



Editing an Existing Submission in InfoEd

1. Locate the project in the InfoEd

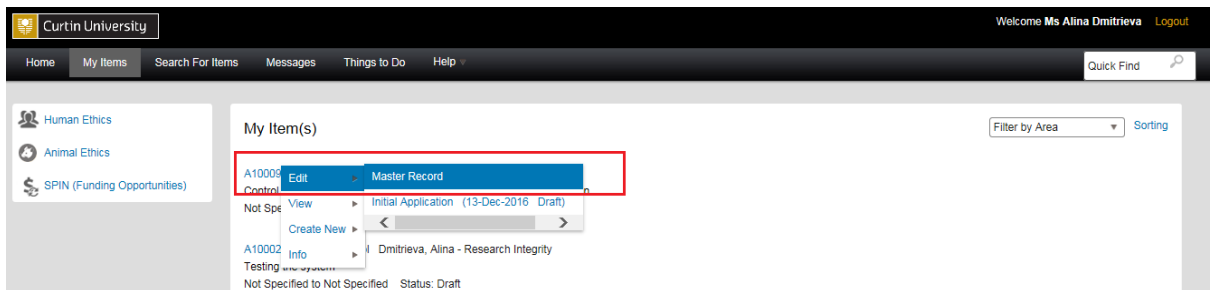
Login to [InfoEd](#).

Chief Investigator on the project: Go to 'My Items' tab and find the record.

Co-Investigator/Student on the project: Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.

2. Go into the project record

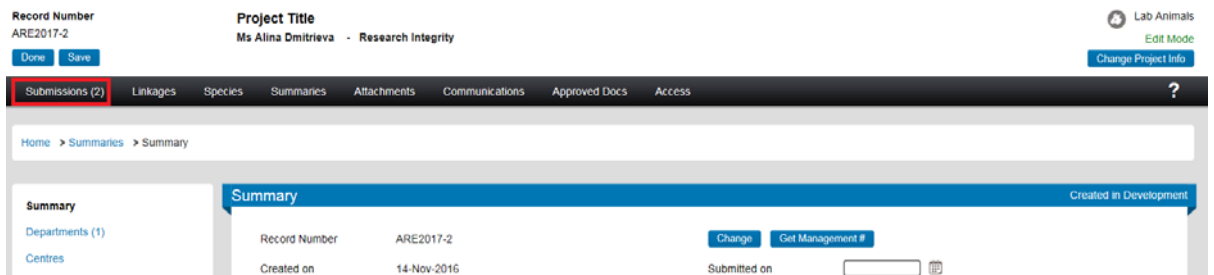
Hover the cursor over the record number and click on '**Edit - Master Record**':



The record will open in a new window.

3. Locate the submission

Click on the '**Submissions**' tab:



Click on the submission you would like to go into. A submission that has not yet been submitted to the Ethics Office will be in '**Draft**' status:



Record Number: ARE2017-2
Project Title: Ms Alina Dmitrieva - Research Integrity

Submissions (2) | Linkages | Species | Summaries | Attachments | Communications | Approved Docs | Access

Home > Submissions

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access Log
Annual Progress Report	ARE2017-2-01	N/A	N/A	N/A	Draft	N/A	N/A	N/A	Log Delete
Initial Application	A10044-01	N/A	N/A	N/A	Approved	16-May-2017	16-May-2017	N/A	Log Delete

4. Edit the submission

- a. Scenario 1 - The ethics form has been completed, but not yet submitted to the office:

The form status should be displayed as 'Completed'.

Record Number: A10002
Project Title: Testing the system - Ms Alina Dmitrieva - Research Integrity

Submissions (9) | Species | Summaries | Attachments (9) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission: Annual Progress Report (Created on: 29-Nov-2016, Status: Draft)

Document/Form	Type	Status	PDF	Remove	Submit
Annual Progress Report		Completed			

Click 'Submit':

Record Number: ARE2017-2
Project Title: Ms Alina Dmitrieva - Research Integrity

Submissions (2) | Linkages | Species | Summaries | Attachments (1) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission: Annual Progress Report (Created on: 16-May-2017, Status: Draft)

Document/Form	Type	Status	PDF	Remove	Submit
Annual Progress Report		Completed			



b. Scenario 2 – A form has been added to the submission, but is incomplete:

A screenshot of a web application interface for managing submissions. At the top, it shows 'Record Number ARE2017-2' and 'Project Title Ms Alina Dmitrieva - Research Integrity'. A navigation menu includes 'Submissions (2)', 'Linkages', 'Species', 'Summaries', 'Attachments (1)', 'Communications', 'Approved Docs', and 'Access'. The main content area shows a submission titled 'Annual Progress Report' with a status of 'Draft'. Below this, a table lists the submission details: 'Document/Form' with a status of 'Incomplete' (highlighted in a red box) and a 'Remove' button. A 'Submit' button is also visible.

Click on the link to open the form:

A screenshot of the same web application interface. The 'Annual Progress Report' link in the table is now highlighted with a red box, indicating it is the selected item to be opened.

