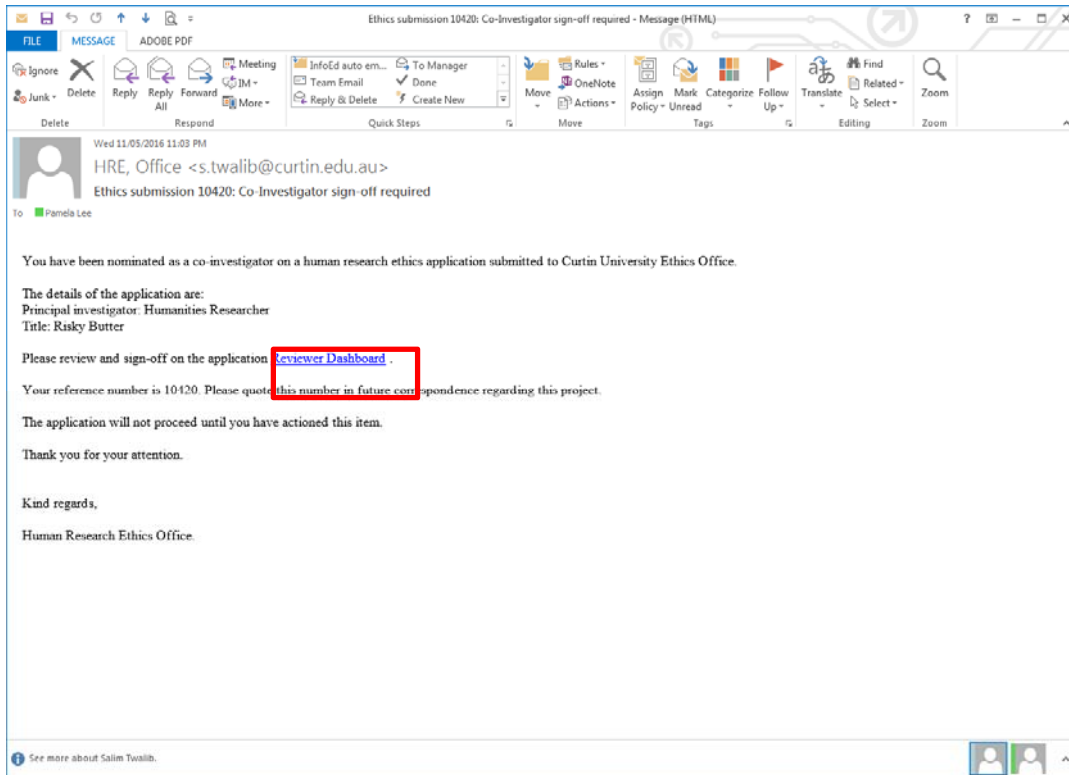


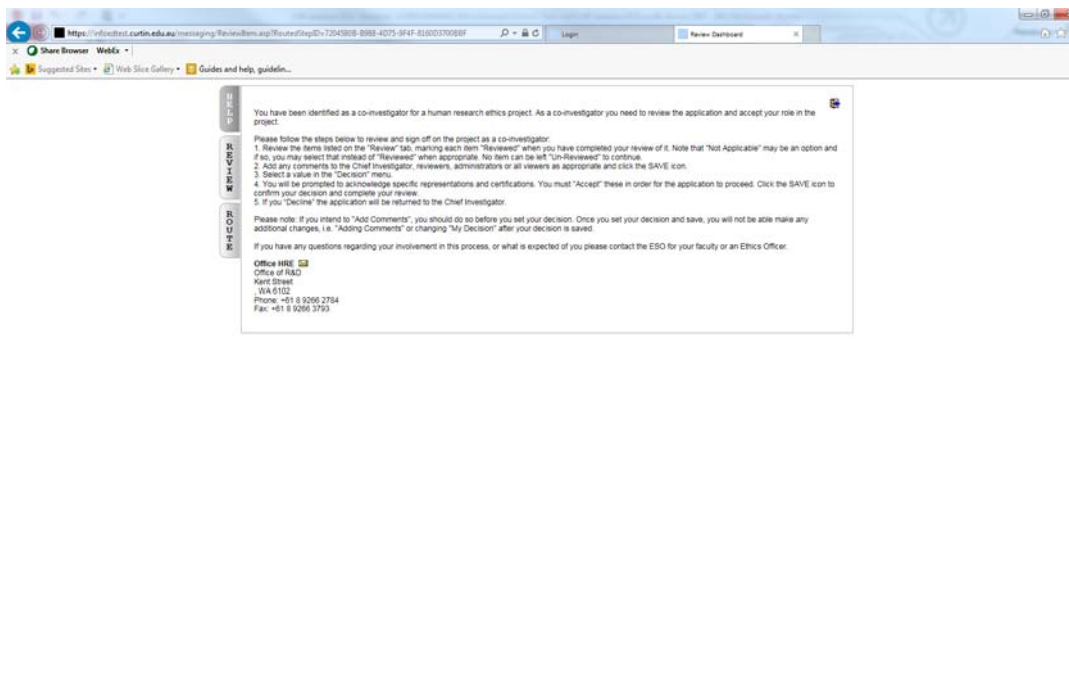


How to Endorse a Human Research Ethics Application in InfoEd (for Co-Investigators)

If you have been added as a Co-Investigator to a human research ethics application in InfoEd, you will receive an automated notification email from InfoEd in your Outlook inbox.



Click on the 'Reviewer Dashboard' link in the notification email, and this will take you to the InfoEd login screen. Log into InfoEd, and the following screen should appear.





The message on the screen will read as follows:

You have been identified as a co-investigator for a human research ethics project. As a co-investigator you need to review the application and accept your role in the project.

