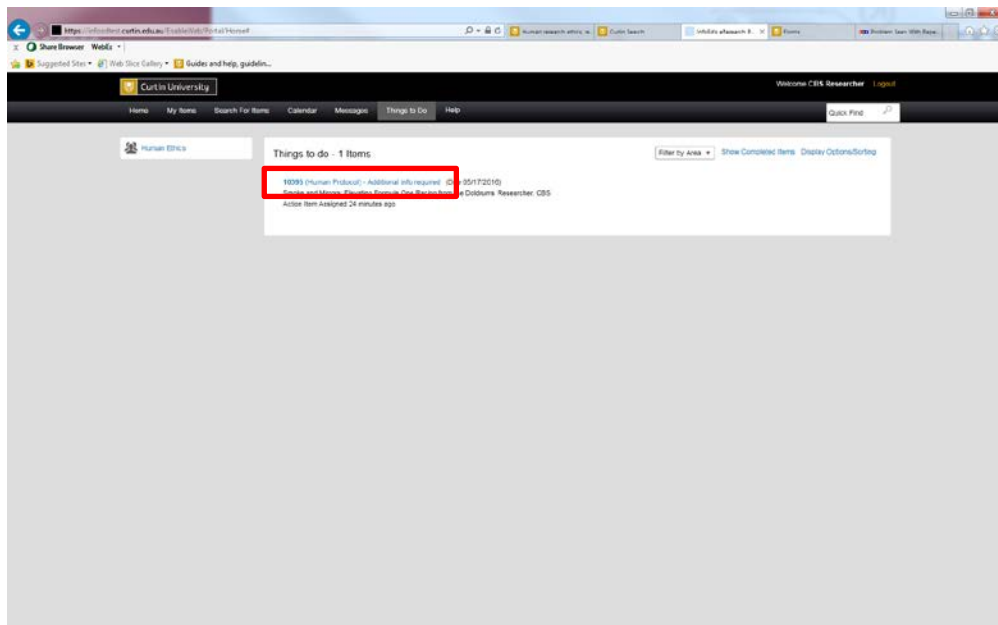




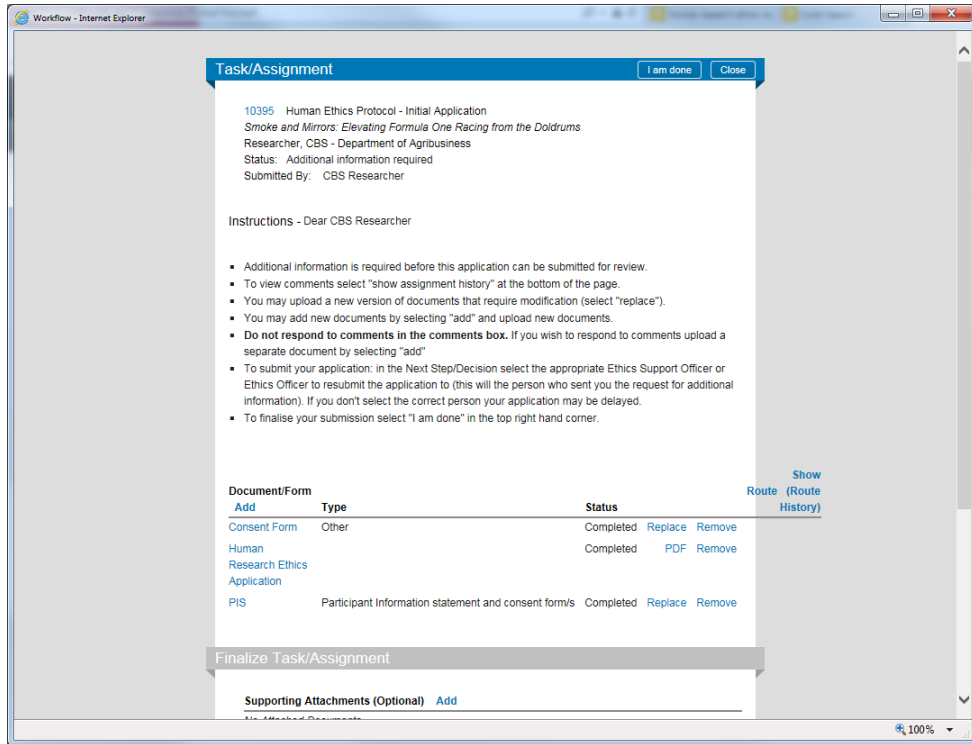
## Responding to Additional Information Required in InfoEd - CI

