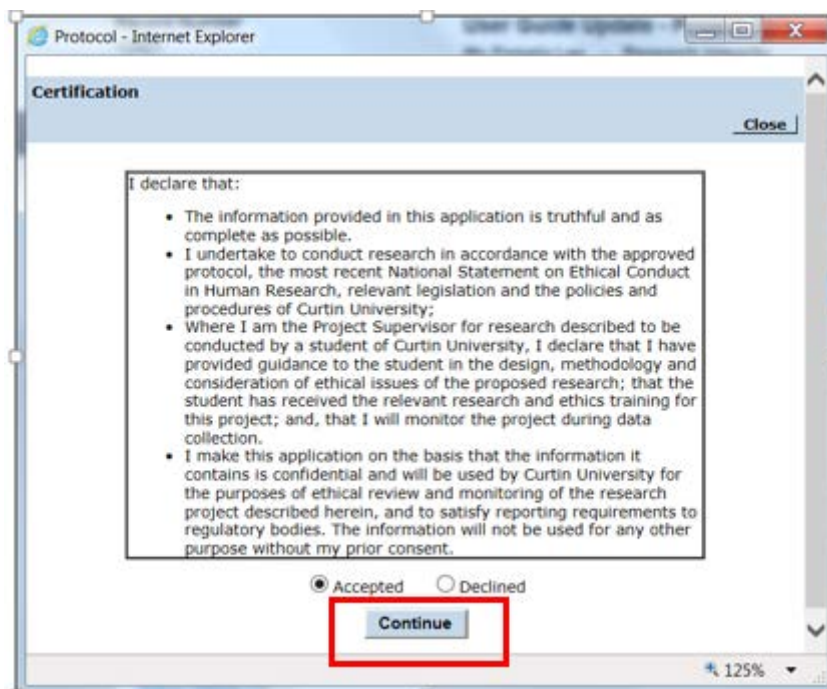
Document/Form	Type	Status		
Human Research Ethics Application		Completed	PDF	Remove
Sample DMP.pdf	Research Data Management Plan	Completed	Replace	Remove

[Submit](#)

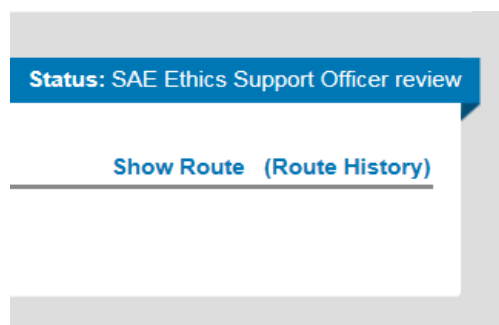


**a. If a Chief Investigator submits the response:**

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



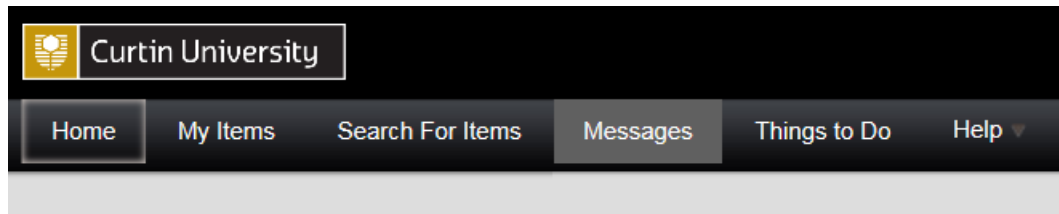
If the application has been successfully submitted, the status of your application should change from "Draft" to "Faculty Ethics Support Officer review" or "Ethics Officer review" in the "Initial Application" window:



You will receive an automated email from InfoEd in your Outlook inbox, notifying you that the application has been submitted.

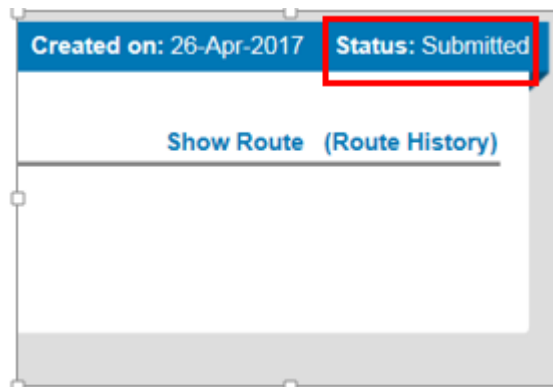


The same message will also appear in the 'Messages' page on your InfoEd 'Home' screen.



**b. If a Co-Investigator/Student submits the response:**

If the response has been successfully submitted, the status of your submission should change from "Draft" to "Submitted" in the response 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, the response submission will be assigned to the Research Ethics Office for processing.

**Important: Your response submission will not proceed in InfoEd until the Chief Investigator has signed off on it!**



## 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>