

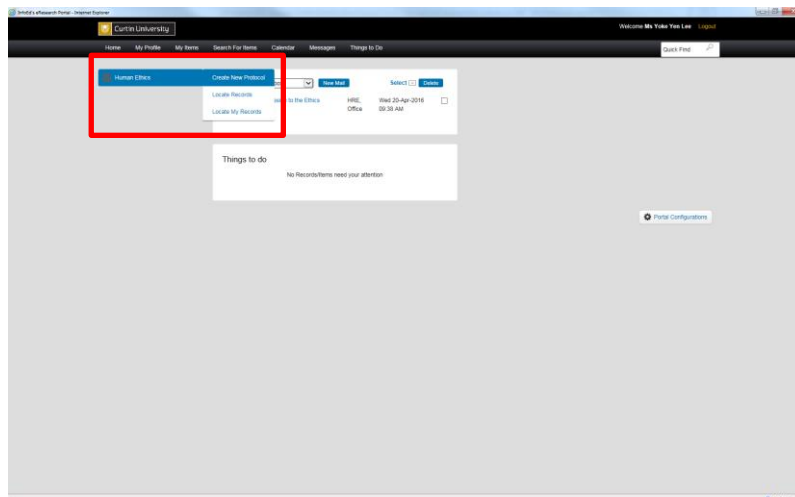


## Creating a new Human Research Ethics Application in InfoEd

Log in to InfoEd => <https://infoed.curtin.edu.au>

**Important! A Co-Investigator can create, complete and submit new human research ethics applications in InfoEd on behalf of the Chief Investigator. Please note that the Research Ethics Office will not receive the application until after the Chief Investigator and all Co-Investigators have reviewed and signed off on the ethics application in InfoEd.**

1. Go to InfoEd home page>Left-side menu. Hover your cursor over 'Human Ethics' and select 'Create New Record'.



2. A separate window will appear on your screen with the following message "New Human Protocol in Human Ethics Development". Click 'Continue'.
3. "Protocol Creation" window will appear on your screen. Type or copy/paste your project title in the text box, and click 'Continue'.
4. "Select CI" window will appear on your screen. Click 'Continue' if your name appears in the field. Otherwise, delete your name and start typing in the last name of the Chief Investigator (CI). A list should appear once you start typing, hence select the correct CI name and then click 'Continue'. **Important: Students have to enter their supervisor as the CI. Please note that the Chief Investigator must be a Curtin University staff member!**
5. New record has now been created. Your record number is on the top left-hand side of the "Initial Application" window.
6. Click on 'Add' (next to 'Show Existing Protocol Attachments') in the "Initial Application" window. A separate window will appear on your screen. Under the 'Add Initial Application Components' section, select the appropriate form name. Tick the corresponding box and click 'Add'. You have successfully selected the type of form to be added to this record.
7. To start filling in your ethics form, click on the 'Human Research Ethics Application' link in the "Initial Application" screen.



**Note:** If you had selected 'Reciprocal Application' in the 'Add Components' window, then the link in your Initial Application page will display as 'Reciprocal Application'.

This guide will focus on the 'Human Research Ethics Application' form type, but there are similarities in the steps in this guide which will be applicable to the 'Reciprocal Application' form type (e.g. creating, adding investigators, adding supporting documents, saving, completing and submitting your ethics application).

8. A new window will appear, which will display instructions on how to fill in the form. You can commence by clicking on the relevant section(s) on the navigation panel on the left-hand side to display a specific section of the application form.
9. **Please remember to save your work by clicking the 'Save' button on the screen whenever new information has been updated in your form.** The page will display the word 'Saving' over a purple background, and will display 'Save Complete' before it returns to normal display mode (as above).

## How to Add Investigators to Your Human Research Ethics Application

A screenshot of a web browser displaying the 'Human Research Ethics Application' form. The browser address bar shows 'https://ethics.curtin.edu.au/Components/SharedSystem/Forms/Form.asp?ObjectFormID=D38F'. The page title is 'Human Research Ethics Application'. At the top right, there are buttons for 'Close', 'Print', 'Form History', 'Save', and 'Complete'. Below these is a status bar: 'Updated By: C85 Researcher @ 17-May-2016 03:27:05 PM'. The form is divided into sections: 1. INTRODUCTION, 2. INVESTIGATORS, and 3. GENERAL INFORMATION. The '2. INVESTIGATORS' section is active, showing a table with columns for 'Name', 'Researcher, C85', 'Primary Investigator', 'Start Date', 'End Date', and 'Role'. A red circle highlights a '+' icon next to the 'Investigators (Add Investigators)' link. The 'Primary Investigator' checkbox is checked, and the 'Start Date' is set to '17-May-2016'. The 'Role' dropdown menu is set to 'Researcher, C85'.