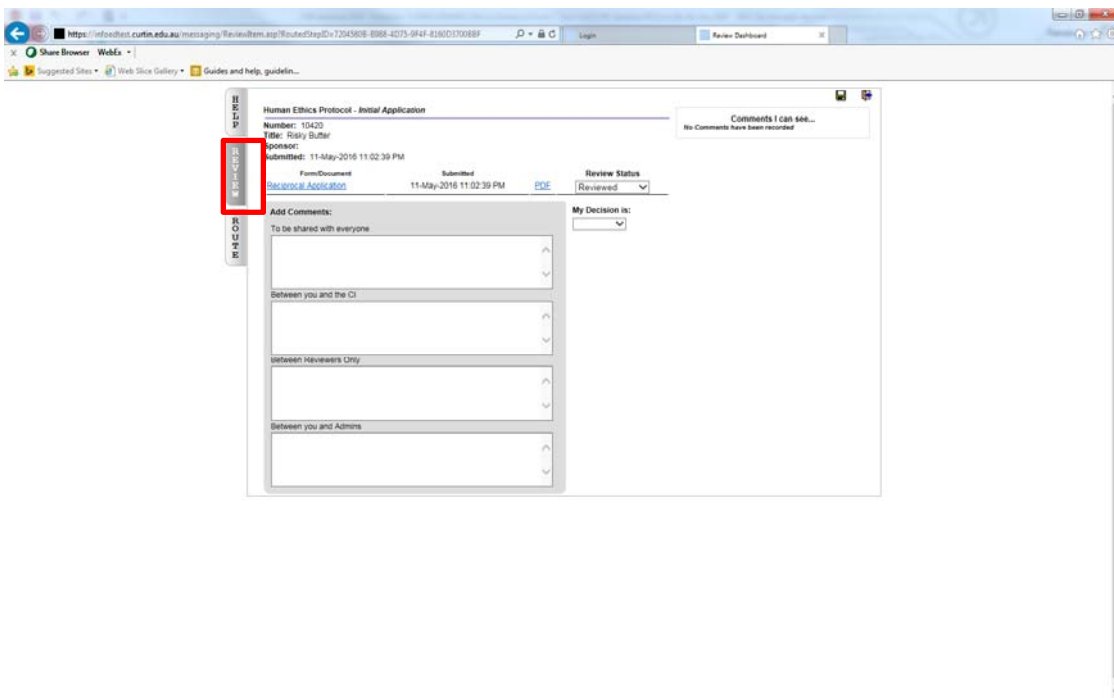
Please follow the steps below to review and sign off on the project as a co-investigator:

- 1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.*
- 2. Add any comments to the Chief Investigator, reviewers, administrators or all viewers as appropriate and click the SAVE icon.*
- 3. Select a value in the "Decision" menu.*
- 4. You will be prompted to acknowledge specific representations and certifications. You must "Accept" these in order for the application to proceed. Click the SAVE icon to confirm your decision and complete your review.*
- 5. If you "Decline" the application will be returned to the Chief Investigator.*

Please note: If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved.

