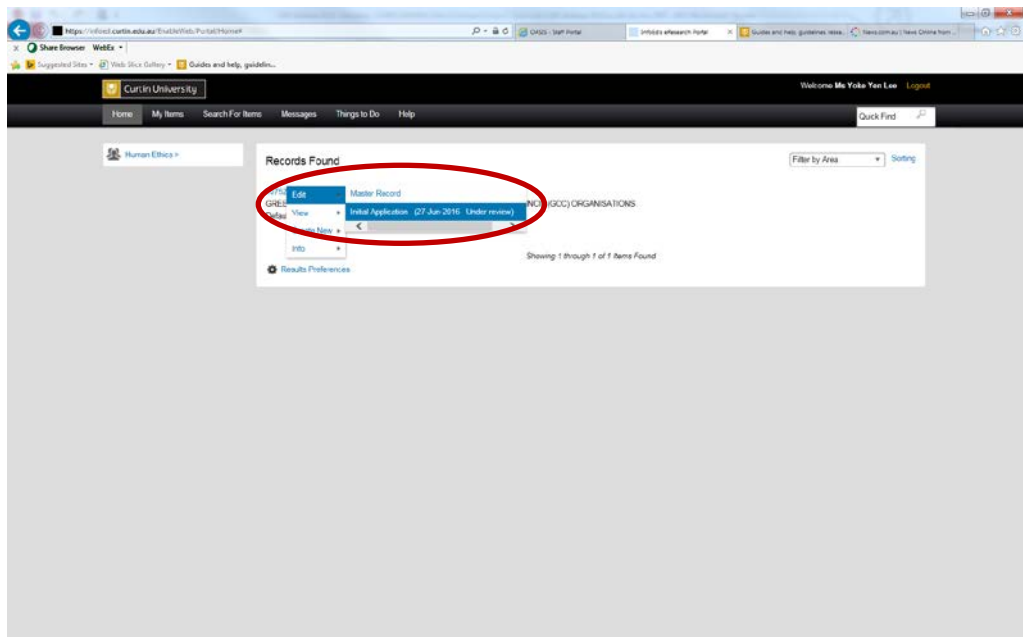




## Responding to Additional Information Required in InfoEd – Co-Investigator

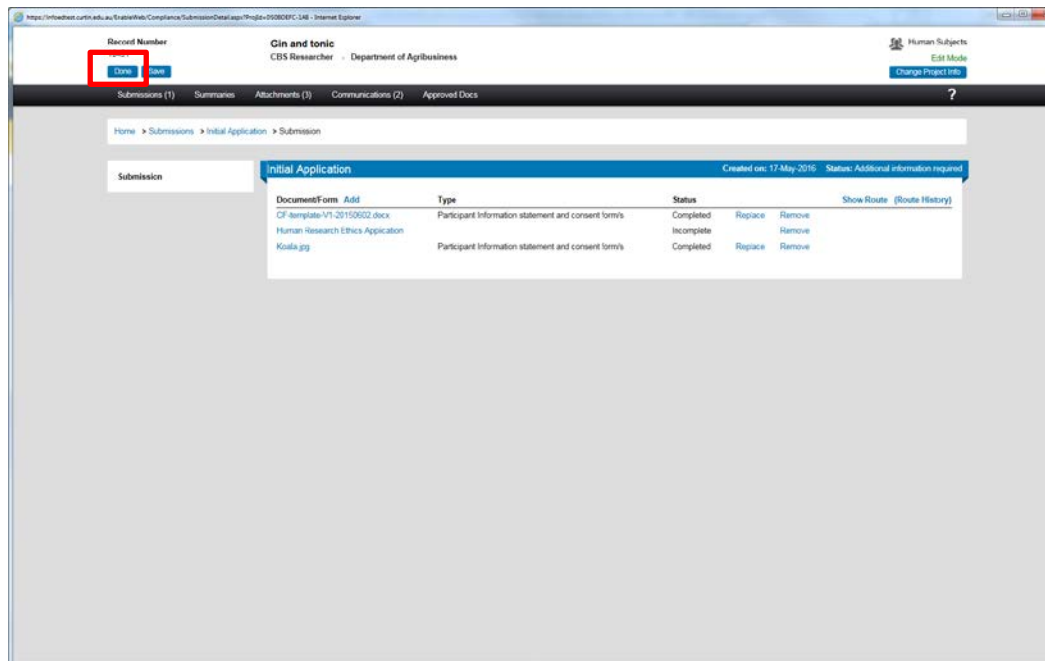
1. When your human ethics application has been reviewed by the Ethics Support Officer and requires additional information to be provided by the applicant;
2. **If you are the Co-Investigator (or student) and will be responding to further information required:**
  - a) Contact your supervisor to find out details of the additional information requested by the Ethics Office.
  - b) Log into InfoEd and search for your application by typing your record number in the 'Quick Find' box at the top left-side of your 'Home' screen.
  - c) Hover your cursor over the record number, then over 'Edit' and click on 'Initial Application'.



- d) In the 'Initial Application' window, click on the 'Human Research Ethics Application' link if you need to change your answers in the online form.
- e) In the online form window, you must uncheck the 'Complete' box in order to edit your answers. Once all changes to the online form have been made, click the 'Complete' box once more to finalise your form prior to re-submission.
- f) **Click 'Save' at the top left-hand side of the 'Initial Application' window to save the changes you just made!**
- g) In the 'Initial Application' window, click on 'Add' next to the 'Document/Form' header to add additional documents to your submission.



- h) In the 'Upload' section, click on 'Browse' to locate the file you wish to attach with the initial submission.
- i) Once you have located and selected the document, click 'Open' to continue.
- j) 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'. Repeat the browse/open/upload steps if you have multiple documents to upload. The 'Add Components' window will close once all document uploads is completed and you click the 'Close' button.
- k) Click 'Save' at the top left-hand side of the 'Initial Application' window to save the changes you just made!**



- l) Once you have make all the required change, please notify your supervisor so that he/she can communicate this to the Ethics Office through InfoEd. (Supervisors to follow the instructions in the 'Responding to Additional Information Required in InfoEd – CI' quick guide).

**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 after it has been submitted, 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>