



## Submitting an Amendment Request

### 1. Locate the project in the InfoEd

Login to [InfoEd](#).

**Chief Investigator on the project:** Go to 'My Items' tab and find the project requiring an amendment request.

**Co-Investigator/Student on the project:** Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.

### 2. Go into the project record

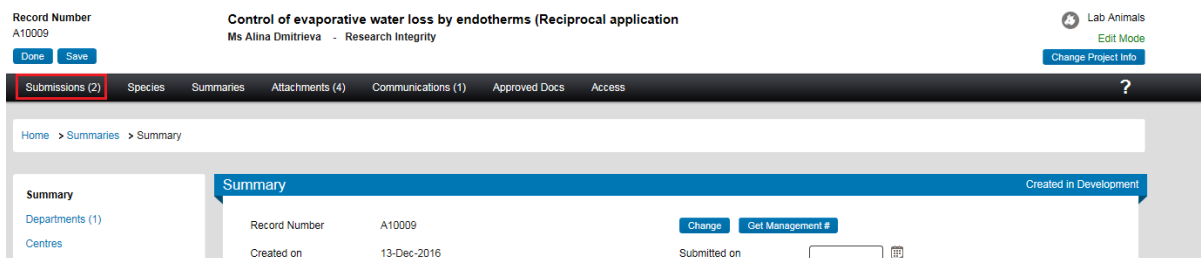
Hover the cursor over the record number and select '**Edit - Master Record**':



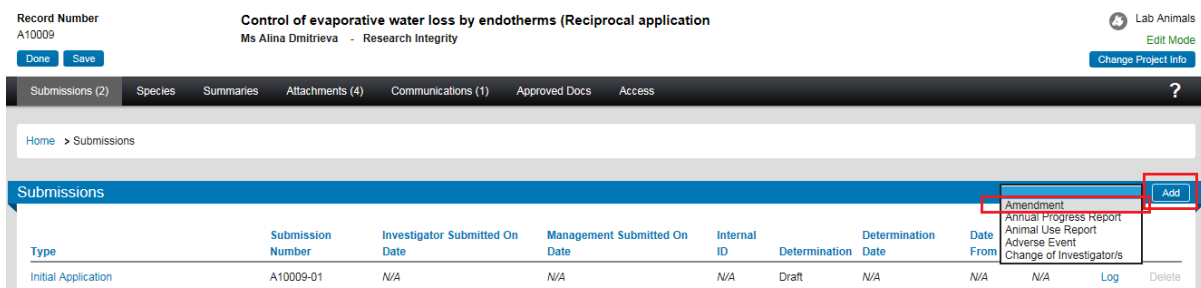
The record will open in a new window.

### 3. Create a new submission

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



Choose the '**Amendment**' submission type from the drop down box and click '**Add**' to create a new amendment request submission:





#### 4. Complete the form

A blank amendment request form has been automatically added to the submission. Click on the 'Amendment request' link to open the form:

Record Number: A10002      Testing the system  
Ms Alina Dmitrieva - Research Integrity

Done Save      Lab Animals      Edit Mode      Change Project Info

Submissions (13) Species (1) Summaries Attachments (16) Communications Approved Docs Access

Home > Submissions > Amendment > Submission

Submission: Amendment      Created on: 27-Mar-2017      Status: Draft

| Document/Form     | Add | Type | Status     | Submit |
|-------------------|-----|------|------------|--------|
| Amendment Request |     |      | Incomplete |        |

(Mandatory Form)

Show Existing Protocol Attachments

Fill out the form. Tick 'Complete' box and close the form:

Amendment Request

Close Print Form History Save Complete

Updated By: Alina Dmitrieva @ 27-Mar-2017 02:02:24 PM

Amendment Request      AMENDMENT REQUEST

All Pages      \* Provide details on the amendments proposed to the approved protocol.

The form status would have changed to 'Completed':

Record Number: A10002      Testing the system  
Ms Alina Dmitrieva - Research Integrity

Done Save      Lab Animals      Edit Mode      Change Project Info

Submissions (13) Species (1) Summaries Attachments (16) Communications Approved Docs Access

Home > Submissions > Amendment > Submission

Submission: Amendment      Created on: 27-Mar-2017      Status: Draft

| Document/Form     | Add | Type | Status    | Submit |
|-------------------|-----|------|-----------|--------|
| Amendment Request |     | PDF  | Completed |        |

(Mandatory Form)

Show Existing Protocol Attachments

#### 5. Revise the Ethics Application Form to capture the proposed amendments

If your project received ethics approval before 2017 (i.e. projects with approval IDs AEC\_XXXX\_XX), skip to step 6.



