



How to Respond to Additional Information Required in InfoEd – CI

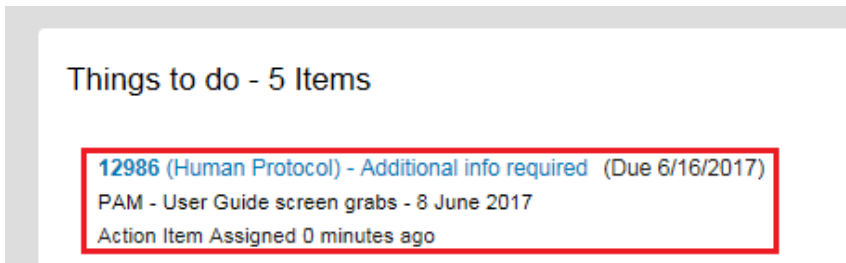
A) Go into 'Things to Do' tab

1. Log in to InfoEd. Click on 'Things to Do' tab

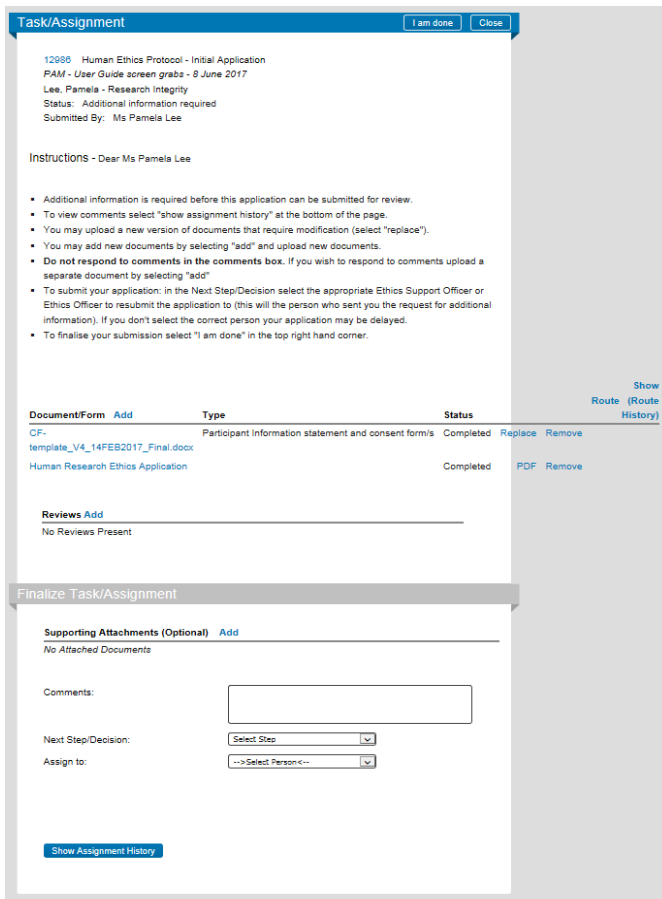


B) Locate the task

2. The task will be in the following format: "XXXXX (Human Protocol) - Additional info required"



3. Click on the link to open the Task/Assignment window, which will look like this:





C) View the comments from the Ethics Office

- Click on the 'Show Assignment History' button [Show Assignment History](#) at the bottom of the window to reveal the comments from the Ethics Officer/Ethics Support Officer:

[Hide Assignment History](#)

History [View History](#)

Assigned/Completed	Duration	Action	Who	Comments	Attachments
09-Jun-2017 10:45:43 AM	Current	Additional info required	Pamela Lee		
08-Jun-2017 3:41:51 PM/09-Jun-2017 10:45:43 AM	19 hours	ESO review	Pamela Lee	Please provide data management plan, participant information form, recruitment materials, survey instrument, and SOL Research Integrity certificate/screen print.	
08-Jun-2017 3:40:41	0 minute		Pamela		

D) Amend the submission documents

- To edit the ethics application form/report, click on the link:

Task/Assignment [I am done](#) [Close](#)

12986 Human Ethics Protocol - Initial Application
 PAM - User Guide screen grabs - 8 June 2017
 Lee, Pamela - Research Integrity
 Status: Additional information required
 Submitted By: Ms Pamela Lee

Instructions - Dear Ms Pamela Lee

- Additional information is required before this application can be submitted for review.
- To view comments select "show assignment history" at the bottom of the page.
- You may upload a new version of documents that require modification (select "replace").
- You may add new documents by selecting "add" and upload new documents.
- Do not respond to comments in the comments box.** If you wish to respond to comments upload a separate document by selecting "add"
- To submit your application: in the Next Step/Decision select the appropriate Ethics Support Officer or Ethics Officer to resubmit the application to (this will be the person who sent you the request for additional information). If you don't select the correct person your application may be delayed.
- To finalise your submission select "I am done" in the top right hand corner.

Document/Form	Add	Type	Status		
CF-template_V4_14FEB2017_Final.docx		Participant Information statement and consent form/s	Completed	Replace	Remove
Human Research Ethics Application			Completed	PDF	Remove

[Show Route \(Route History\)](#)



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

Document/Form Add	Type	Status	Show Route (Route History)
CF-template_V4_14FEB2017_Final.docx	Participant Information statement and consent form/s	Completed Replace Remove	
Human Research Ethics Application		Completed PDF Remove	

- 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

- Important note: DO NOT add documents UNDER the 'Finalize Task/Assignment' banner. This is for office use only:**

Finalize Task/Assignment

Supporting Attachments (Optional) Add DO NOT USE

No Attached Documents

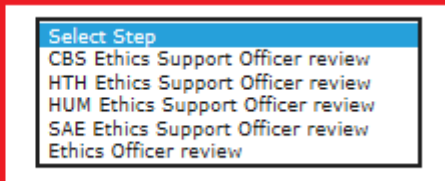


E) Send the submission back to the Ethics Office


11. In the 'Task/Assignment' window, click on the drop-down menu next to 'Next Step/Decision':


Next Step/Decision: 

12. Select the applicable Faculty Ethics Support Officer, or Ethics Officer to receive your submission.


Next Step/Decision: 

Assign to:

Next Step/Decision: 

Assign to: 

13. Next, click on the drop-down menu next to 'Assign to', and select the name of the Faculty Ethics Support Officer/Ethics Officer.

Next Step/Decision: 

Assign to: 

Assign to: 



14. Then scroll up to the top of the 'Task/Assignment' window, and click the 'I am done' button.

Task/Assignment
I am done
Close

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Human Research Ethics Application			Completed	PDF Remove



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