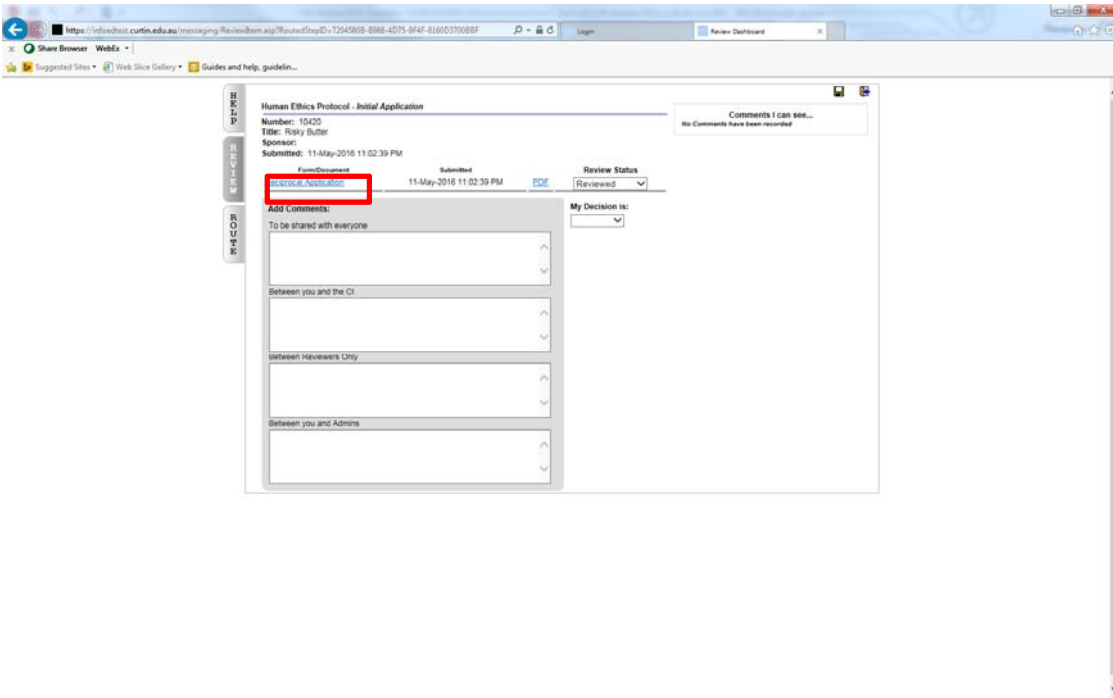
If you have any questions regarding your involvement in this process, or what is expected of you please contact the ESO for your faculty or an Ethics Officer.