Click on 'Show Existing Protocol Attachments':

Record Number: A10002 | Testing the system | Ms Alina Dmitrieva - Research Integrity

Done Save | Lab Animals | Edit Mode | Change Project Info

Submissions (13) | Species (1) | Summaries | Attachments (16) | Communications | Approved Docs | Access

Home > Submissions > Amendment > Submission

Submission: Amendment | Created on: 27-Mar-2017 | Status: Draft

| Document/Form                                      | Add | Type | Status    |     |                  |
|--|-----|------|-----------|-----|------------------|
| Amendment Request                                  |     |      | Completed | PDF | (Mandatory Form) |
| <a href="#">Show Existing Protocol Attachments</a> |     |      |           |     |                  |

The list of existing protocol attachments will appear. Select the latest version of ethics application form (see the date it was last updated to determine which version is the most recent one):

Existing Protocol Attachments

Done Save

| Existing Protocol Document Attachments | Document Type    | Last Updated Date     | View | Include                  |
|--|------------------|-----------------------|------|--------------------------|
| Reciprocal Animal Ethics Application   | Application/form | 03/27/2017 2:28:01 PM |      | <input type="checkbox"/> |
| Annual Progress Report                 |                  | 03/27/2017 2:28:20 PM |      | N/A                      |

Tick the 'Include' box against the latest version of the ethics application form and click 'Save':

Existing Protocol Attachments

Done Save

| Existing Protocol Document Attachments | Document Type    | Last Updated Date     | View | Include                             |
|--|------------------|-----------------------|------|-------------------------------------|
| Reciprocal Animal Ethics Application   | Application/form | 03/27/2017 2:28:01 PM |      | <input checked="" type="checkbox"/> |
| Annual Progress Report                 |                  | 03/27/2017 2:28:20 PM |      | N/A                                 |

Click 'Done'.

The ethics application form has now be added to the submission:

Record Number: A10027 | Testing the system | Ms Alina Dmitrieva - Research Integrity

Done Save | Lab Animals | Edit Mode | Change Project Info

Submissions (4) | Linkages | Species | Summaries | Attachments (5) | Communications (1) | Approved Docs | Access

Home > Submissions > Amendment > Submission

Submission: Amendment | Created on: 27-Mar-2017 | Status: Draft

| Document/Form                                      | Add | Type             | Status    |     |                  |
|--|-----|------------------|-----------|-----|------------------|
| Reciprocal Animal Ethics Application               |     | Application/form | Completed | PDF | Remove           |
| Amendment Request                                  |     |                  | Completed | PDF | (Mandatory Form) |
| <a href="#">Show Existing Protocol Attachments</a> |     |                  |           |     |                  |



Click on the form link to open it up in a new window.

Untick the 'Complete' box:

### Reciprocal Animal Ethics Application

Close Print Form History Save Complete

Updated By: Alina Dmitrieva @ 27-Mar-2017 02:25:44 PM

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

Revise the ethics application form to capture the proposed amendments.

Tick the 'Complete' box. Close the form.

## 6. Attach additional documents (optional)

Click on the 'Add' button to open the upload window:

Record Number: A10027 | Testing the system | Ms Alina Dmitrieva - Research Integrity | Lab Animals | Edit Mode | Change Project Info

Submissions (4) | Linkages | Species | Summaries | Attachments (5) | Communications (1) | Approved Docs | Access

Home > Submissions > Amendment > Submission

| Document/Form                        | Type             | Status    |                      |
|--------------------------------------|------------------|-----------|----------------------|
| Reciprocal Animal Ethics Application | Application/form | Completed | PDF Remove           |
| Amendment Request                    |                  | Completed | PDF (Mandatory Form) |

Show Existing Protocol Attachments

Click 'Browse' to locate the document you would like to upload. You can only upload one document at a time.

Upload | Upload | Close

Upload new document

Name:

Location:  **Browse...**

Category: Other

Folder

Document ID:

Document Version Number:

Document Version Date:

Add Annual Progress Report Components | Add

| Form Name | Type | Add |
|-----------|------|-----|
|-----------|------|-----|



Click 'Upload'. To complete the upload of the documents, close the upload window.

 A screenshot of the 'Upload' window. At the top right, there are 'Upload' and 'Close' buttons. Below is a form for 'Upload new document' with fields for Name (2017 AEC dates.docx), Location (C:\Users\259400\I\Desko), Category (Other), Document ID, Document Version Number, and Document Version Date. At the bottom, there is an 'Add Annual Progress Report Components' section with an 'Add' button and a table with columns 'Form Name', 'Type', and 'Add'.

The document/s you uploaded will appear in the submission window:

 A screenshot of the submission window. The title is 'Testing the system' with record number A10027. The user is Ms Alina Dmitrieva. The main content is a table of attachments:
 

| Document/Form                        | Add | Type             | Status    |         |                  |
|--------------------------------------|-----|------------------|-----------|---------|------------------|
| Reciprocal Animal Ethics Application |     | Application/form | Completed | PDF     | Remove           |
| 2017 AEC dates.docx                  |     | Other            | Completed | Replace | Remove           |
| Amendment Request                    |     |                  | Completed | PDF     | (Mandatory Form) |

 A 'Submit' button is visible at the bottom right of the table.

## 7. Submit the amendment request

Click the 'Submit' button:

This is the same screenshot as above, but with a red box highlighting the 'Submit' button at the bottom right of the attachment table.

**If you are the Chief Investigator**, a separate window displaying the researcher declaration will appear, asking whether you accept or decline the declaration. Click 'Accepted > Continue'. The amendment request submission will automatically come to the Ethics Office for review.

**If you are a co-investigator/student** submitting the application, the submission will first go to the Chief Investigator for endorsement (See [Investigator Sign-off](#)). After the CI has endorsed the submission it will automatically come to the ethics office for review.