



How To Review A Human Research Ethics Application in InfoEd

Access the record to review by:

- Log in to InfoEd at <https://infoed.curtin.edu.au> and go to "Things to do", or
- Select the hyperlink from your email

A screenshot of the InfoEd eResearch Portal dashboard. The page shows a navigation bar with 'Home', 'My Items', 'Search For Items', 'Messages', 'Things to do', and 'Help'. The main content area includes a 'Messages' section with three email entries, a 'Things to do - 1 Items' section with one item highlighted in red: 'HRE2016-0008 (Human Protocol) - Your action is required', and a 'Committee Meetings' section with a calendar for May 2016.

A screenshot of an email message in a web browser. The email is titled 'Review Assignment: HRE2016-0008 - Reviewer: Catherine Gangell - Initial Application - Message (HTML)'. The sender is 'Ms Yoke Yen Lee <ORD-ethicscbs@curtin.edu.au>' and the recipient is 'Catherine Gangell'. The subject is 'Review Assignment: HRE2016-0008 - Reviewer: Catherine Gangell - Initial Application'. The body of the email states: 'You have been assigned as a reviewer for HRE2016-0008 - Initial Application. To access the Workflow Action Item click [here](#).' The word 'here' is highlighted with a red box.



A new window called Task/Assignment will open.

Task/Assignment
I am done
Save
Close

[HRE2016-0008](#) Human Ethics Protocol - Initial Application
 Title appears here
 Chief investigator and school appear here
 Status: Draft

Form/Document	Submitted	Review Status	Comments
5169_updated.pdf	24-May-2016 3:37:41 PM Replace	Un-Reviewed ▼	i
Human Research Ethics Application	24-May-2016 3:37:44 PM PDF	Un-Reviewed ▼	i

AddReview	Final	Date	Decision	On Agenda	Board
Low risk review	<input type="radio"/>		Draft		Reviewer(s) 1 Delete

Finalize Task/Assignment

Reviewer ▼ *
 Determination(recommendation)

Provisions *

B *I* U abc
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿

Format ▼
(inherited font) ▼
(inherited size) ▼
▲ ▼
🏠 ▼

Comments

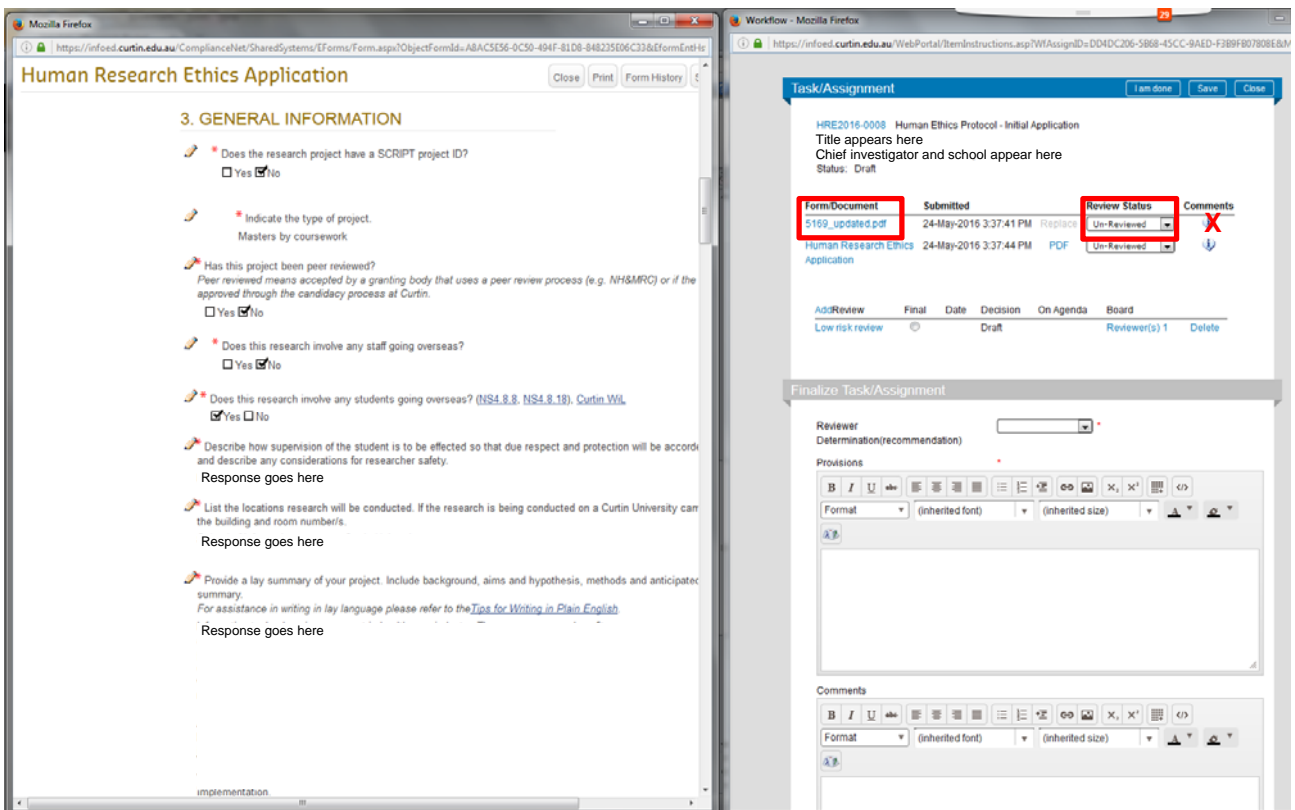
B *I* U abc
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿
☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ☽ ☿ ☽ ☿