The form will open in a new window.

Fill out the form and tick the 'Complete' box

A screenshot of the 'Annual Progress Report' form. At the top right, there are buttons for 'Close', 'Print', 'Form History', 'Save', and 'Complete' (which has a checked checkbox and is highlighted with a red box). Below the buttons, it says 'Updated By: Alina Dmitrieva @ 16-May-2017 12:53:05 PM'. The main content area is titled 'ANNUAL REPORT DETAILS' and contains two questions with radio button options for 'Yes' and 'No':
1. '* Have any animal welfare problems not consistent with those anticipated in the approved application, or breaches of the Australian code of practice occurred?' with 'No' selected.
2. '* Were there any unexpected consequences of procedures, e.g. unexpected effect of analgesics, signs of undue pain or distress?' with 'No' selected.

Close the form.



The form status will change to 'Completed':

 A screenshot of a web application interface. At the top, it shows 'Record Number A10002' and 'Project Title Testing the system' by 'Ms Alina Dmitrieva - Research Integrity'. Below this is a navigation bar with 'Submissions (9)', 'Species', 'Summaries', 'Attachments (9)', 'Communications', 'Approved Docs', and 'Access'. The main content area shows a submission titled 'Annual Progress Report' created on 29-Nov-2016, with a status of 'Draft'. A table below lists attachments:

DocumentForm	Add	Type	Status	PDF	Remove	Submit
Annual Progress Report			Completed			

 The 'Completed' status in the table is highlighted with a red box.

Click 'Submit':

 A screenshot of the same web application interface, but now showing 'Record Number ARE2017-2' and 'Project Title' by 'Ms Alina Dmitrieva - Research Integrity'. The submission 'Annual Progress Report' was created on 16-May-2017 and is still 'Draft'. The table below is:

DocumentForm	Type	Status	PDF	Remove	Submit
Annual Progress Report		Completed			

 The 'Submit' button at the end of the table row is highlighted with a red box.

c. Scenario 3 – A blank form has not been added to the submission:

 A screenshot of the web application interface showing 'Record Number ARE2017-2' and 'Project Title' by 'Ms Alina Dmitrieva - Research Integrity'. The submission 'Annual Progress Report' was created on 16-May-2017 and is 'Draft'. Below the submission title, there is an 'Add Show Existing Protocol Attachments' button and the text: 'No Forms have been associated with this submission.'

Click on the 'Add' button.

 A screenshot of the same web application interface as in the previous scenario. The 'Add Show Existing Protocol Attachments' button is highlighted with a red box.

The upload window will open.



Tick the box against the form name and click 'Add' above the tick box:

Upload Upload Close

Upload new document

Name

Location Browse...

Category

Folder

Document ID

Document Version Number

Document Version Date

Add Annual Progress Report Components Add

Form Name	Type	Add
Annual Progress Report	Conditional Use	<input checked="" type="checkbox"/>

A blank form has been successfully added to the submission and is currently 'Incomplete':

Record Number: A10002 **Testing the system** Ms Alina Dmitrieva - Research Integrity Lab Animals Edit Mode Change Project Info

[Done](#) [Save](#)

Submissions (9) Species Summaries Attachments (9) Communications Approved Docs Access

Home > Submissions > Annual Progress Report > Submission

Submission **Annual Progress Report** Created on: 29-Nov-2016 Status: Draft

Document/Form	Add	Type	Status	
Annual Progress Report	<input checked="" type="checkbox"/>		Incomplete	Remove

[Show Existing Protocol Attachments](#) Submit

Click on the link to open the form. Fill out the form. Click 'Complete' and close the form:

Annual Progress Report Close Print Form History Save Complete

Updated By: Alina Dmitrieva @ 16-May-2017 12:53:05 PM

Annual Report Details **ANNUAL REPORT DETAILS**

All Pages

** Have any animal welfare problems not consistent with those anticipated in the approved application, or breaches of the Australian code of practice occurred?
 Yes No

** Were there any unexpected consequences of procedures, e.g. unexpected effect of analgesics, signs of undue pain or distress?
 Yes No



The form status would have changed to 'Completed':

Record Number: A10002
 Project Title: Testing the system
 Ms Alina Dmitrieva - Research Integrity

Submissions (9) | Species | Summaries | Attachments (9) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission: Annual Progress Report
 Created on: 29-Nov-2016 | Status: Draft

Document/Form	Type	Status	PDF	Remove
Annual Progress Report		Completed		

Submit

Click 'Submit':

Record Number: ARE2017-2
 Project Title: Project Title
 Ms Alina Dmitrieva - Research Integrity

Submissions (2) | Linkages | Species | Summaries | Attachments (1) | Communications | Approved Docs | Access

Home > Submissions > Annual Progress Report > Submission

Submission: Annual Progress Report
 Created on: 16-May-2017 | Status: Draft

Document/Form	Type	Status	PDF	Remove
Annual Progress Report		Completed		

Submit

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