1. In the 'Investigators' page, click on the '+' icon to add your co-investigator to the application.
2. If you have more than one co-investigator, you will have to repeat this action for each co-investigator you need to add.
3. Once you have clicked on the '+' icon, a separate window titled "Personnel" will appear on your screen.
4. In the "Personnel" window, you can search by clicking on the applicable alphabet link to bring up the list of surnames matching your selection. Once you have done this, type in the **LAST NAME** of the co-



investigator in the 'Search for a particular entry' text box. This will narrow down your search results, and you can click on the drop-down arrow next to the 'Select' button to display the results.

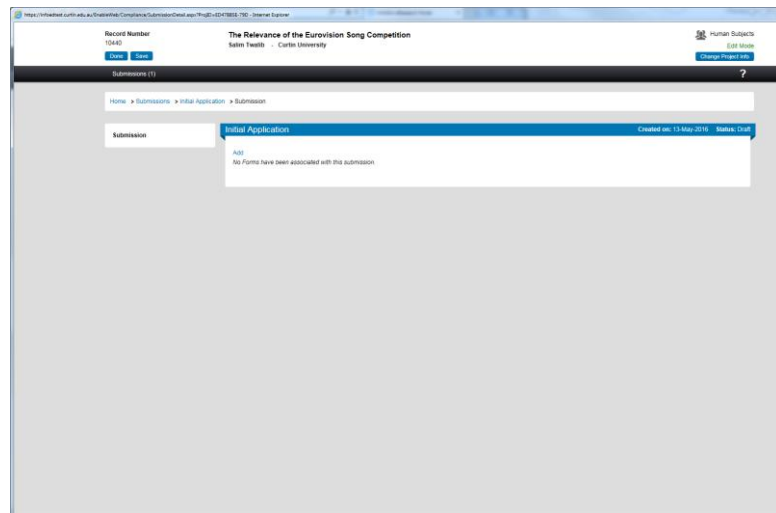
- Once you have located the name of the co-investigator, click on the name and it will display in the "Personnel" window.
- Press 'Select'. The separate 'Personnel' window will disappear, and the name of your selected co-investigator will appear in the 'Investigators' section.
- Repeat the same steps as above in this section for each Co-Investigator to be added to your human research ethics application.
- If you are a Co-Investigator who is creating a new human research ethics application on behalf of the Chief Investigator, you must check the 'Primary Investigator' box under the name of the Chief Investigator.**

A screenshot of a web browser window showing the 'Human Research Ethics Application' form. The browser address bar shows a URL from Curtin University. The form has a sidebar on the left with navigation links for sections 9 through 13. The main content area is titled '2. INVESTIGATORS' and contains a table for adding investigators. The first row is for 'Researcher: CBS' and has a red box around the 'Primary Investigator' checkbox, which is checked. The 'Start Date' is set to '17-May-2016'. Below this is another row for 'Name: Jacobs, Wendy' with the 'Primary Investigator' checkbox unchecked. Section '3. GENERAL INFORMATION' follows, with questions about SCRIPT project ID, project type, and peer review status.

Name	Primary Investigator	Start Date	End Date	Role
Researcher: CBS	<input checked="" type="checkbox"/>	17-May-2016		
Jacobs, Wendy	<input type="checkbox"/>			



## How to Attach Supporting Documents to Your Human Research Ethics Application



1. In the 'Initial Application' screen, click on the 'Add' link.
2. A new window titled 'Add Components' will appear on your screen.
3. In the 'Upload' section, click on 'Browse' to locate the file you wish to attach with this report.
4. Once you have located and selected the document, click 'Open' to continue.
5. The location of the selected document should now be listed in the 'Location' field of the 'Upload' section in the 'Add Components' window. Click on 'Upload'. The 'Add Components' window will close once the document upload is completed.
6. **Please ensure that you attach all your supporting documents before submitting your application!**



## Completing your Human Research Ethics Application in InfoEd

1. After you have updated and saved all the information you need to provide in order to complete the form, click on the 'Complete' button at the top right-hand side.