Click on the 'Review' tab

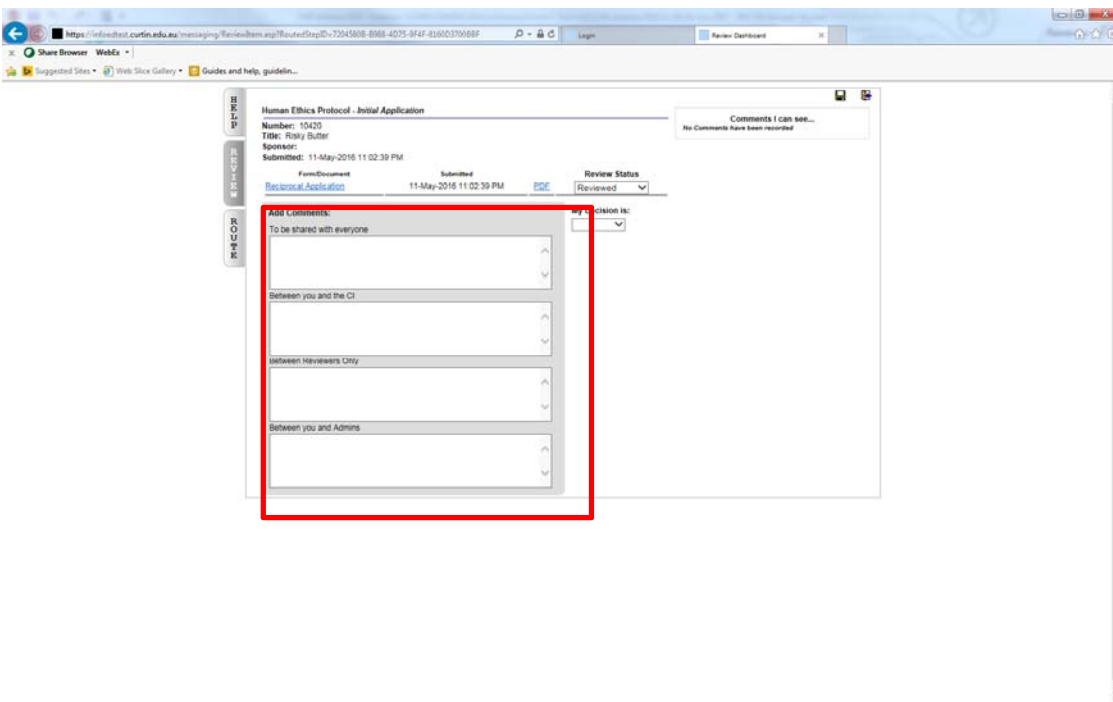




The human research ethics form (and any supporting documents) can be opened by clicking on the link/s listed under 'Form/Document'.

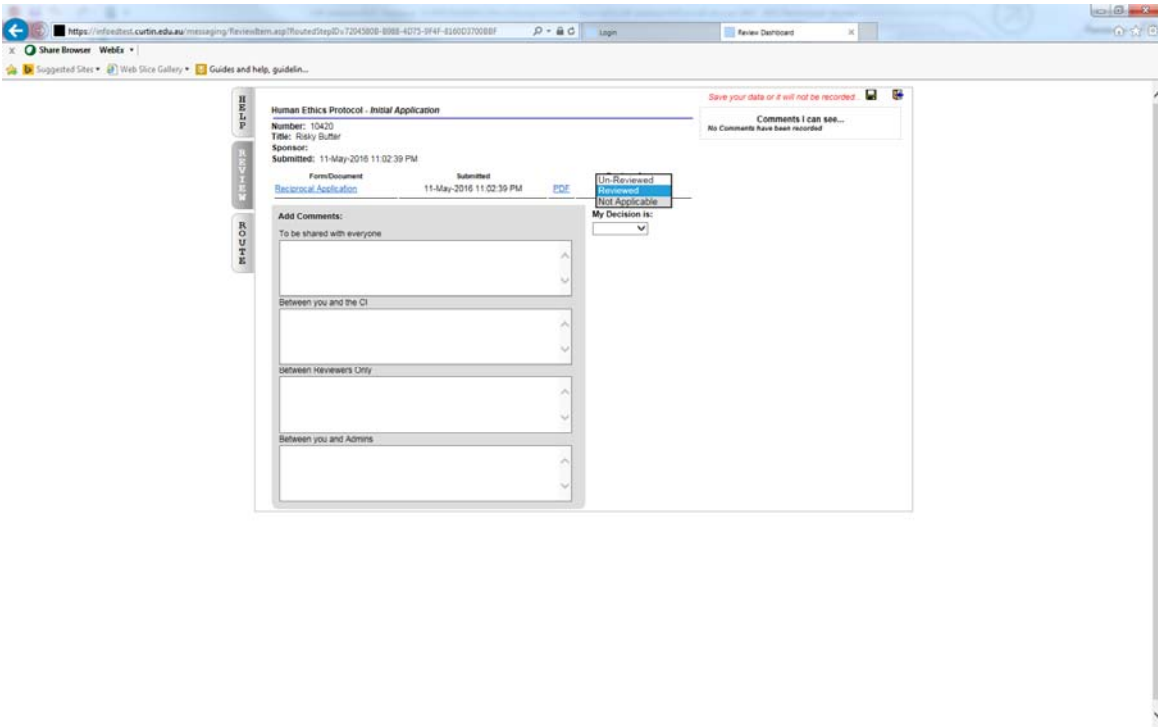


You can also add comments in the applicable comments box. This is not mandatory.