Format ▼
(inherited font) ▼
(inherited size) ▼
▲ ▼
🏠 ▼



A list of all the documents submitted will appear under Form/Document in the Task/Assignment window.

- a. Open the application form. This will open in a new window.
- b. If you put the two windows side by side you can add your comments to the provision section as you go. The provisions sections are the amendments you think the applicant should make.
- c. You will note there is a red asterisk above this box. This means it is a mandatory field. If you have no comments write "none" in this section.
- d. You can open up the remaining attachments and also make comments in the provisions box. When you have reviewed the document change the "review status" drop down box for each item.
- e. Do not make comments in the form or at the top of the review page where the speech bubble with the exclamation mark is as these comments may be missed. The Comment box at the bottom of the page is for special conditions - this section is for the office to complete.





When you have completed your review select the review determination.

- a. You will note there is a red asterisk above this box. This means it is a mandatory field.
- b. The options you can select are "accepted", "minor amendment" or "major amendment".

Task/Assignment

HRE2016-0008 Human Ethics Protocol - Initial Application
 Title appears here
 Chief investigator and school appear here
 Status: Draft

Form/Document	Submitted	Review Status	Comments
5169_updated.pdf	24-May-2016 3:37:41 PM	Replace <input type="button" value="Un-Reviewed"/>	<input type="button" value="Comment"/>
Human Research Ethics Application	24-May-2016 3:37:44 PM	PDF <input type="button" value="Un-Reviewed"/>	<input type="button" value="Comment"/>

[AddReview](#) Final Date Decision On Agenda Board

Low risk review Draft Reviewer(s) 1 Delete

Finalize Task/Assignment

Reviewer Determination(recommendation) Minor amendment *

Provisions *

1. Remove the instructions from the throughout the participant information statement (e.g. "briefly describe in simple terms: the background to the research project") and use full sentences instead of answering the **RICE** instructions.

2. In the consent form please remove the "for use in projects with implied consent page".

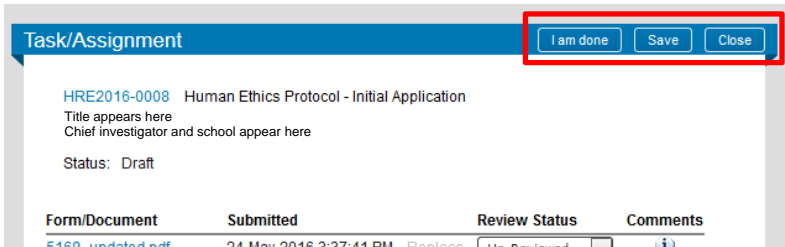
Comments

Do not write in this box



At any time you can save your progress by clicking "save" at the top of the page. You can then select "close" and come back to the review later. When you have completed your review select "I am done". This will remove the item from your task list.

Your review is now complete. Close all windows.



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-low risk & reciprocals	hrec@curtin.edu.au
Technical Support	infoed@curtin.edu.au