1. When your human ethics application has been reviewed by the Ethics Support Officer and requires additional information to be provided by the applicant;
2. **If you are the Chief Investigator and will be responding to further information required:**
  - a) The Chief Investigator (CI) will receive an email notification in your Outlook Inbox.
  - b) You will then need to log into InfoEd to view the details of the notification.
  - c) Once you have logged into InfoEd, you should see the same email notification listed under your 'Messages' tab.
  - d) To action this, you will need to click on the link (for the application) in your Things to Do list. You can do this in your Home screen, or click on the 'Things to Do' tab and click on the link there.

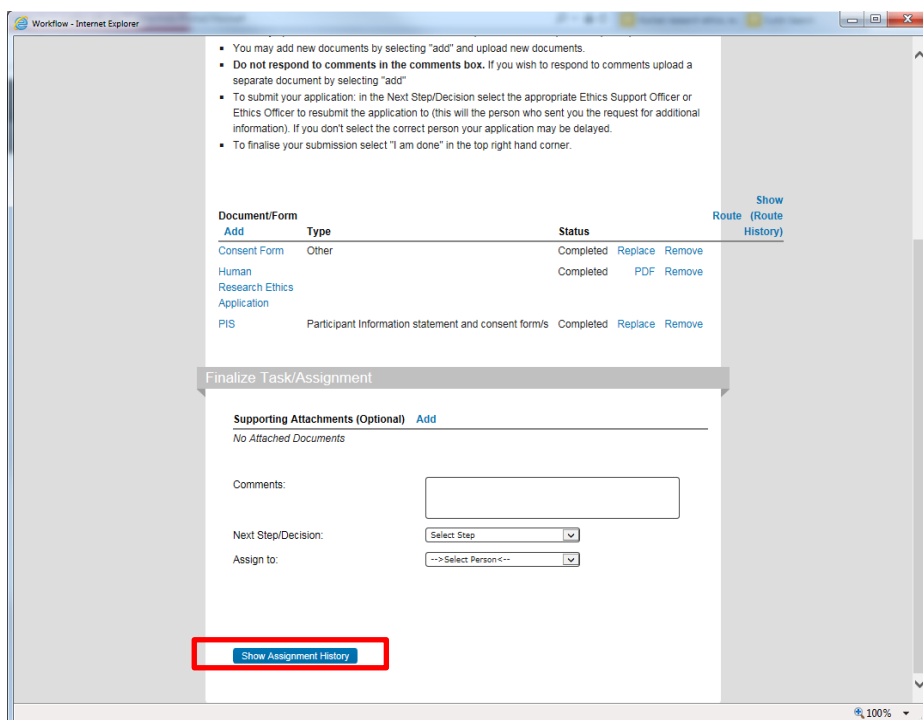




e) After you have clicked on the link, a separate window will open. This is the 'Task/Assignment' window.



f) To view comments by the Ethics Support Officer, scroll to the bottom of the 'Task/Assignment' screen, and click on 'Show Assignment History'.