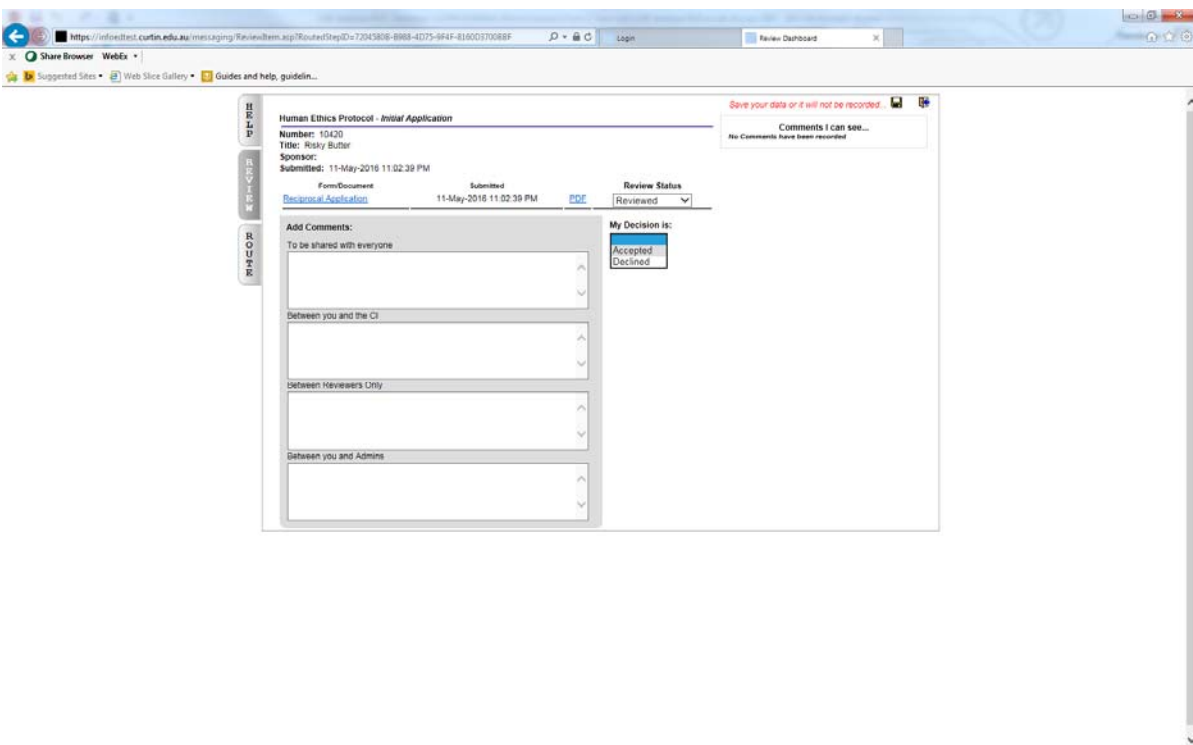




Once you (as a Co-Investigator) have reviewed the document and are in agreement with the Chief Investigator, click on the drop-down menu under 'Review Status', and select 'Reviewed'.

