



How to Respond to Additional Information Required in InfoEd – Co-Investigator or Student

If an ethics submission requires further information/changes prior to a review by the Human Ethics Committee (HREC), HREC Chair or Faculty/Office reviewer, the Chief Investigator will receive a request for additional information from the Ethics Office. If you are a co-investigator/student on the project, follow the steps below to respond to the request for additional information.

A) Find out the details of the requested amendments from the Chief Investigator

1. Contact the Chief Investigator (CI) to find out the details of the additional information requested by the Ethics Office. The CI can follow the steps (A to C) outlined in the Respond to Request for Additional Information (Chief Investigator) instruction guide to see what amendments need to be made to the submission.

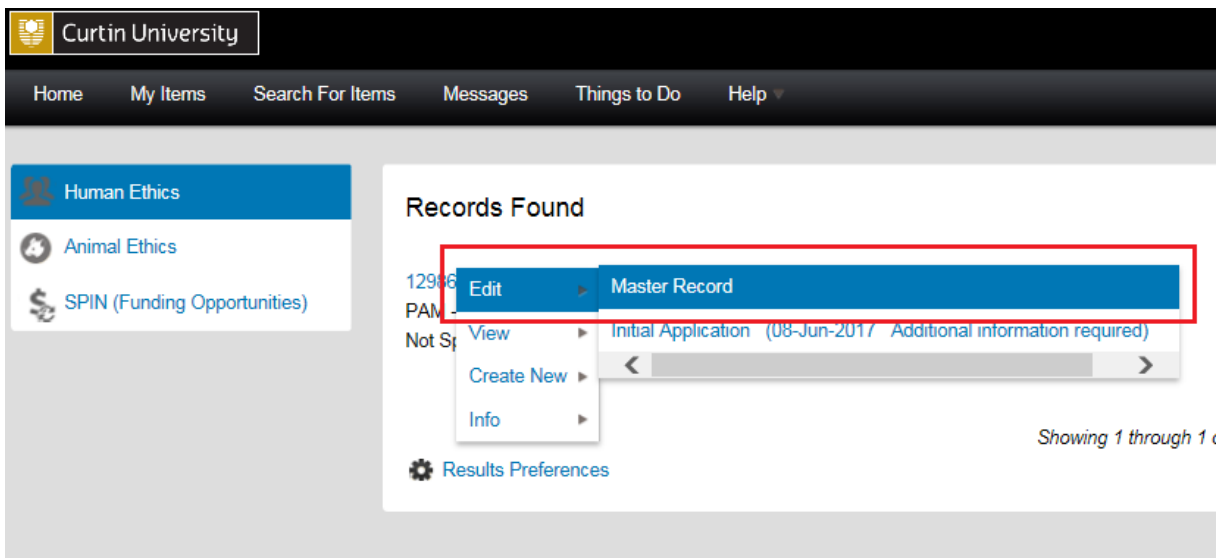
B) Locate the project in InfoEd

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



C) Go into the project record

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



4. The record will open in a new window.



D) Go into the Initial Application submission

5. 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 #

6. Click on the 'Initial Application' link:

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 > 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	12986-01	08-Jun-2017	08-Jun-2017	N/A	Additional information required	N/A	N/A	N/A	Log Delete

7. You will see the list of documents that are part of the initial application submission:

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 > Submissions > Initial Application > Submission

Submission Initial Application Created on: 08-Jun-2017 Status: Additional information required

Reviews IC Checklist Codicils Communications (3) Personnel (2)

Add Document/Form	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	

E) Amend the submission documents

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

Initial Application Created on: 08-Jun-2017 Status: Additional information required

Add Document/Form	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	



- The form/report will open in a new window. Untick the 'Complete' box to unlock the form and make the necessary amendments:

Human Research Ethics Application

Close Print Form History Save Complete

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

1. Introduction **1. INTRODUCTION**

2. Investigators 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.

3. General Information

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

- You have an option to replace and remove documents:

Initial Application Created on: 08-Jun-2017 Status: Additional information required

Add	Document/Form	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

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

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

Initial Application Created on: 08-Jun-2017 Status: Additional information required

Add	Document/Form	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

Category

Folder

Document ID

Document Version Number

Document Version Date



F) Notify the Chief Investigator

15. Notify the Chief Investigator (via email, in person, etc.) once you have amended the submission, so that he/she can send the submission back to the Ethics Office. The Chief Investigator will need to follow steps listed under sections A, B and E as outlined in the *Responding to Request for Additional Information (Chief Investigator)* instruction guide.

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