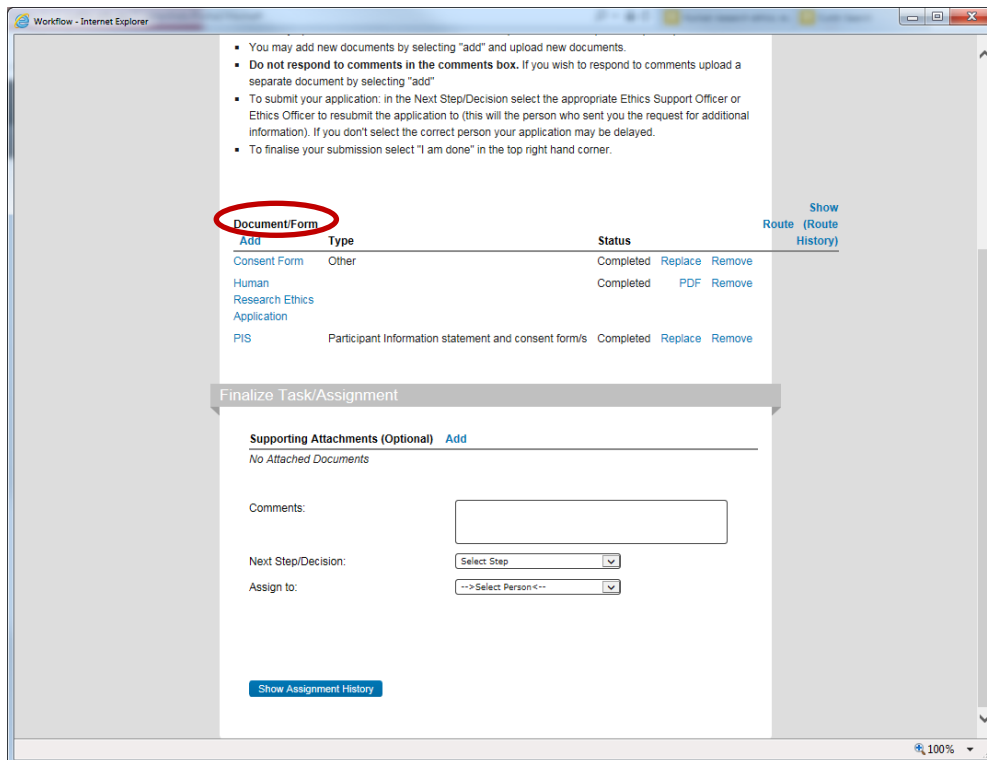
- g) After you have clicked on the 'Show Assignment History' button, scroll down further, and you should be able to view the detailed 'History' section, and see the comments from the Ethics Support Officer (ESO) in the 'Comments' column, next to "ESO Review".

The screenshot shows a web application window titled 'Finalize Task/Assignment'. It includes a 'Supporting Attachments (Optional)' section with 'No Attached Documents', a 'Comments' text box, and dropdown menus for 'Next Step/Decision' and 'Assign to:'. A 'Hide Assignment History' button is visible. Below it, a 'History' section is expanded, showing a table of assignment events. The 'History' tab and the 'Comments' column of the table are circled in red. The table contains the following data:

Assigned/Completed	Duration	Action	Who	Comments	Attachments
10-May-2016 9:27:36 AM	Current	Additional info required	CBS Researcher		
10-May-2016 9:17:36 AM	0 minute		CBS Researcher		
10-May-2016 9:17:36 AM	10 minutes	ESO review	Yolie Yee Lee	Please update your Participant Information Sheet.	
10-May-2016 9:27:35 AM					
10-May-2016 9:17:34 AM	0 minute		CBS Researcher		
10-May-2016 8:59:42 AM	0 minute		CBS Researcher		