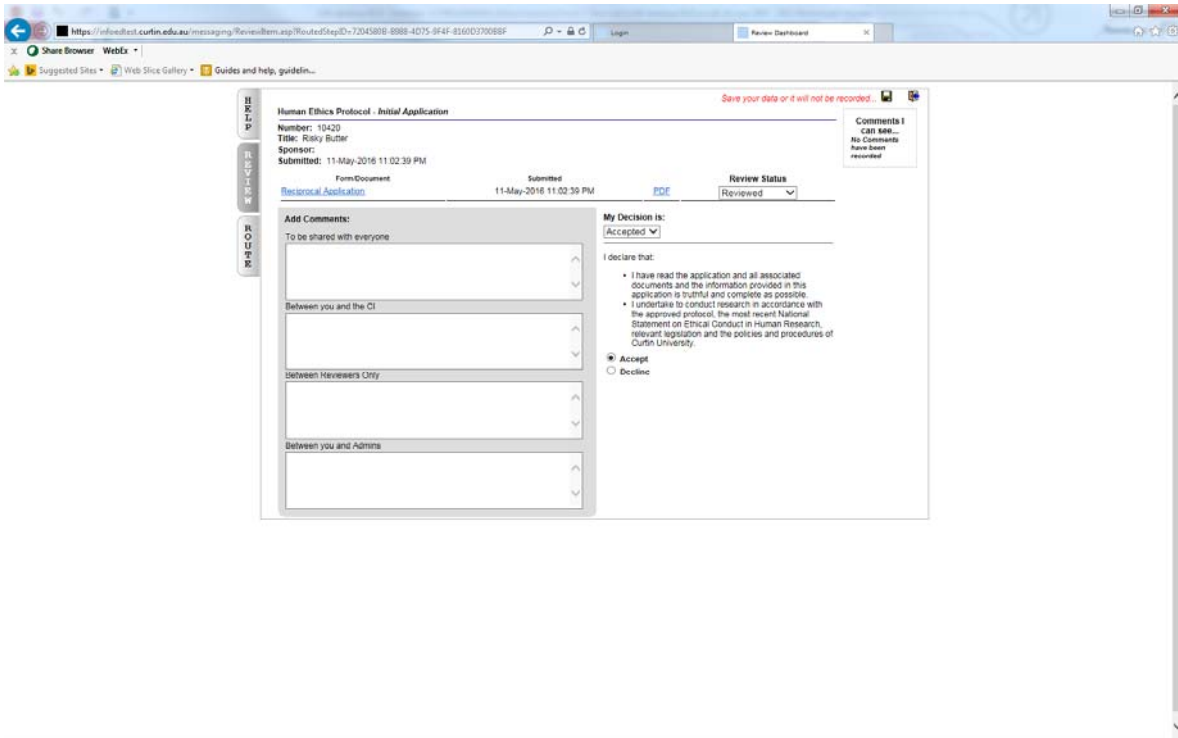


Then select 'Accepted' from the drop-down menu under 'My Decision is:'

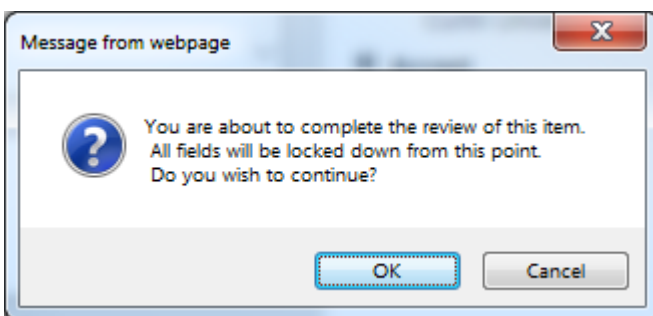




The Co-Investigator declaration will now appear on the screen. Click 'Accept' and then click on the 'Save' icon at the top right-hand side of the screen.

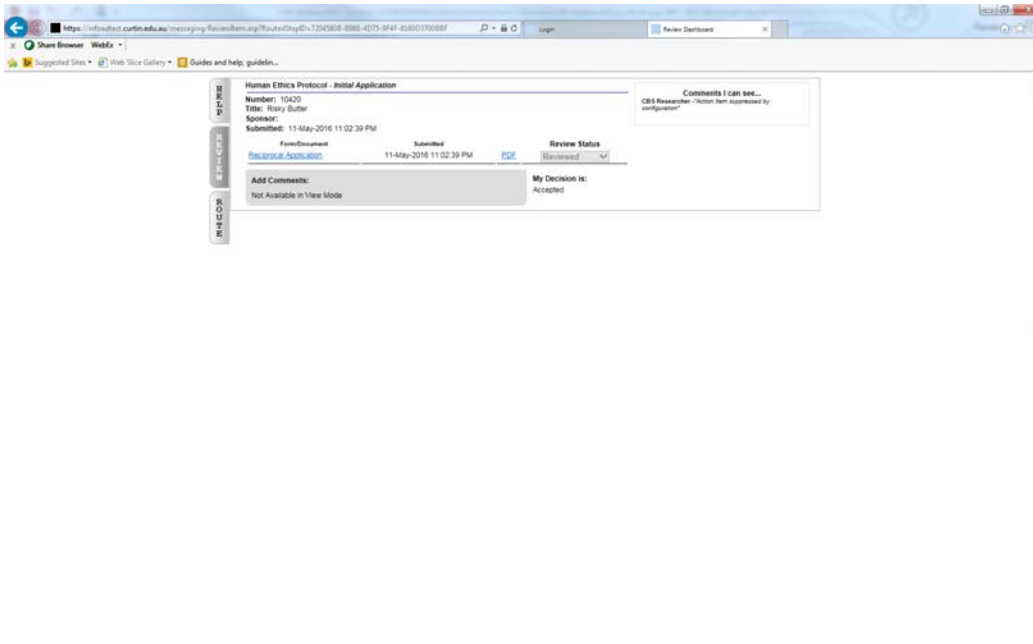


After you have clicked the 'Save' icon, the following window will appear. Press 'OK'.





The above window will close, and you will now see the 'Review' screen with the 'Accepted' status. Comments fields will now be locked as well.



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 |