



## Responding to Request for Additional Information (Co-investigator/Student)

If an ethics submission requires further information/changes prior to a review by the Animal Ethics Committee/ AEC Chair, the Chief Investigator will receive a request for additional information from the Ethics Office. If you are a co-investigator/student on the project, follow the steps below to respond to the request for additional information.

### 1. Find out the details of the requested amendments from the Chief Investigator

Contact the Chief Investigator to find out details of the additional information requested by the Ethics Office. The CI can follow the steps 1-3 outlined in the [Responding to Request for Additional Information \(Chief Investigator\)](#) instructions guide to see what amendments need to be made to the submission.

### 2. Locate the project in the InfoEd

Login to [InfoEd](#). Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.

### 3. Go into the project record

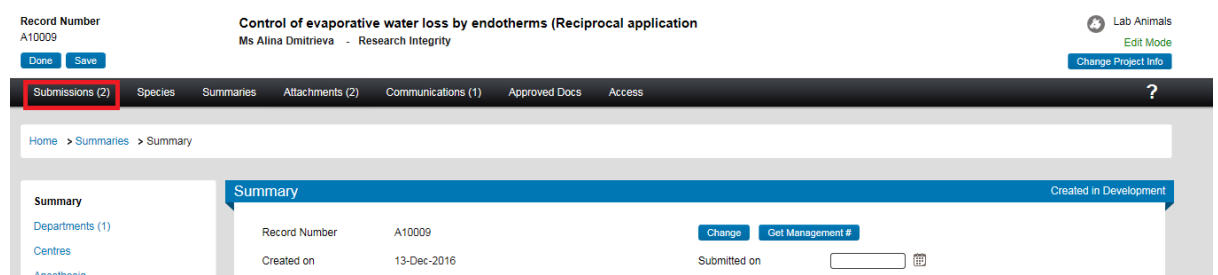
Hover the cursor over the record number and select '**Edit - Master Record**':



The record will open in a new window.

### 4. Go into the Initial Application submission

Click on the '**Submissions**' tab:





Click on the 'Initial Application' link:

Record Number: A10009  
**Control of evaporative water loss by endotherms (Reciprocal application)**  
 Ms Alina Dmitrieva - Research Integrity

Done Save Change Project Info

Submissions (2) Species Summaries Attachments (2) Communications (1) Approved Docs Access

Home > Submissions

Submissions

Type	Submission Number	Investigator Submitted On Date	Management Submitted On Date	Internal ID	Determination	Determination Date	Date From	Date To	Access
Initial Application	A10009-01	N/A	N/A	N/A	Draft	N/A	N/A	N/A	Log Delete

You will see the list of documents that are part of the initial application submission:

Record Number: A10009  
**Control of evaporative water loss by endotherms (Reciprocal application)**  
 Ms Alina Dmitrieva - Research Integrity

Done Save Change Project Info

Submissions (2) Species Summaries Attachments (4) Communications (1) Approved Docs Access

Home > Submissions > Initial Application > Submission

Submission: Initial Application (Created on: 13-Dec-2016 Status: Draft)

Document/Form	Type	Status	Actions
Reciprocal Animal Ethics Application	Application/form	Incomplete	Replace Remove
2017 AEC dates.docx	Other	Completed	Replace Remove

## 5. Amend the submission documents

To edit the ethics form/report, click on the document name to open it.

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 **INTRODUCTION**

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.

You have an option to replace and remove documents:

Record Number: A10009  
**Control of evaporative water loss by endotherms (Reciprocal application)**  
 Ms Alina Dmitrieva - Research Integrity

Done Save Change Project Info

Submissions (2) Species Summaries Attachments (4) Communications (1) Approved Docs Access

Home > Submissions > Initial Application > Submission

Submission: Initial Application (Created on: 13-Dec-2016 Status: Draft)

Document/Form	Type	Status	Actions
Reciprocal Animal Ethics Application	Application/form	Incomplete	Replace Remove
2017 AEC dates.docx	Other	Completed	Replace Remove



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

Record Number: A10009  
 Control of evaporative water loss by endotherms (Reciprocal application)  
 Ms Alina Dmitrieva - Research Integrity

Done Save

Lab Animals Edit Mode Change Project Info

Submissions (2) Species Summaries Attachments (4) Communications (1) Approved Docs Access

Home > Submissions > Initial Application > Submission

Initial Application Created on: 13-Dec-2016 Status: Draft

Document/Form	Type	Status	
Reciprocal Animal Ethics Application	Application/form	Incomplete	Remove
2017 AEC dates.docx	Other	Completed	Replace Remove

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: Other

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"/>

## 6. Notify the Chief Investigator

Notify the Chief Investigator (via email, in person, etc.) once you have amended the submission, so that he/she can send the submission back to the Ethics Office. The Chief Investigator will need to follow steps 1, 2 and 5 outlined in the [Responding to Request for Additional Information \(Chief Investigator\)](#) instructions guide.