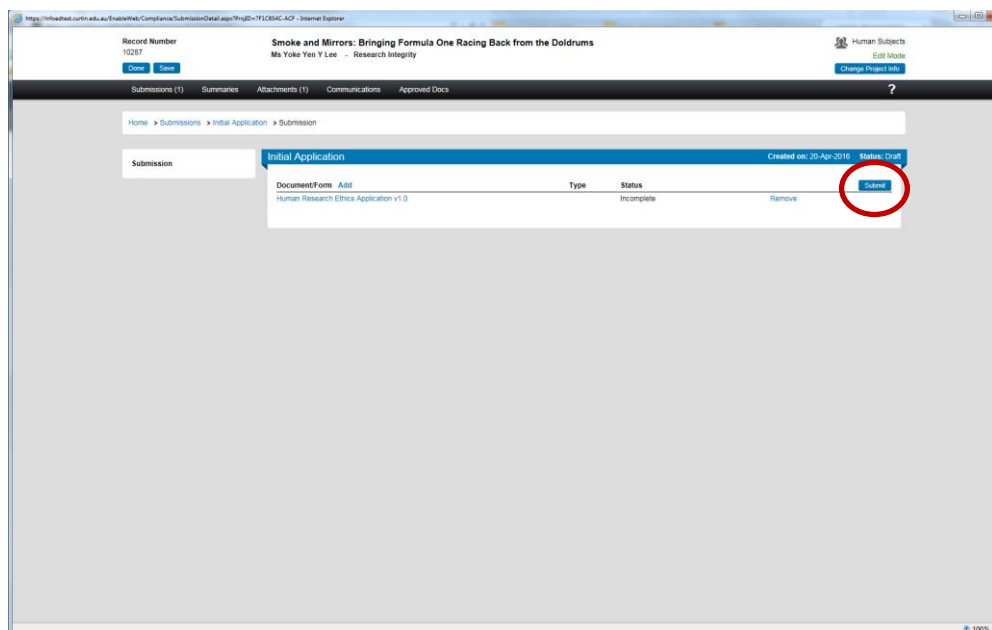
The screenshot shows a web browser window displaying the InfoEd Human Research Ethics Application form. The URL in the address bar is <https://infoeddev.curtin.edu.au/Compliance/SharedSystems/EForms/Form.aspx?ObjectFormId=28E19>. The form is titled "Mandatory Questions" and includes a list of questions on the left side. The "Complete" button at the top right is circled in red. Below the "Mandatory Questions" section, there is a "GENERAL INFORMATION" section with several questions and checkboxes. The "Complete" button is currently disabled, as indicated by the greyed-out text.

2. **Important! InfoEd will not allow you to progress successfully to 'Complete' status if you have not answered all the mandatory questions on the ethics form in InfoEd.**
3. A pop-up window will appear after you have clicked 'Complete', with the following message "Incomplete mandatory field(s) found. This message means that you have not answered all the mandatory questions in your ethics form. Click 'Ok'.
4. A separate window will now appear at the top left-hand side of your screen, and this will display a list of all the mandatory questions which have not been answered on your form.
5. **You will have to go to the relevant sections of the form, and answer the listed mandatory questions. Remember to click the 'Save' button for each section after updating each section!**
6. Once all the mandatory questions and actions have been updated in the form, click on the 'Complete' button at the top right-hand side. If successful, a "Form Complete Successful" message will appear briefly on your screen (with a purple background).
7. Once your screen reverts to normal display, you should see that the box next to the 'Complete' button has been ticked.
8. After successful completion of the form, click 'Close' to close the window.



## Submitting your Human Research Ethics Application in InfoEd

1. Go to Home>Submissions>Initial Application
2. Your completed application should be listed on this screen, together with all the supporting documentation you have uploaded to this record.
3. When you are ready to submit your ethics application, click the 'Submit' button in the "Initial Application" window.



4. A separate pop-up window will appear, displaying the investigator declaration. Select 'Accepted', and then press 'Continue' to proceed with the submission.
5. If the application has been successfully submitted, the status of your application should change from "Draft" to "Submitted" in the "Initial Application" window.
6. If you are the Chief Investigator and the sole investigator listed on the application, you will receive an automated email from InfoEd in your Outlook inbox, notifying you that the application has been submitted.
7. If you are the Chief Investigator and your application has one or more Co-Investigators listed on the application, you will receive the automated email from InfoEd only after all the Co-Investigators listed on the application have signed off on it.
8. If you are the Chief Investigator, the same message will also appear in your message queue in the 'Messages' page on your InfoEd main screen.



9. If you are a Co-Investigator listed in the ethics application, you will receive an automated email InfoEd in your Outlook inbox, requiring you to sign off on the application before it can proceed further along the workflow process in InfoEd.
10. The same message will also appear in your message queue in the 'Things to Do' page on your InfoEd main screen.

**Please note that:**

**If the human research ethics application is submitted by a Co-Investigator in InfoEd, the Chief Investigator must approve the application before it undergoes the InfoEd ethics approval workflow.**

**The Chief Investigator will receive a notification email in their Outlook inbox, requesting that they review and sign off on the application.**

**The application will not proceed in InfoEd until the Chief Investigator has signed off on the application in InfoEd.**



## Support Available

Faculty	Email
CBS	<a href="mailto:ORD-ethicscbs@curtin.edu.au">ORD-ethicscbs@curtin.edu.au</a>
Health Science	<a href="mailto:ORD-ethicshs@curtin.edu.au">ORD-ethicshs@curtin.edu.au</a>
Humanities	<a href="mailto:ORD-ethicshum@curtin.edu.au">ORD-ethicshum@curtin.edu.au</a>
Science & Engineering	<a href="mailto:ORD-ethicssae@curtin.edu.au">ORD-ethicssae@curtin.edu.au</a>
Non Faculty	<a href="mailto:ORD-ethicssae@curtin.edu.au">ORD-ethicssae@curtin.edu.au</a>
Non-low risk & reciprocals	<a href="mailto:hrec@curtin.edu.au">hrec@curtin.edu.au</a>
Technical Support	<a href="mailto:infoed@curtin.edu.au">infoed@curtin.edu.au</a>