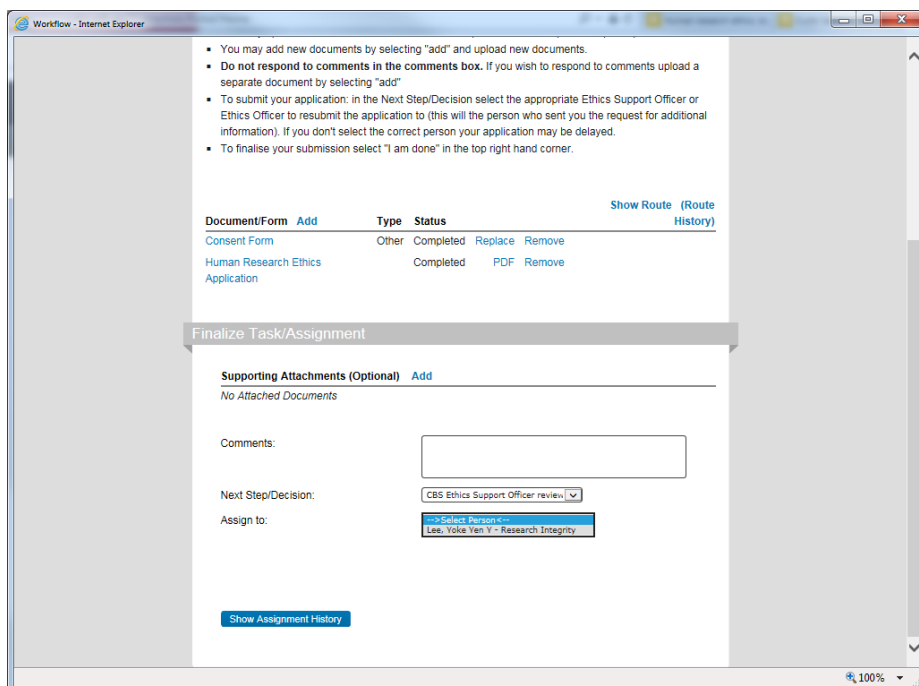
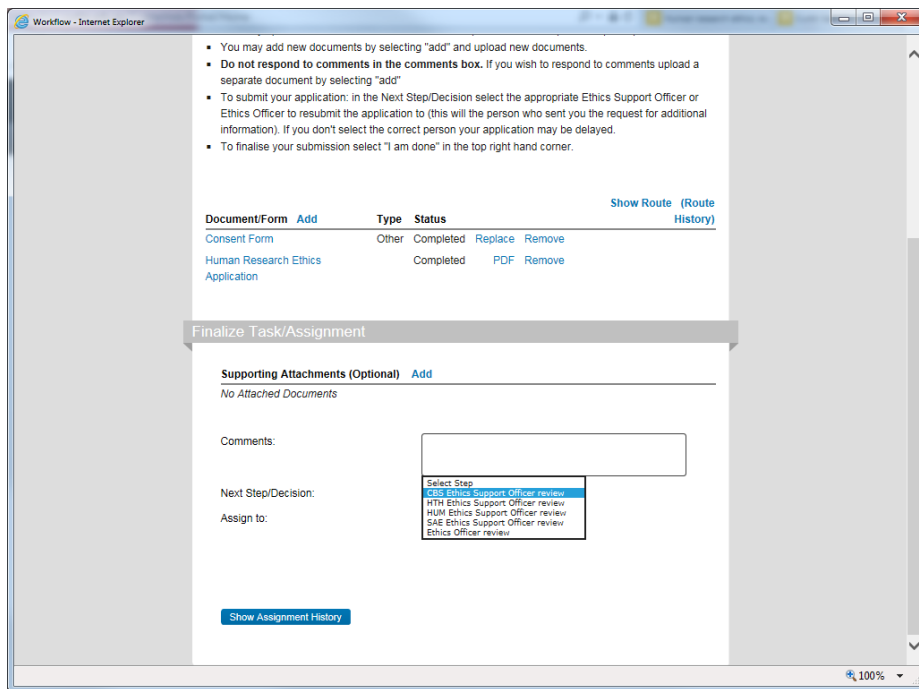
- h) In the 'Document/Form' section, you may upload a new version of documents that require modification by selecting "Replace", and/or you may add new documents by selecting "Add" to upload new documents.
- o **Do not attach your supporting documents in the 'Supporting Attachments' section under 'Finalize Task/Assignment'!**



- i) Once you have clicked on either the "Replace" or "Add" link, a new window will open.
- j) Click on 'Browse' to locate the document. Once you have selected the document, click 'Open' to continue.
- k) The location of the selected document should now be listed in the 'Location' field of the 'Upload' window. Click on 'Upload'. The 'Upload' window will close once the document upload is completed. You will then see the 'Task/Assignment' window again.

