



## Responding to Request for Additional Information (Chief Investigator)

If an ethics submission requires further information/changes before a review by the Animal Ethics Committee/ AEC Chair, the Chief Investigator will receive a request for additional information from the Ethics Office. Follow the steps below to respond to the request for additional information.

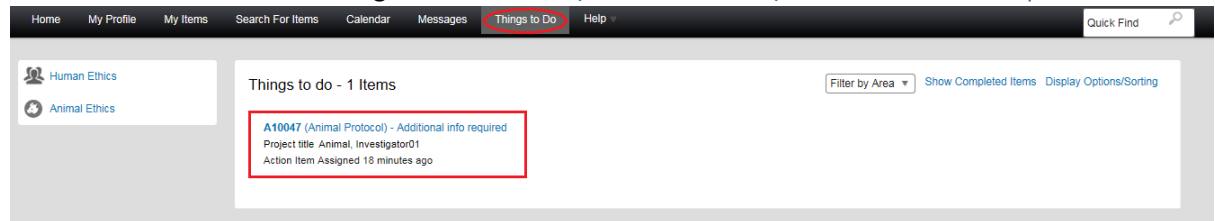
### 1. Go into 'Things to Do' tab

Login to [InfoEd](#). Go to 'Things to do' tab:

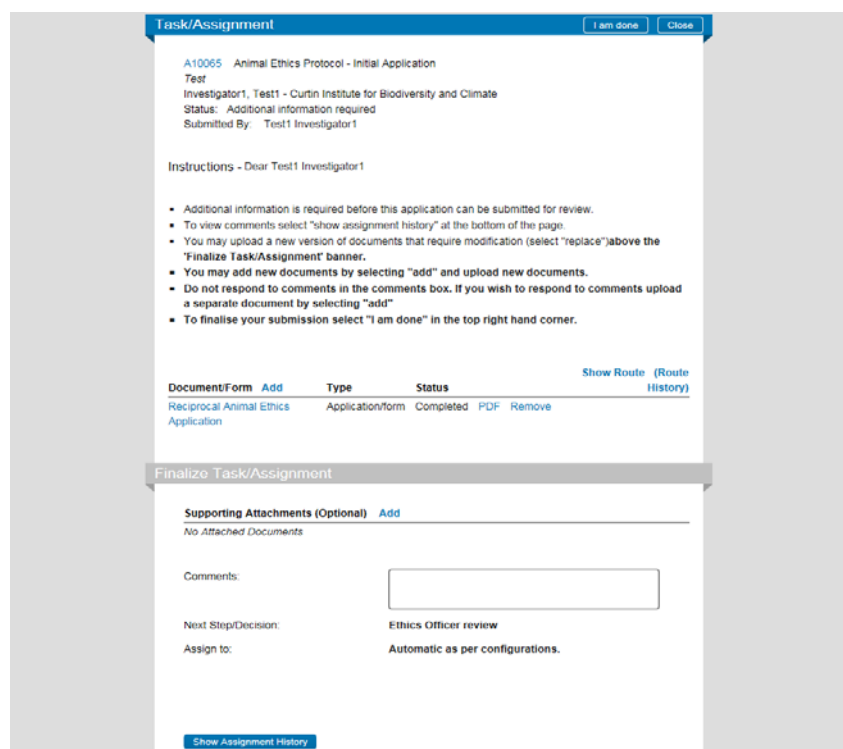


### 2. Locate the task

The task will be in the following format: [AXXXX \(Animal Protocol\) – Additional info required](#)



Click on the link to open the Task/Assignment window, which will look like this:





### 3. View the comments from the Ethics Office

Click on the 'Show Assignment History' button [Show Assignment History](#) at the bottom of the window to reveal the comments from the Ethics Officer:

[Hide Assignment History](#)

