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'.
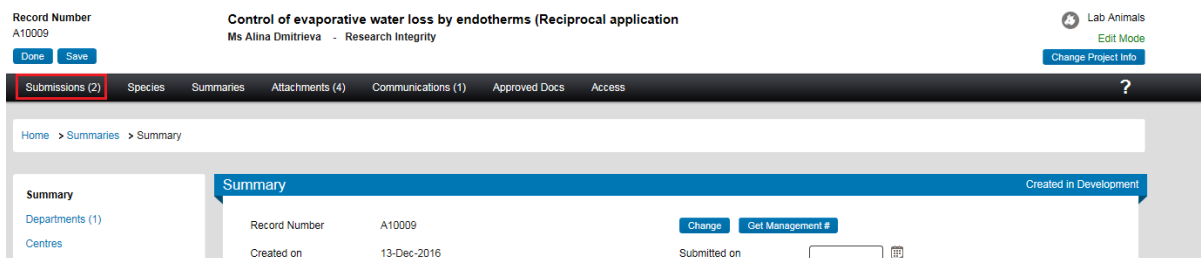
2. Go into the project record

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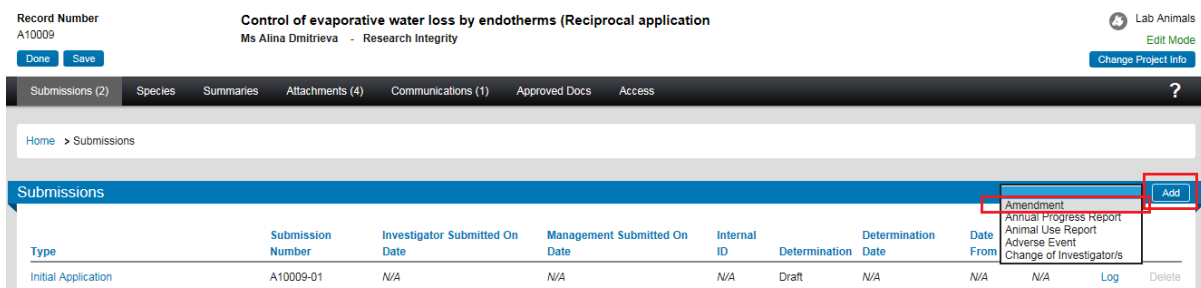

The record will open in a new window.

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:

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

The form status would have changed to *'Completed':*

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*':

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):

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

Click '*Done*'.

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

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

Untick the '*Complete*' box:

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:

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

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

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

7. Submit the amendment request

Click the *'Submit'* button:

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.