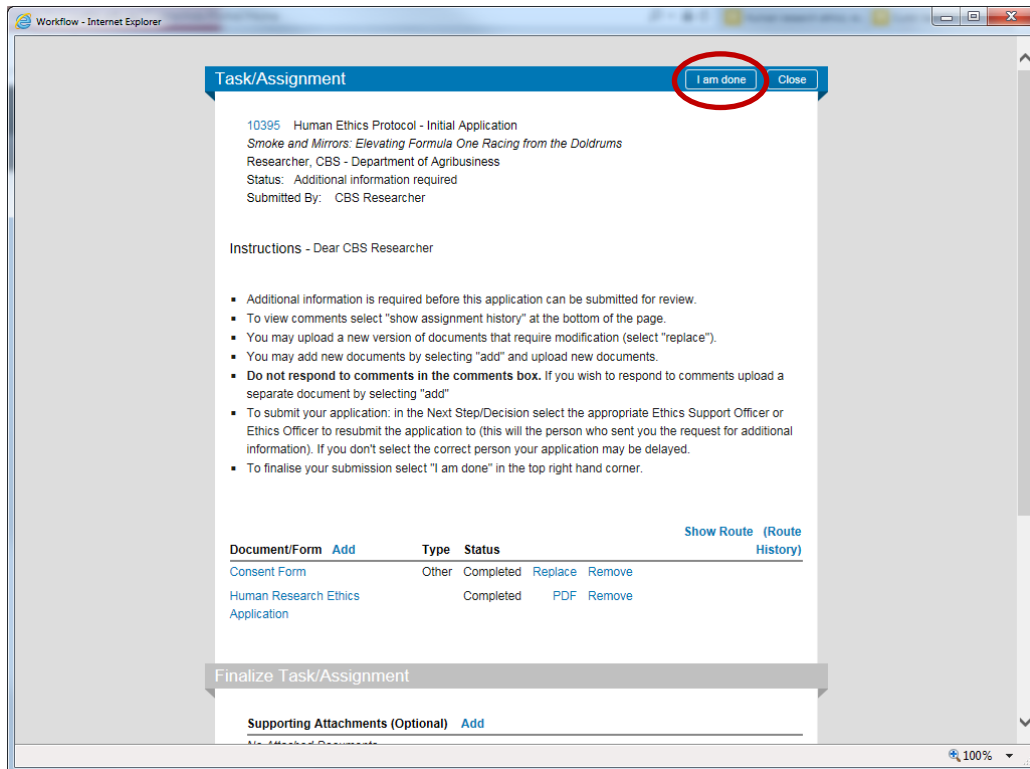


- l) To re-submit your application: in the 'Next Step/Decision' select the appropriate Ethics Support Officer or Ethics Officer to resubmit the application to (this will be the person who sent you the request for additional information). If you don't select the correct person your application may be delayed.





m) To finalise your submission select "I am done" in the top right hand corner of the "Task/Assignment" window.



n) The 'Additional information required' item will now disappear from your 'Things to Do' list. Your re-submission will now go back to the Ethics Support Officer for your Faculty for their review.

**Important!**

- Once you have submitted your ethics application, you will not be able to add additional documents to it.
- If you need to add additional supporting documents to your ethics application, please email your Faculty Ethics Support Officer (low-risk applications), or the Research Ethics Officer (reciprocals and non-low risk).



## 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>