History <a href="#">View History</a>					
Assigned/Completed	Duration	Action	Who	Comments	Attachments
15-Dec-2016 10:36:17 AM	Current	Additional info required	Test1 Investigator1		
15-Dec-2016 10:35:34 AM/15-Dec-2016 10:36:16 AM	1 minute	IA - Ethics Officer review	Alina Dmitrieva	Please upload additional documents	
15-Dec-2016 10:35:34 AM/15-Dec-2016 10:35:34 AM	0 minute		Officer AnimalWelfare		

### 4. Amend the submission documents

To edit the ethics form/report, click on the link:

**Task/Assignment** [I am done](#) [Close](#)

A10065 Animal Ethics Protocol - Initial Application  
 Test  
 Investigator1, Test1 - Curtin Institute for Biodiversity and Climate  
 Status: Additional information required  
 Submitted By: Test1 Investigator1

Instructions - Dear Test1 Investigator1

- Additional information is required before this application can be submitted for review.
- To view comments select "show assignment history" at the bottom of the page.
- You may upload a new version of documents that require modification (select "replace") **above the 'Finalize Task/Assignment' banner.**
- You may add new documents by selecting "add" and upload new documents.
- Do not respond to comments in the comments box. If you wish to respond to comments upload a separate document by selecting "add"
- To finalise your submission select "I am done" in the top right hand corner.

[Show Route \(Route History\)](#)

Document/Form	Add	Type	Status	
<a href="#">Reciprocal Animal Ethics Application</a>		Application/form	Completed	PDF Remove

The form/report will open in a new window. Untick the 'Complete' box to unlock the form and make the necessary amendments:

**Reciprocal Animal Ethics Application** [Close](#) [Print](#) [Form History](#) [Save](#) [Complete](#)

Updated By: Test1 Investigator1 @ 15-Dec-2016 10:35:15 AM

Introduction	<b>INTRODUCTION</b>
Investigators	Use this form to request Curtin University Animal Ethics Committee (AEC) to recognise ethics approval from a non-Curtin University Animal Ethics Committee.
General information	



Tick the 'Complete' box again to lock the form. Close the form.

If you need to upload additional documents, click on the 'Add' button:

Document/Form <b>Add</b>	Type	Status	<a href="#">Show Route (Route History)</a>	
<a href="#">Reciprocal Animal Ethics Application</a>	Application/form	Completed	<a href="#">PDF</a>	<a href="#">Remove</a>

An upload window will open. Click on 'Browse' to search for the document you would like to upload (you can only upload one file at a time). Click 'Upload', then close the window to finalise the upload of documents.

**Upload** **Upload** **Close**

Upload new document

Name

Location  **Browse...**

Category

Folder

Document ID

Document Version Number

Document Version Date

**Add Initial Application Components** **Add**

Form Name	Type	Add
Research / Teaching Ethics Application	Conditional Use	<input type="checkbox"/>
Observational Study Ethics Application	Conditional Use	<input type="checkbox"/>

**Important note:** do NOT add documents UNDER the Finalize Task/Assignment banner. This is for office use only.

## 5. Send the submission back to the Ethics Office

In the Task/Assignment window, click 'I am done'.

Task/Assignment
**I am done** **Close**

A10065 Animal Ethics Protocol - Initial Application  
 Test  
 Investigator1, Test1 - Curtin Institute for Biodiversity and Climate  
 Status: Additional information required  
 Submitted By: Test1 Investigator1

Instructions - Dear Test1 Investigator1

- Additional information is required before this application can be submitted for review.
- To view comments select "show assignment history" at the bottom of the page.
- You may upload a new version of documents that require modification (select "replace") **above the 'Finalize Task/Assignment' banner.**
- You may add new documents by selecting "add" and upload new documents.
- Do not respond to comments in the comments box. If you wish to respond to comments upload a separate document by selecting "add"
- To finalise your submission select "I am done" in the top right hand corner.

Document/Form <b>Add</b>	Type	Status	<a href="#">Show Route (Route History)</a>	
<a href="#">Reciprocal Animal Ethics Application</a>	Application/form	Completed	<a href="#">PDF</a>	<a href="#">Remove</a>